

**COMMUNITY COST-SHARE AGREEMENT  
BY AND BETWEEN  
THE NORTHEAST OHIO REGIONAL SEWER DISTRICT  
AND  
CITY OF PARMA**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Northeast Ohio Regional Sewer District (District) acting pursuant to Resolution No. 114-13, adopted by the Board of Trustees of the District on May 16, 2013 (Exhibit "A"), and City of Parma (City) acting pursuant to ~~Ordinance~~/Resolution No. 125-18, adopted on \_\_\_\_\_, 20 18 (Exhibit "B").

**Recitals**

WHEREAS, the District, as a component of implementing a regional stormwater management program, manages a financial account termed the "*Community Cost-Share Account*" that is for the aggregation and dissemination of funds derived from revenues collected from the Stormwater Fee; and

WHEREAS, the purpose of the Community Cost-Share Account is to provide funding to assist the City with District-approved projects through the Community Cost Share Program; and

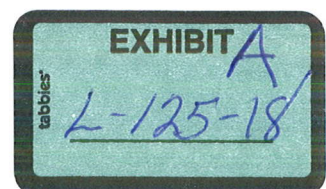
WHEREAS, the Community Cost-Share Program funds are used for construction, operation, and maintenance of the Local Stormwater System or Regional Stormwater System, including administrative costs directly associated with such projects as well as costs related to repair or upgrade; and

WHEREAS, the District supports the Community Cost-Share Skylark Drive Culvert Repair project (the "Project") as a Community Cost-Share project proposed by the City; and

NOW THEREFORE, in consideration of the foregoing, the payment and the mutual promises contained in this Agreement, the parties agree as follows:

**Article 1.0**    **City Obligations**

- 1.1    The City agrees to perform as follows:
  - 1.1.1    Coordinate with the District to complete work as detailed in the District approved Community Cost-Share application. (Exhibit "C")
  - 1.1.2    Meet with District staff when requested to review the Project status.
  - 1.1.3    Obtain all necessary legal agreements with affected property owners to perform the Project and to bind any successor in title to maintain compliance as specified in this Agreement between the District and the City for the Project.



- 1.1.4 Comply with all applicable local, state and federal requirements. This may include, but is not limited to, U.S. Army Corp of Engineers Section 404, Ohio EPA Section 401 water quality certification, and Ohio Department of Natural Resources Dam Safety Laws.
- 1.1.5 If the City fails to maintain the Project in accordance with this Agreement, the City shall be liable for the full amount of any Community Cost-Share Program funds paid for the Project. Such amount shall be offset against the City Community Cost-Share Account.
- 1.1.6 Submit requests for approval to modify the budget, deadline, deliverables, or other components of the Project to the City's Watershed Team Leader at least 30 business days prior to the desired date of execution of the modification.
- 1.1.7 Acknowledge the District on any public advertisement or outreach efforts including all publications and signage related to the Project which shall include the following disclaimer:

*This project was funded in part or totally through the Northeast Ohio Regional Sewer District (NEORS D) Community Cost-Share Program in coordination with City, under the provisions of the NEORS D Regional Stormwater Management Program. The contents and views, including any opinions, findings, or conclusions or recommendations, contained in this publication are those of the authors and have not been subject to NEORS D review and may not necessarily reflect the views of NEORS D, and no official endorsement should be inferred.*

- 1.1.8 Permit the District to photograph the Project and to incorporate the Project into the District's overall public education and outreach efforts for stormwater management.
- 1.2 Failure to meet any of the requirements listed in Article 1.1 may result in termination of this Agreement and reimbursement of disbursed funds to the District.

## **Article 2.0   District's Obligations**

- 2.1 The District agrees to perform as follows:
  - 2.1.1. Perform the Project in accordance with Exhibit "C."
  - 2.1.2. Allocate \$198,055.00 to the City for the Project from the City's Community Cost-Share Account.

