Regular Meeting of the Board of Commissioners  
Monday, January 30, 2023  
3:30 PM

Meetings of the Board of Commissioners are now hybrid meetings. The public is welcome to attend in-person at the District Office or remotely through the Zoom meeting platform.

Join from a PC, Mac, iPad, iPhone or Android device:  
Please click this URL to join. https://us02web.zoom.us/j/82227554452

Or join by phone:  
Dial(for higher quality, dial a number based on your current location):  
US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592  
Webinar ID: 822 2755 4452
International numbers available: https://us02web.zoom.us/u/kbmKLWpV2c

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<td>03:31 PM</td>
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Zoom instructions are available on the District's website: https://spwater.org/371/Board-Meetings.  
Verbal public comment is limited to three minutes per person or five minutes per group.  
Written public comments are to be emailed to administration@spwater.org no later than 12:00 noon the date of the meeting.

ACTIVE AGENDA

- A  Tammy Whipple - Recognition for 10 Years of Service  
- B  Approval of Contract for District Office Water Storage Tank Analysis

REPORTS

- 04:00 PM 5  Attorney  
- 04:05 PM 5  General Manager  
- 04:10 PM 10  Commissioner

04:20 PM  
ADJOURN

Next Regular Meeting - Monday, February 6, 2023
Public Comments

Verbal Comments:
Limited to three minutes per person or five minutes per group.

For those attending remotely, Zoom instructions are available on the District’s website: https://spwater.org/371/Board-Meetings.

Written Public Comments:
Emailed to administration@spwater.org no later than 12:00 p.m. the date of the meeting. Note “Public Comment” and the meeting date in the Subject field of the email.
Active Agenda
Active Agenda
Item A

Tammy Whipple – Recognition for 10 Years of Service
Active Agenda
Item B

Review Proposal of District Office Water Storage Tank Analysis
INTRODUCTION:
District Staff is seeking the Board’s approval to enter into an Agreement for Consultant Services with Consor North America Inc. (formally MurrySmith) to assess options for additional storage at or near the existing 2 MG Tank.

POLICY:
N/A

BACKGROUND:
The 650 Zone Storage and Supply Study is a part of the 650 Zone New Office Reservoir project. The objective of the Study is to review the current and future water demands and determine if additional storage within the 650 Pressure Zone is required to meet those demands. However, the issue of providing more storage in the 650 Pressure zone needs to be reviewed along with determining if any storage in the lower portions of existing reservoirs can provide additional supply during peak use periods.

Attached is a copy of the Agreement for Consulting Service with Consor for the 650 Zone Storage and Supply Study.

During development of the Scope of Work, District Staff and Consor determined that additional modeling work, outside of the original tasks, should be included to provide further insight in the needs and operation of the water system. However, this additional work would exceed the existing project Budget and therefore staff is requesting the Board provide an additional $90,000 from the GFC fund, increasing the budget for the 650 Storage and Supply Study to $190,000.

BUDGET STATUS:
The 650 Zone Storage and Supply Study currently has a budget of $100,000 and is funded 100% from the GFC fund. District Staff is requesting an additional $90,000 from the GFC Fund to provide a total budget of $190,000.

FISCAL IMPACT:
N/A

OPTIONS:
The Board of Commissioners approve by motion the Agreement for Consulting Services with Consor North America, Inc. for the 650 Zone Storage and Supply Study, and increase the project Budget by $90,000, for a total budget of $190,000.
STAFF RECOMMENDATIONS:
District staff recommends the Board of Commissioners enter into the Agreement for Consulting Services with Consor North America, Inc. for the 650 Zone Storage and Supply Study, and increase the Budget by $90,000 for a total budget of $190,000.

ATTACHMENTS:
- Agreement for Consulting Services with Consor North America
AGREEMENT FOR CONSULTING SERVICES
For
650 ZONE STORAGE AND SUPPLY STUDY

This Agreement is made and entered into between the Sammamish Plateau Water and Sewer District, a municipal corporation in King County, Washington ("District") and Consor North America, Inc. ("Consultant") for the purposes set forth below.

1. **Scope of Consulting Services.** Consultant shall provide consulting services to the District under the terms of this Agreement for the following Project: 650 Zone Storage and Supply Study ("Project"). The scope of services is more fully described on Exhibit A attached hereto and incorporated herein by this reference.