- 2.1.3. Retain funds from the City’s Community Cost-Share Account of up to \$198,055.00 for Project costs related to the District’s performance of the Project.
- 2.1.4. Timely review and approval or disapproval of requests to modify the budget, deadline, deliverables, or other components of the Project.
- 2.1.5. Acknowledge the City in presentations or publications related to the Project.

**Article 3.0**    **Dispute Resolution**

- 3.01 The Parties shall continue the performance of their obligations under this Agreement notwithstanding the existence of a dispute.
- 3.02 The Parties shall first try to resolve the dispute at the level of the designated representatives as follows:

<b>District Representative</b>	<b>City Representative</b>
Watershed Team Leader	<i>Service Director Brian Higgins</i>

If the Parties are unable to resolve the dispute at that level within ten (10) working days, the Parties shall escalate the dispute to the following level to resolve the dispute:

<b>District Representative</b>	<b>City Representative</b>
Director of Watershed Programs	<i>Public Works Coordinator Jack Sparks</i>

- 3.03 If the Parties remain unable to resolve the dispute within an additional ten (10) working days, the Parties shall proceed to mediation upon request by either party. The mediator shall review all documents and written statements, in order to accurately and effectively resolve the dispute. The mediator shall call a meeting between the Parties within ten (10) working days after mediator appointment, which meeting shall be attended by at least the respective representatives listed in paragraph 3.02 above. The Parties shall attempt in good faith to resolve the dispute. The Parties agree to follow the Uniform Mediation Act, Chapter 2710 of the Ohio Revised Code. The Parties shall share the cost of the mediator equally.
- 3.04 Such mediation shall be non-binding between the Parties and, to the extent permitted by law, shall be kept confidential. If the dispute is resolved and settled through the mediation process, the decision will be implemented by a written agreement signed by both Parties. If the dispute is unable to be resolved through mediation, the Parties agree to submit the dispute to the appropriate jurisdiction as per Article 4, Remedies, below.

**Article 4**      **Remedies**

4.01    The Parties agree that, after exhausting the dispute resolution process outlined above, all claims, counter-claims, disputes and other matters in question between the Parties arising out of or relating to this Agreement, or the breach thereof, will be decided at law. This Agreement shall be governed by and interpreted according to the laws of the State of Ohio.

**Article 5**      **Counterpart Signatures**

5.01    This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but which counterparts when taken together shall constitute one Agreement.

**Article 6**      **Governing Law**

6.01    The terms and provisions of this Agreement shall be construed under and governed by the laws of Ohio (to which all Parties hereto consent to venue and jurisdiction).

**Article 7**      **Disclaimer of Joint Venture**

7.01    This Agreement is not intended to create a joint venture, partnership or agency relationship between the Parties, and such joint venture, partnership, or agency relationship is specifically hereby disclaimed.

**Article 8**      **Authority to Execute**

8.01    Each person executing this Agreement represents and warrants that it is duly authorized to execute this Agreement by the party on whose behalf it is so executing.

**Article 9**      **Exhibits**

The following exhibits are attached hereto and incorporated herein:

- Exhibit "A" – District Resolution
- Exhibit "B" – City Ordinance/Resolution
- Exhibit "C" – District-Approved Community Cost Share Application

The parties have executed this Agreement on the day and year first above written.

**NORTHEAST OHIO REGIONAL SEWER DISTRICT**

BY: \_\_\_\_\_  
Kyle Dreyfuss-Wells  
Chief Executive Officer

AND

BY: \_\_\_\_\_  
Darnell Brown, President  
Board of Trustees

**CITY OF PARMA**

By: \_\_\_\_\_

Title: \_\_\_\_\_

The Legal Form and Correctness of this  
Instrument is hereby Approved:

**CITY OF PARMA**

\_\_\_\_\_  
Assistant/Director of Law

This Instrument Prepared By:  
Katarina K. Waag  
Assistant General Counsel  
Northeast Ohio Regional Sewer District

Each party agrees that this Agreement may be executed and distributed for signatures via email, and that the emailed signatures affixed by both parties to this Agreement shall have the same legal effect as if such signatures were in their originally written format.

[FOR DISTRICT USE]

CONTRACT NO.

NORTHEAST OHIO REGIONAL SEWER  
DISTRICT

WITH

CITY OF PARMA

FOR

COMMUNITY COST-SHARE PROJECT:

SKYLARK DRIVE CULVERT REPAIR

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Total Approximate Cost:           \$198,055.00

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The legal form and correctness of the within  
instrument are hereby approved.

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CHIEF LEGAL OFFICER

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Date

### CERTIFICATION

It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the Treasury or in process of collection to the credit of the fund free from any obligation or certification now outstanding.

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CHIEF FINANCIAL OFFICER

---

Date

# EXHIBIT A

NORTHEAST OHIO REGIONAL SEWER DISTRICT  
RESOLUTION NO. 114-13

-----  
Authorizing the Executive Director to enter into Regional Stormwater  
Management Program Community Cost-Share Program Agreements  
with Member Communities.  
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WHEREAS, the Code of Regulations of the Northeast Ohio Regional Sewer District, Title V – Stormwater Management Code Chapter 9 outlines the Community Cost-Share Program developed to provide funds to District Member Communities for construction, operation and maintenance activities of community-specific stormwater management projects; and

WHEREAS, under the Community Cost-Share Program, 25% of the annual collected stormwater revenue from each Member Community will be held by the District in a Community Cost-Share account, whereby Communities, with review and approval by the District, through specific applications outlining the community-specific stormwater work to be performed can access reimbursement of their funds; and

WHEREAS, the District is seeking authority to enter into Regional Stormwater Management Program Community Cost-Share Program Agreements with Member Communities for the purpose of detailing and memorializing responsibilities of the District and Member Communities under specific applications to the Community Cost-Share Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHEAST OHIO REGIONAL SEWER DISTRICT:

Section 1. That this Board finds that for the reasons stated in the preamble hereof it is in the best interests of the District to enter into Regional Stormwater Management Program Cost-Share Program Agreements with Member Communities to memorialize responsibilities of the District and Member Communities under specific applications to the Community Cost-Share Program.

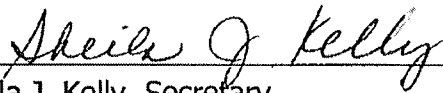
Section 2. That this Board hereby authorizes the Executive Director to enter into Regional Stormwater Management Program Cost-Share Agreements with Member Communities to memorialize responsibilities of the District and Member Communities under specific applications to the Community Cost-Share Program under such terms and conditions that are satisfactory to the Director of Law and in the best interests of the District.



Section 3. That this Board authorizes the Executive Director to execute all documents and do all things necessary to effect the terms and conditions of the Stormwater Management Program Direct Billing Agreements with Member Communities.

Section 4. That this Board declares that all formal actions of the Board concerning and relating to the adoption of this resolution and that all deliberations of the Board and any of its committees that resulted in said formal action were conducted in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On motion of Mayor Starr seconded by Mr. O'Malley, the foregoing resolution was unanimously adopted on May 16, 2013.

  
\_\_\_\_\_  
Sheila J. Kelly, Secretary  
Board of Trustees  
Northeast Ohio Regional Sewer District

# **EXHIBIT B**

**Res. No. 125-18 will be inserted upon passage**

# **EXHIBIT C**

**Community Cost-Share Program  
APPLICATION**

**Member Community Information**

Community: City of Parma

Primary Project Contact: Brian Higgins  
(Name & Title) Service Director

Mailing Address: 6611 Ridge Road  
Parma, Ohio 44129

Phone Number: 440-885-8191

Email: bhiggins@cityofparma-oh.gov

**Project Information**

Project Title: Skylark Culvert Repair

Address or Location of Project: Near the intersection of Skylark Drive and  
Pleasant Valley Roads