2. **Compensation and Payment.** District shall pay Consultant for the time and materials devoted to the Project as consideration for the performances of the services set forth on Exhibit A, not to exceed the amount of $186,347.00 (One hundred and eighty six thousand, three hundred and forty seven dollars). Such compensation shall be payable in the following manner:

   a. Consultant shall submit a detailed monthly billing for all services provided describing in reasonable and understandable detail the services rendered, fees charged and expenses incurred by Consultant during the previous month in accordance with a schedule of rates and charges set forth on Exhibit B, including fees and expenses for additional services authorized by District as provided herein. District shall pay the invoice within sixty (60) days of receipt, except as to any disputed amounts.

   b. Upon District's failure to pay within sixty (60) days of receipt the undisputed amount set forth in any monthly billing submitted to District by Consultant, such unpaid balance will bear interest at the rate of 0.5% per month until the amount of such unpaid balance, plus interest thereon shall be paid in full.

3. **Schedule of Work.** Consultant shall commence the performance of its services under this Agreement upon receipt of notice by the District to do so and shall provide the services in accordance with the schedule on Exhibit A, subject to delays for causes beyond the reasonable control of Consultant or as otherwise agreed to by District.

4. **Subcontractors.** Consultant shall not subcontract or assign any portion of the services to be performed under this Agreement without the prior written approval of the District, such approval to be given in the District’s sole discretion. If the District approves the
subcontracting or assignment of any portion of the services, the Subcontractor or Assignee (collectively the “Subcontractor”) shall fully comply with the insurance requirements set forth in Section 7 of this Agreement. The District and the Contractor shall be named as additional insureds on Subcontractor’s Commercial General Liability Insurance Policy with regard to the subcontracted or assigned services to be performed by the Subcontractor and a copy of the endorsement naming the District and the Contractor as additional insureds shall be attached to the Certificate of Insurance and provided to the District. Alternatively, Contractor shall have the Subcontractor included as an additional insured on Contractor’s Commercial General Liability Insurance Policy and provide a copy of the endorsement to that affect with the Certificate of Insurance provided to the District.

5. **Independent Contractor.** Consultant is an independent contractor and not an employee of the District. Consultant shall be responsible in full for payment of its employees, including insurance and deductions, and for payment to any subcontractors. No personnel employed by Consultant shall acquire any rights or status regarding the District. All of the services required hereunder shall be performed by Consultant or under its direction, and all personnel engaged therein shall be fully qualified under applicable state, federal and local law to undertake the work performed by them.

6. **Changes in Scope of Services.** The District may require changes or modifications in the scope of services to be performed under this Agreement. Any such changes or modifications shall be in writing and signed by the parties to this Agreement. The compensation for the changes or modifications, whether a decrease or increase, shall be on the same terms and conditions as set forth in Paragraph 2 above or in a manner otherwise mutually agreed to by the parties.

7. **Insurance.** Consultant shall maintain throughout the performance of this Agreement the following types and amounts of insurance.

   a. Comprehensive vehicle liability insurance covering personal injury and property damage claims arising from the use of motor vehicles with combined single limits of Two Million Dollars ($2,000,000).

   b. Commercial General Liability Insurance written on an occurrence basis with limits no less than Two Million Dollars ($2,000,000) combined single limit per occurrence and Two Million Dollars ($2,000,000) aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

   c. Professional liability insurance (Errors and Omissions insurance) with limits no less than Two Million Dollars ($2,000,000).
The insurance policies shall: (1) state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) be primary to any insurance maintained by the District, except as respects losses attributable to the sole negligence of the District; and (3) shall state that the District will be given 30 days prior written notice of any cancellation, suspension or material change in coverage.

The District and its elected and appointed officers, employees, agents, and volunteers shall be named as an additional insured on the Commercial General Liability Insurance policy with regard to work and services performed by or on behalf of the Consultant and a copy of the endorsement naming the “District and its elected and appointed officers, employees, agents, and volunteers” as an additional insured shall be attached to the Certificate of Insurance.

Before commencing work and services, Consultant shall provide to the District a Certificate of Insurance evidencing the insurance described above and shall also complete and provide to the District the insurance forms attached hereto as Exhibit C. The District reserves the right to request and receive a certified copy of all required insurance policies.

The above insurance limits do not constitute a limit on Consultant's liability to the District. Any payment of deductible or self-insurance retention shall be the sole responsibility of Consultant.

Consultant shall be solely responsible for the safety of its employees and subcontractors at the Project work site, and shall comply with all applicable federal, state and local statutes, regulations and ordinances regarding safety.