Project Start Date: October 2018

Project End Date: December 2018

Community Cost-Share Fund Request: \$198,055

Submission Date: June 18, 2018



**Project Narrative**

**1) Project Summary (1,000 word maximum)**

Describe the Project and include the following information, as applicable:

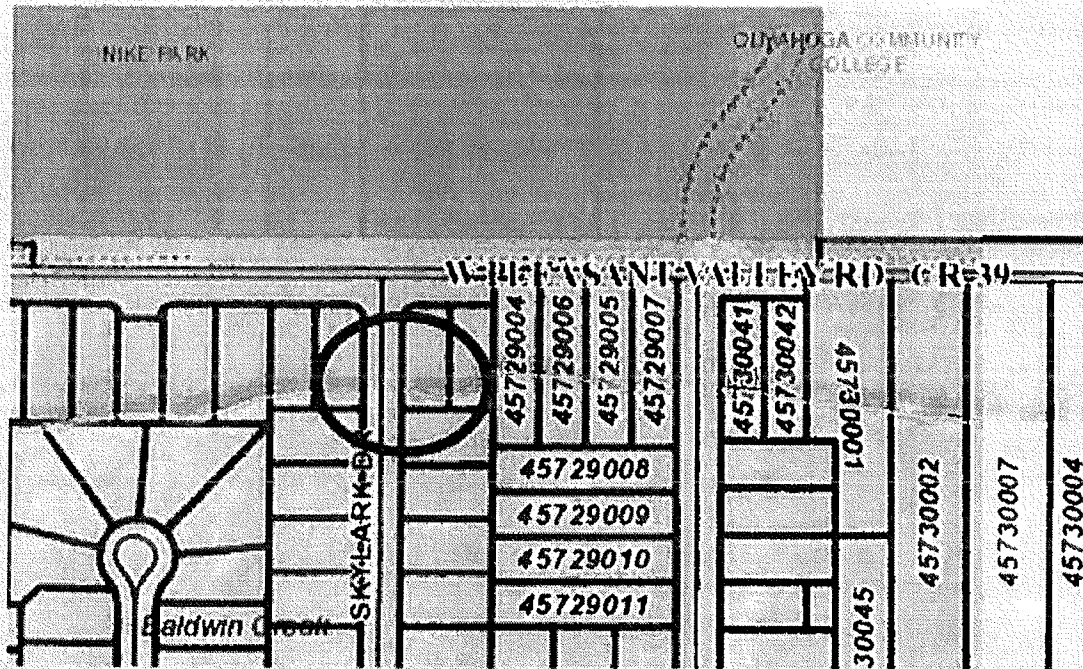
- Describe the Project and deliverables; provide a map if applicable
- Submit a deliverable worksheet listing tasks and deliverables with start dates and end dates for the significant benchmarks.
- List permitting requirements necessary to initiate and complete project and how the requirements will be met.

This project is being proposed to do work that will extend the useful service life of the culvert and also, address a sinkhole that has formed on the east side of the culvert between the existing curb and sidewalk.

The repair to the culvert will be to line it with a glass reinforced plastic pipe, custom made with dimensions that are less than the existing culvert dimensions of 72" x 113" (proposed will be 64.93" x 105.93") but the liner will offer an increased Mannings coefficient of .009.

This liner will also address falling joints throughout the length of the existing culvert and also allow for the sinkhole to be repaired properly.

**\*\*SEE ATTACHED MAP FOR PROJECT LOCATION\*\***



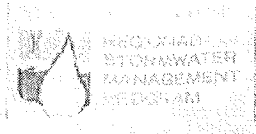


**2) Ability to Provide Long Term Maintenance (500 word maximum)**

Describe the plans for long-term maintenance, addressing the following question:

- Who is responsible to provide on-going maintenance for the project and how will maintenance be ensured?
- Provide documentation of scheduled maintenance and operation for completed stormwater project(s).