8. **Indemnification.** Consultant shall defend, indemnify and hold harmless the District, its officers, employees and agents and volunteers from and against all claims, injuries, damages, liabilities, losses of suits, including attorneys' fees and costs, caused directly or indirectly by Consultant’s negligent acts, errors or omissions, but only for that portion of such Damages which reflect the percentage of negligence of Consultant, and/or its employees, agents, and subcontractors compared to the total negligence of all persons, firms, or corporations which result in such Damages. The parties agree that Consultant’s duty to defend shall not arise unless the Damages at issue involve a specific claim or allegation of negligent acts, errors or omissions by Consultant and/or its employees, agents, and subcontractors. For the purposes of this indemnification, Consultant specifically and expressly waives any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. If a court of competent jurisdiction determines that this contract is subject to RCW 4.24.115, Consultant's obligation to defend, indemnify and hold harmless the District, its officers, employees, agents and volunteers shall be limited to the extent of Consultant's negligence. The provisions of this Section shall survive the expiration or termination of this Agreement.
9. **Ownership of Documents.** Consultant agrees to return to District upon termination of this Agreement all documents, drawings, photographs and other written or graphic material, however produced, received from District and used by Consultant in performance of its services hereunder. All documents, drawings, specifications, designs, mylars, surveys, survey data, reports and other work product (collectively referred to as "Work Product") produced by Consultant in connection with the services rendered under this Agreement shall be owned by District. District shall own all copyrights to such Work Product and Consultant agrees to assign all ownership rights to such Work Product to the District. Reuse of any such Work Product by the District for other than a specific project or modification in use by the District of any of the Work Product without the Consultant's prior written approval shall be at the District's sole risk.

10. **Standard of Care.** Consultant’s services shall be performed with the level of care, skill and competence of the consulting profession in accordance with the standard for professional services at the time the services are rendered.

11. **Right of Entry.** District shall provide for the right of entry of Consultant and its subcontractors and all necessary equipment in order to complete the services under this Agreement.

12. **Compliance with Codes and Standards.** Consultant's Professional Services shall be consistent with the standard of care and shall incorporate those publicly known federal, state and local laws, regulations, codes and standards that are applicable at the time Consultant renders its services.

13. **Discovery of Hazardous Materials.** The parties recognize that unanticipated hazardous materials or suspected hazardous materials may be discovered on District's property or on property included as part of the site of work but not owned by District. The discovery of unanticipated hazardous materials may delay the Consultant's provision of the services required herein. In that event, the parties may extend the Contract Completion Date by mutual agreement.

14. **Termination.** This Agreement may be terminated by either party upon seven days written notice for any reason. In the event of termination, Consultant shall be entitled to compensation for all services performed and costs incurred through and including the date of termination, except as to any disputed amounts.
15. **General Provisions.**

   a. **Notices.** Any notice or demand desired or required to be given under this Agreement shall be in writing and deemed given when personally delivered, sent by facsimile machine, or deposited in the United States Mail (or with an express courier), postage prepaid, sent certified or registered mail, and addressed to the parties as set forth below or to such other address as either party shall have previously designated by such a notice:

   Sammamish Plateau Water & Sewer District  
   1510 - 228th Avenue S.E.  
   Sammamish, WA 98075  
   Attn: General Manager

   Consor North America, Inc.  
   Attn: David Stangel  
   960 Broadway Avenue, Suite 500  
   Boise, ID 83706

   b. **Attorneys’ Fees.** In the event that any party commences litigation against the other party relating to the performance, enforcement or breach of this Agreement, the prevailing party in such action shall be entitled to all costs, including attorneys’ fees and costs and any such fees or costs incurred on appeal.

   c. **Entire Agreement.** This Agreement and its exhibit attachments contain the entire understanding between the District and Consultant relating to the consulting services which are the subject of this Agreement. This Agreement merges all prior discussions, negotiations, letters of understanding or other promises whether oral or in writing. Subsequent modification or amendment of this Agreement shall be in writing and signed by the parties to this Agreement.

   d. **Waiver.** Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Agreement.

   e. **Assignment.** Neither party shall assign, transfer or otherwise dispose of this Agreement in whole or in part to any individual, firm or corporation without the prior written consent of the other party. Subject to the provisions of the preceding sentence, this Agreement shall be binding upon and enure to the benefit of the respective successors and assigns of the parties hereto. This Agreement is made only for the benefit of the District and Consultant and successors in interest and no third party or person shall have any rights hereunder whether by agency, as a third party beneficiary, or otherwise.
f. **Jurisdiction/Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any suit to enforce or relating to this Agreement shall be brought in King County Superior Court, King County, Washington.

g. **Severability.** If any term, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

h. **Effective Date.** The effective date of this Agreement shall be the date that the contract has been signed by authorized representatives of both parties hereto.