The City will be responsible to schedule inspection and subsequent maintenance as needed. At least annually but more if needed, drainage structures will be inspected with the Sewer Department's Sewer Supervisor being responsible to keep charts and/or maps of these inspections and condition reports. In addition, Service Department workers can supplement these reports with any drainage work item needing attention, cleaning or repairs while they are out performing their regular duties and notice items of concern which they can pass on to the Supervisor for future work scheduling assignments. The inspection and maintenance duties will be compiled into the annual report which is sent to the Ohio EPA to meet the MS4 requirements.



**3) Visibility and Public Outreach: (500 word maximum)**

Public outreach is required if appropriate for your project.

- What audiences will be exposed to this Project (neighbors, students, community groups, general public)?

The City will make available on its website an area for upcoming, scheduled work where the public will become aware of our efforts in improving the ability of our storm water system to collect and transfer storm water by keeping and improving our existing infrastructure in a fully functioning condition. A map with the surrounding addresses and work locations on Skylark Drive where work will be performed will be updated on an as needed basis. Included will be a person as a point of contact with a phone number and email address so residents and any interested party can get updates on the progression of the work, will also be linked on the City's website.



**4) Budget Summary (500 words maximum)**

The Budget Summary and Project Budget (see page 3) represent the Community Cost-Share Project components exclusively. Include details on the provider of all services such as design, engineering, construction management and materials including specific material cost, equipment, and hourly rate.

If an engineer's estimate is included with the application, indicate which line items are included in the Community Cost-Share Project application.

Our estimated design and construction cost will be \$183,000 which includes an estimated \$8000 for the wetland delineation and Notifying Nationwide 3 permit application package.

The two incoming 12" pipes will need to be repaired prior to the installation of the Glass Reinforced Plastic Liner.

The Existing headwalls will be reused as they are still in good condition.

Please see the attached existing culvert inspection Report and Repair Recommendation by the NEORS



**Vendor Registration**

Prior to submission, ensure that the Member Community is a registered vendor with the District. Vendor Registration can be done by accessing [http://www.neorsd.org/isupplier\\_homepage.php](http://www.neorsd.org/isupplier_homepage.php) and completing the New Vendor Registration. If unsure of the Member Community vendor status, by initiating the New Vendor Registration a message of active registration will appear if currently registered as a vendor.

**Project Budget**

<b>Project Expenses</b>	<b>Community Cost-Share Expense</b>	<b>Line Item Description</b>
Professional Services	\$30,470	Estimated Engineering, Inspection Costs
Personnel <i>(Member Community staff only)</i>		
Subcontract		
Equipment		
Materials		
Other	\$167,585	Estimated Const.& Contingency Costs-See Attached
<b>TOTAL</b>	<b>\$ 198,055</b>	<b>Total Cost Estimate</b>



**Field Inspection Report  
General Inspection**



Inspection Type: PM Inspection-PM	Asset Type: Crossing
Inspectors: Zaharija, Silea	Asset Number: BD00253
Crew Number: Crew 2	Inspection WO#: 1723221.01
Community: Parma	Priority: 2-Trouble Asset
Subwatershed: BALDWIN CREEK SUBWATERSHED	Service Request:
Date/Time (GMT): 12/7/2017	Time: 1015
Location Details: Skylark Dr - South of Pleasant Valley, West of Malibu, East of Ann Arbor, North of Glamer	

**Condition Rating Legend**

Rating 1: Fully Functional As Designed - Excellent	Rating 3: Functions as Needed - Acceptable	Rating 5: Not Functional - Poor
Rating 2: Fully Functional for Current Conditions - Good	Rating 4: Does Not Function as Needed - Fair	Rating N/A: Not Rated

**Observation Summary**

**Structural Integrity Details**

Structural Condition Rating (1-5): 4

General appraisal is 4A. Joints are offset and open with visible backfill in some locations. Pipe material deteriorated near joints, including exposed rebar and minor section loss.