CONSOR NORTH AMERICA, INC. SAMMAMISH PLATEAU WATER & SEWER DISTRICT
("CONSULTANT")
("DISTRICT")

By By

Typed Name David Stangel Typed Name ____________________

Its Director of Water Its ____________________

Address: 960 Broadway Avenue, Suite 500 Address: 1510 - 228th Avenue S.E.,
Boise, ID 83706 Sammamish, WA 98075

Phone: (208) 947-9033 Phone: (425) 392-6256

Fax: (425) 391-5389

Date: ____________________ Date: ____________________
EXHIBIT A

SCOPE OF WORK
EXHIBIT A

SCOPE OF WORK
10 MG TANK ANALYSIS
SAMMAMISH PLATEAU WATER

Background and Project Understanding

Sammamish Plateau Water (District) has requested this scope of work (SOW) from Consor North America Inc. (Consultant) to assess options for additional storage at or near the existing 2 MG Tank. The District has continued to grow and during peak water use seasons, the 2 MG tank is not able to maintain adequate water levels to provide pressure or storage to customers in the vicinity of the tank. This effort will leverage prior investments the District has made in their hydraulic model. The analysis will utilize the extended period analysis (EPS) model, which will require some updates and calibration prior being used. Initial efforts will focus on identifying the build-out demands and resulting storage needs of the District’s Plateau Zone service boundary. The identified build-out storage volume will enable District staff to identify the specific scenarios they want to evaluate.

An optional task for the use of Optimization is also being offered that would allow the District to evaluate a wider range of improvement alternatives and expand the analysis to include other system specific studies, such as 550 Zone Blending and Well 9 to 650 Zone resiliency.

This Scope of Services has been separated into six tasks for clarity and is described in detail below.

- Task 1 – Project Management
- Task 2 – Develop Build-out Demands and Storage Needs
- Task 3 – Update and Calibrate EPS Model
- Task 4 – Evaluate Storage Scenarios
- Task 5 – Develop Cost Estimate and Documentation
- Task 6 – Water System Optimization - Optional
- Task 7 – Additional Services

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

Provide overall leadership and team guidance aligned with District staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.
Activities

1.1 Kick-off Meeting

Consultant will conduct a virtual kick-off meeting with District and Consor staff not to exceed two (2) hours.

1.2 General Project Management Including Invoicing

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task.

Consultant will maintain communication with the District through meetings via voice, virtual (Teams) and email communication.

Consultant will manage and coordinate the technical and scope issues of the overall project. Progress meetings will be conducted once a month over the 6 month project schedule.

Based on the Consultant's assessment, a Level 1 HASP will consist of the Consultant's Office Safety Handbook.

1.3 Develop Data Request

Consultant will develop a data request and deliver to the District. At a minimum this will include information on the build-out service boundary, developable parcels including their land use type, storage calculations developed as part of the last Water Master Plan and direction on the per capita average, maximum and peak hour demand factors to use in updating the storage calculations.

Task Deliverables

- Data Request
- Consultant shall deliver to the District's PM a monthly invoice and status report covering:
  - Work on the project performed during the previous month.
  - Meetings attended.
  - Problems encountered and actions taken for their resolution.
  - Potential impacts to submittal dates, budget shortfalls or optional services.
  - Budget Analysis.
  - Issues requiring project team action.

Assumptions

- Consultant assumes a six month project schedule, therefore it is assumed that there will be up to six (6) progress invoices/status reports.
- Consultant assumes up to six (6) one-hour project status meetings with the Consultant’s Project Manager, up to two project engineers and the District’s Project Manager.
- All deliverables will be electronic unless specifically otherwise.
- All meetings will be virtual unless specified otherwise.
Task 2 – Develop Build-out Demands and Storage Needs

Objective
The objective of this task is to identify how much additional storage is required for each of the District’s main Plateau Zone pressure zones under build-out conditions.

Activities

2.1 Identify Build-out Service Area
Consultant will work with District staff to identify the build-out service area. This will include identifying developable parcels and their land use type.

2.2 Calculate Build-out ADD, MDD and PHD
Consultant will calculate build-out average day demand (ADD), maximum day demand (MDD) and peak hour demand (PHD) for each of the pressure zones in the Plateau Zone. Consultant will utilize per capita ADD, MDD and PHD factors developed in the last WMP unless otherwise directed.

2.3 Calculate Build-out Storage Needs
Consultant will utilize the information in the two prior subtasks to calculate the required build-out storage volumes for the Plateau Zone’s major pressure zones including: 297, 550, 650, and 700 using Washington Department of Health criteria. Smaller zones will be aggregated accordingly into the major pressure zones that serve them.

2.4 Meet with District to Review Storage Needs and Identify Scenarios to be Analyzed
Once the storage calculations are complete, Consultant will conduct a meeting with the District to review the build-out storage needs. This meeting will also identify up to three (3) specific storage scenarios to be evaluated using the EPS hydraulic model.

2.5 Document Build-out Demand and Storage Calculations
Consultant will develop a draft section for the final technical memorandum (TM) as described in Task 5.

Task Deliverables
- Draft TM section

Assumptions
- District to provide the prior storage calculation assumptions for use as a starting point for the analysis.
- District will provide direction on the three specific storage scenarios they want the Consultant to evaluate.
Task 3 – Update and Calibrate the Hydraulic Model

Objective

The objective of this task is to update the previously developed hydraulic model for use in the storage evaluations and calibrate it under existing EPS conditions.

Activities

3.1 Identify Key Performance Indicators

Consultant will identify the standards to which the adequacy of the calibration will be assessed. These will be based on trends of tanks emptying and filling as well as when pumps turn on and off.

3.2 Add New Pipes and Make Required Facility Changes

Consultant will add new piping to the model since the last update in 2019. Consultant will provide a summary of the facility information including pump control points to the District for verification for both summer and winter. District will provide direction on facility and operational changes which will be incorporated into the model.

3.3 Verify Summer and Winter Diurnal Curves

Consultant will review the information used to develop the previous summer and winter time diurnal curves. Consultant will apprise the District of the adequacy of the curves for use for the build-out analysis. The budget assumption is that the diurnal curves will be appropriate for use in the analysis.

3.4 Collect SCADA and Calibrate the EPS Model Under Summer and Winter Conditions

The District will provide two (2) weeks of SCADA for all Plateau Zone facilities for a representative winter and summer period in 2022. Average system demand will be provided for each of the two-week periods for use in adjusting the base model demand. The model will be calibrated under the summer and winter conditions. Comparisons will be made between the SCADA and model results at the following facilities: 2 MG Tank, 7 MG Tank, Section 36 Tanks, 3 MG Tanks, 297 PS, 43rd St PS, Section 36 PS, and any operating wells. A single iteration of data verification is assumed after the initial calibration where input from the District’s operations staff may be required to clarify and explain specific set points and operational characteristics. A summary of the calibrations for winter and summer will be provided in graphical format and shared with the District.

3.5 Document EPS Calibration

Consultant will develop a draft section for the final technical memorandum (TM).

Task Deliverables

- Draft TM section
- Calibrated EPS Model (InfoWater Pro)

Assumptions

- District can provide SCADA for all facilities for the winter and summer periods in electronic format (Excel or Access).
➢ District operations staff will be available to work with Consultant as needed to explain variations or discrepancies in the SCADA versus understood set points.

➢ District will provide the updated GIS with current system piping and any new facility information.

➢ Tasks 2 and 3 can proceed concurrently.

Task 4 – Evaluate Storage Scenarios

Objective
The objective of this task is to conduct the evaluation of the three (3) storage alternatives identified under Task 2. Bring those results back to the District and identify the selected scenario for further refinement.

Activities
4.1 Load Build-out Demands into the Model
Consultant will utilize information developed in Task 2 to develop build-out demand loading. The model will be set up to run a summer time peak demand scenario and a winter time minimum demand scenario.

4.2 Conduct a Mass Balance of Build-out Demand Compared with Available Supply
Prior to conducting the EPS modeling, a comparison of build-out MDD with available supply will conducted. If current supplies are not adequate, the District will provide direction on where additional supply will be provided and the Consultant will add it to the model. This may require adding capacity to existing or new facilities to convey water from the 297 Zone to the 650 Zone as an example.

4.3 Set up Model for EPS Analysis
Based on the information developed in Tasks 2, 3, 4.1 and 4.2, the model will be set up to analyze the three (3) scenarios under peak demand conditions. This will include ensuring diurnal curves are adequately applied and all controls are operating.

4.4 Conduct Initial Modeling for Three Primary Scenarios
The Consultant will evaluate the three primary scenarios under peak build-out demand conditions. The results will be evaluated to assess viability of the scenarios relative to keeping pressures and velocities in range and whether tanks can be kept full. The analysis will be conducted over a 24-72 hour period of peak demand. Modifications to the controls will be made to see if results can be improved where required. Up to three (3) enhancement runs will be made with each primary scenario. The addition of piping as an example, may be required to improve results.

4.5 Review Modeling Results with District Staff
Consultant will lead a meeting with District staff to review the results of the initial modeling runs. Pros and cons of each of the three primary scenarios will be discussed. Based on this meeting, the District will direct the Consultant to assess one of the three initial alternatives or a hybrid one for the final analysis.