Section loss at local storm outlet on RL near inlet, with a sinkhole on the grass berm and starting to undermine the roadway.

**Hydraulic Performance Details**

Hydraulic Condition Rating (1-5): 1

Normal streamflow conditions were observed at the time of inspection.

**Debris / Sedimentation Details**

Debris Condition Rating (1-5): 1

Channel clear of debris at the time of inspection.

**Inspection Notes**

Sinkhole observed on berm on east side of roadway, starting to undermine road. Sinkhole covered with a sheet of plywood and coned off, so city is likely aware of the issue.

Crossing is an RCP, horizontal ellipse, 70" height x 9'4" width.

**Recommended Follow-up**

WTL to forward copy of report to city of Parma (responsible party) to discuss plan for repair. Forward for further analysis to consider repair or replacement, notably at the sinkhole.

SWIM follow up inspection in 1 year to monitor sinkhole and structural condition (structural BRE is 24).

**Assign To**

Maintenance: No    WQIS: No    SSMO: No    OUPS: No    SWMP: No    Further Analysis: Yes

Monitoring Frequency: 365 days

Print Date: 12/18/2017 1:49:34 PM

Asset Number: BD00253

Inspection WO#: 1723221.01

STATE OF OHIO DEPARTMENT OF TRANSPORTATION  
CULVERT INSPECTION REPORT

CR-86 07-13

BD00253\_1723221.01

CULVERT FILE NUMBER \_\_\_\_\_ CULVERT NUMBER 18 CO \_\_\_\_\_ ROUTE \_\_\_\_\_ ID \_\_\_\_\_ SLM \_\_\_\_\_ DISTRICT 12

SPAN 9' 4" SHAPE Horizontal Ellipse MATERIAL \_\_\_\_\_ RCP \_\_\_\_\_ LENGTH 50'

ROADWAY ID Skylark Dr ENTRY CLASS A NUMBER OF CELLS 1

LATITUDE 41.3637 LONGITUDE -81.7677

FEATURE INTERSECTION:

CULVERT			
1. General	<b>4</b>	2. Culvert Alignment	<b>6</b>
3. Shape	<b>X</b>	4. Seams or Joints	<b>4</b>
5. Slab	<b>X</b>	6. Abutments	<b>X</b>
7. Headwalls*	<b>7</b>	8. End Structure	<b>4</b>
CHANNEL			
9. Channel Alignment	<b>8</b>	10. Protection	<b>8</b>
11. Culvert Waterway Blockage	<b>8</b>	12. Scour*	<b>8</b>
APPROACHES			
13. Pavement	<b>6</b>	14. Guardrail	<b>8</b>
15. Embankment	<b>7</b>		
16. Level of Inspection	<b>M</b>	GENERAL APPRAISAL & OPERATIONAL STATUS	<b>4</b> <b>A</b>

\*Only a bold box for structures that are Headwall or Scour critical. These items should not govern the GA if they are not determined to be critical upon the judgment of the inspector.

COMMENTS (use back of form if additional space if needed):