4.6 Conduct Final Alternatives Under Both Summer and Winter Conditions
Consultant will evaluate the selected alternative under both summer and winter conditions to again assess the ability to meet hydraulic criteria including maintaining tank levels. The model will again be run under 24-72-hour conditions to simulate system operation over both a peak and minimum demand condition, at
build-out. Up to three (3) refinement runs will be conducted under winter and summer conditions. Any hydraulic deficiencies identified will be discussed with the District and solutions identified and verified with the model.

4.7 Document Analysis

Consultant will develop a draft section for the final technical memorandum (TM).

Task Deliverables

- Draft TM section
- EPS model (InfoWater Pro) with build-out winter and summer conditions

Assumptions

- District will provide direction on where new supply will be located and how it will operate.
- District will provide direction on a final alternative for evaluation.
- Meetings will include three (3) Consultant team members.

Task 5 – Develop Cost Estimate and Overall Documentation

Objective

Develop a planning level cost estimate for the selected storage alternative. Develop a final technical memorandum for the overall analysis. Provide a presentation to District Commissioners.

Activities

5.1 Develop a Cost Estimate for the Selected Alternative

Consultant will develop a Class 5 (+100%, -50%) cost estimate for the selected alternative in 2022 dollars.

5.2 Develop Overall Draft Technical Memorandum and Meet with District to Review

Consultant will develop an overall draft TM which will compile the sections previously developed in Tasks 2, 3 and 4, as well as the cost estimate and deliver it to the District. Consultant will conduct a meeting to review comments with the District.

5.3 Address District Comments and Finalize TM

Based on the District’s review comments the Consultant will develop a final TM and deliver to the District.

5.4 Present to District Commissioners

The Consultant will develop a Powerpoint that will be presented to the District Commissioners with support from the Staff. The presentation will include background on the development of the build-out demands and storage requirements, the alternatives evaluated, the final selected alternative and the cost estimate.

Task Deliverables

- Draft and Final TM
- Powerpoint Presentation
Assumptions

- Consultant PM will present to Commission.
- Presentation to Commissioners will be made virtually.
- District will provide timely comments on the Draft TM.

Task 6 – Water System Optimization (Optional)

Objective

Develop an optimization model to be used in lieu of the manual modeling identified in Task 4, as an optional task.

Activities

6.1 Develop the Optimization Inputs

Consultant will work with the District to develop capital and life cycle costs for pipes, pumps, wells and reservoirs. Design criteria and associated “penalty costs” for acceptable pressures, velocities, and tank levels will be developed for input into the model.

6.2 Conduct Alternatives Workshop

Consultant will conduct an alternatives workshop with District staff to identify the pipe, pump, well, and reservoir alternatives to be included in the analysis. The alternatives workshop will be held in person to better explore potential options for improvement and operation of the system.

6.3 Develop the Optimization Model

Consultant will convert the District’s build-out peak demand EPS InfoWater model into EPANet format and import it into Optimizer. The model will have the parameters developed in 6.1 loaded into the model. The identified alternatives in 6.2 will also be added as possible improvements.

6.4 Conduct the Initial Optimization Runs and Review Results

The Consultant will conduct initial optimization runs to assess the viability of the alternatives relative to life cycle and penalty costs. Using a pareto curve up to 3 specific scenarios will be reviewed to determine which alternatives (combination of pipes, pumps, wells, reservoirs) have been selected. The Consultant will conduct a meeting with District staff to review and discuss the results. Suggested refinements to the identified alternatives will be made.

6.5 Conduct the Intermediate Optimization Runs and Review Results

The Consultant will conduct the intermediate optimization runs to assess the viability of the alternatives relative to life cycle and penalty costs. Using a pareto curve up to 3 specific scenarios will be reviewed to determine which alternatives (combination of pipes, pumps, wells, reservoirs) have been selected. The Consultant will conduct a meeting with District staff to review and discuss the results. Suggested refinements to the identified alternatives will be made.
6.6 Conduct the Final Optimization Runs and Review Results

The Consultant will conduct the final optimization runs to assess the viability of the alternatives relative to life cycle and penalty costs. Using a pareto curve up to 3 specific scenarios will be reviewed to determine which alternatives (combination of pipes, pumps, wells, reservoirs) have been selected. The Consultant will conduct a meeting with District staff to review and discuss the results. Selected alternatives will be identified for validation using the EPS model and cost estimate development.

6.7 Use EPS Model to Validate Improvements Under Summer and Winter Conditions

The Consultant will utilize the InfoWater EPS model under both summer and winter conditions to validate the selected build-out improvements satisfy the design criteria for pressure, velocity and tank levels.

6.8 Optimizer Software and Support

Optimatics will provide the Optimizer software for use on this project to the Consultant. Up to twenty (20) hours of support is also provided with the software and cloud computing costs.

6.9 Document the Optimization Analysis

Consultant will develop a draft section for the final technical memorandum (TM).

Task Deliverables

- Optimization Documentation
- Optimization Model Files

Assumptions

- Tasks 4.1, 4.2 and 4.3 will still be completed with the Optimization. The budget for tasks 4.4, 4.5, 4.6 and 4.7 will be used as part of the Optimization. Any additional budget required in Task 6 is additive to 4.4, 4.5, 4.6 and 4.7.

- The Optimization will include the evaluation of multiple pipe, storage and pumping alternatives, (including 550 Zone, Well 9 to 650, etc) where Task 4 is only focused on additional storage at the District Headquarters location.

- Costs to operate and maintain: piping, booster pumps, reservoirs and wells will be provided on a unit basis by the District staff.

- Costs for the Optimization software (Optimatics), cloud computing time and review of the optimization formulation are included in the budget.

- The District will own the optimization files however additional software and cloud computing fees will be required for analysis beyond this project.

- Additional project management time has been added to 6.1 to account for the three month project timeline extension.

- The alternatives workshop will be held in person for up to two (2) Consultant staff. All other meetings will be virtual.
Task 7 – Additional Services

Objective
Provide additional services as requested by the District.

Activities

7.1 Provide Additional Services Not Originally Scoped
Consultant will provide additional services as required for the project. For example additional alternatives may need to be assessed with the EPS model.

Task Deliverables
➢ To be determined

Assumptions
➢ Task will not be used without authorization by the District.

Budget
Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant’s Hourly Rates, plus Direct Expenses incurred. Billing rates are as shown in the table below. Subconsultants, when required by the Consultant, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Consultant’s 2022 Schedule of Charges including the description of Direct Expenses will be included as a separate attachment. An escalation to 2023 rates has been assumed for a portion of the project.

Project Schedule
It is assumed that the project will be completed over a period of approximately six (6) months without optimization and nine (9) months with, however that is dependent on information provided and reviews being completed in a timely manner.
EXHIBIT B

COMPENSATION
<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Task 1 - Project Management</th>
<th>Task 2 - Develop Build-out Demands and Storage Needs</th>
<th>Task 3 - Update and Calibrate the EPS Model</th>
<th>Task 4 - Evaluate Storage Scenarios</th>
<th>Task 5 - Develop Cost Estimate and Documentation</th>
<th>Task 6 - Water System Optimization (Optional)</th>
<th>Task 7 - Additional Services</th>
<th>TOTAL - ALL TASKS</th>
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</thead>
<tbody>
<tr>
<td>Principal Engineer VI</td>
<td>Professional Engineer VII</td>
<td>Engineering Designer IV</td>
<td>Administrative III</td>
<td>Cost Estimator III</td>
<td>Hours</td>
<td>Labor</td>
<td>Expenses</td>
<td>GIS Units $10/hr</td>
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<td>Trutt</td>
<td>Wits</td>
<td>DeHaven</td>
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<td>736</td>
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**Task 1 - Project Management**
- Task 1.1 - Kickoff Meeting
- Task 1.2 - General Plan
- Task 1.3 - Develop Data Request

**Task 2 - Develop Build-out Demands and Storage Needs**
- Task 2.1 - Identify Build-out service area
- Task 2.2 - Calculate ADD, MDD and PHD for Build-out
- Task 2.3 - Calculate storage needs for each zone at build-out
- Task 2.4 - Meet with District to discuss results and identify 3 alternatives
- Task 2.5 - Document build-out demands and storage needs

**Task 3 - Update and Calibrate the EPS Model**
- Task 3.1 - Calibration Key Performance Indicators
- Task 3.2 - Add new pipes and facility changes to the model
- Task 3.3 - Verify Summer and Winter Diurnal Curves
- Task 3.4 - Calibrate model for summer and winter conditions
- Task 3.5 - Document EPS calibration

**Task 4 - Evaluate Storage Scenarios**
- Task 4.1 - Use Build-out demands into model
- Task 4.2 - Conduct mass balance to identify additional supply needs
- Task 4.3 - Set up Build-out EPS model
- Task 4.4 - Conduct initial modeling analysis for 3 scenarios (summer only)
- Task 4.5 - Discuss results with District and select final alternative for analysis
- Task 4.6 - Conduct final alternative analysis under both summer and winter conditions
- Task 4.7 - Document analysis

**Task 5 - Develop Cost Estimate and Documentation**
- Task 5.1 - Develop Cost Estimate for selected alternative
- Task 5.2 - Develop overall Draft TM and Meet with District to Review
- Task 5.3 - Address comments and Finalize TM
- Task 5.4 - Presentation to Commissioners
- Task 5.6 - Present final cost analysis

**Task 6 - Water System Optimization (Optional)**
- Task 6.1 - Develop Optimization Inputs
- Task 6.2 - Conduct Alternatives Workshop
- Task 6.3 - Conduct Optimization Model
- Task 6.4 - Conduct Intermediate Optimization Runs
- Task 6.5 - Conduct Initial Optimization Runs
- Task 6.6 - Conduct Final Optimization Runs
- Task 6.7 - Validate Solution using EPS Model (Summer and Winter)
- Task 6.8 - Optimization Software and Support
- Task 6.9 - Document Analysis

**Task 7 - Additional Services**
- Task 7.1 - Additional Services

**TOTAL - ALL TASKS**
- 100
- 95
- 434
- 19
- 8
- 656
- $135,297
- $26,000
- $2,050
- $183,347
EXHIBIT C

INSURANCE
# SAMPLE CERTIFICATE OF LIABILITY
**SEE CONTRACT FOR EXACT LIMITS**

## ACORD™ CERTIFICATE OF LIABILITY INSURANCE

**PRODUCER:**  
Contractors Insurance Services  
P.O. Box 1000  
Anytown, WA  
License No. 123456

**INSURE:**  
ABC Construction Co.  
123 Main Street  
Hometown, WA

**INSURERS AFFORDING COVERAGE:**  
**INSURER A:** Travelers Insurance Co.  
**INSURER B:** Hartford  
**INSURER C:** Fireman's Fund  
**INSURER D:** DPIC  
**INSURER E:**

**COVERAGE:**  
The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

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<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YYYY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YYYY)</th>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
(Member) District is an Additional Insured on General and Auto Liability Policies with respect to Pumphouse Construction Project for (Member) District at 456 Main Street Site.

**CERTIFICATE HOLDER**  
(Member) District  
456 Main Street  
Hometown, WA

**CANCELLATION**  
Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives. Authorized Representative  
Authorized Representative  
Contractor's Agent/Broker

© ACORD CORPORATION 1988
IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.
SAMPLE ENDORSEMENT OF ADDITIONAL INSURED
(1985 Form covering both on-going and completed operations)

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

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SAMPLE ALTERNATIVE ENDORSEMENT OF ADDITIONAL INSURED
(Alternative Forms to cover on-going and completed operations
Both of the following are required in place of CG 20 10 11 85)

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY
CG 20 10 10 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions
   This insurance does not apply to "bodily injury" or "property damage" occurring after:
   (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
   (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>Name of Person or Organization:</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Location And Description of Completed Operations:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Additional Premium:</th>
</tr>
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<tbody>
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</table>

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" at the location designated and described in the schedule of this endorsement performed for that insured and included in the "products-completed operations hazard".)

<table>
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<tbody>
<tr>
<td></td>
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SAMPLE ENDORSEMENT OF AGGREGATE LIMITS

POLICY NUMBER:  

COMMERCIAL GENERAL LIABILITY  
CG 25 03 03 97

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED CONSTRUCTION PROJECT(S)  
GENERAL AGGREGATE LIMIT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designated Construction Projects:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under COVERAGE A (SECTION I), and for all medical expenses caused by accidents under COVERAGE C (SECTION I), which can be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:

1. A separate Designated Construction Project General Aggregate Limit applies to each designated construction project, and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.

2. The Designated Construction Project General Aggregate Limit is the most we will pay for the sum of all damages under COVERAGE A, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under COVERAGE C regardless of the number of:
   a. Insureds;
   b. Claims made or "suits" brought; or
   c. Persons or organizations making claims or bringing "suits".

3. Any payments made under COVERAGE A for damages or under COVERAGE C for medical expenses shall reduce the Designated Construction Project General Aggregate Limit for that designated construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Construction Project General Aggregate Limit for any other designated construction project shown in the Schedule above.

4. The limits shown in the Declarations for Each Occurrence, Fire Damage and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Construction Project General Aggregate Limit.

B. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under COVERAGE A (SECTION I), and for all medical expenses caused by accidents under COVERAGE C (SECTION I), which cannot be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:

1. Any payments made under COVERAGE A for damages or under COVERAGE C for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-Completed Operations Aggregate Limit, whichever is applicable; and

2. Such payments shall not reduce any Designated Construction Project General Aggregate Limit.

C. When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-Completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Construction Project General Aggregate Limit.
D. If the applicable designated construction project has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same construction project.

E. The provisions of Limits Of Insurance (SECTION III) not otherwise modified by this endorsement shall continue to apply as stipulated.
Reports