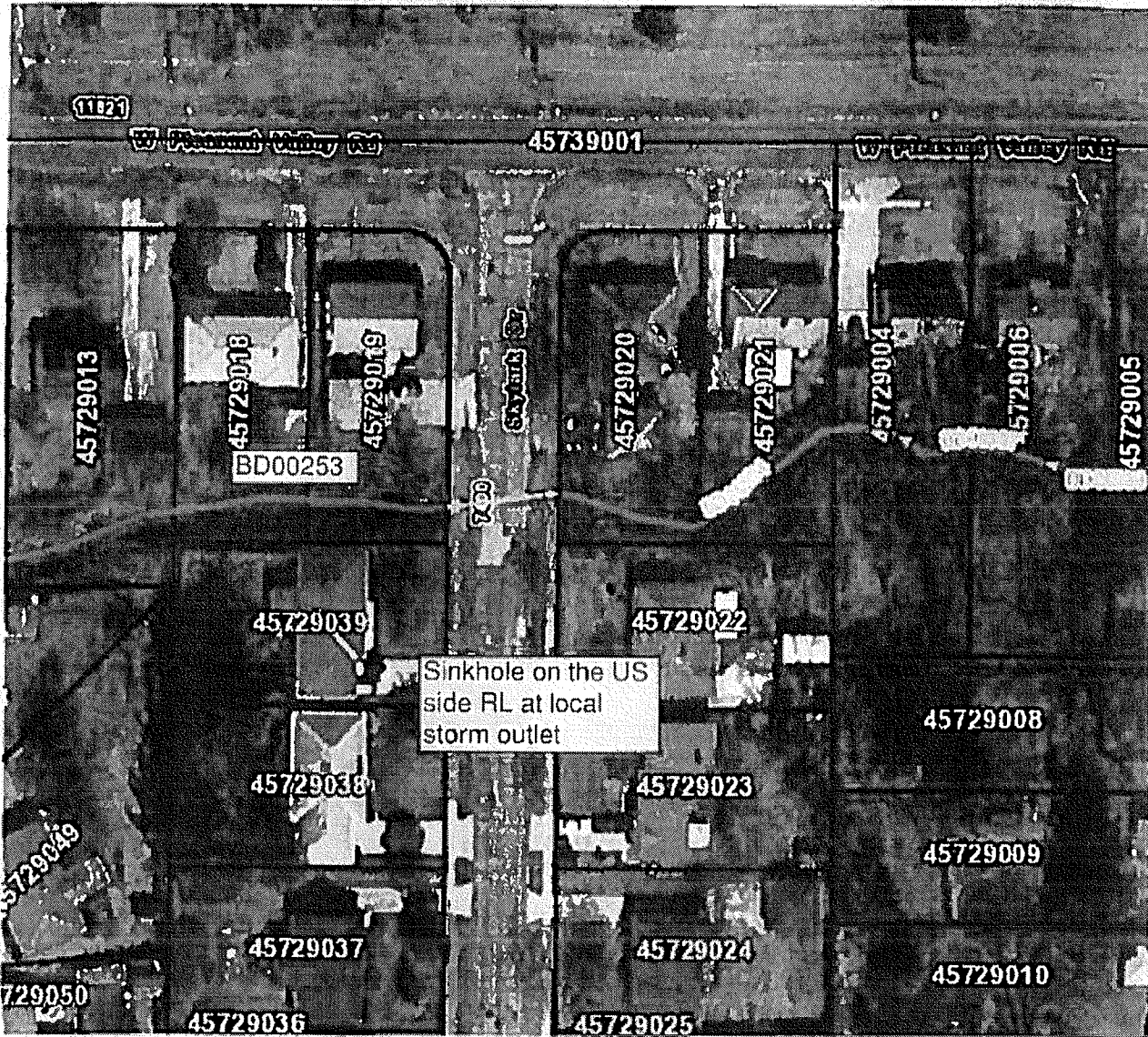
Deterioration including cracking, spalling with exposed rebar, and minor section loss observed. Minor settlement on pavement and misalignment at joints. Joints are open and offset up to 2.5". Deterioration of material at multiple joints including water seepage, rust staining, spalling with exposed rebar. Headwalls have vertical cracking along the barrel with efflorescence and shallow spalling. Significant deterioration at local stormwater outlets on RL, including section loss and infiltration of backfill. A sinkhole has formed above one local storm outlet and is starting to undermine the roadway. Pavement has cracking along the barrel across the street, with potholes filled in. Channel flows straight through culvert. Banks well protected. No evidence of scour.

INSPECTED BY: Zaharija, Silea DATE: 12/07/2017

REVIEWED BY: Link DATE: 12/18/2017

## Structural Issue - Parma

Le



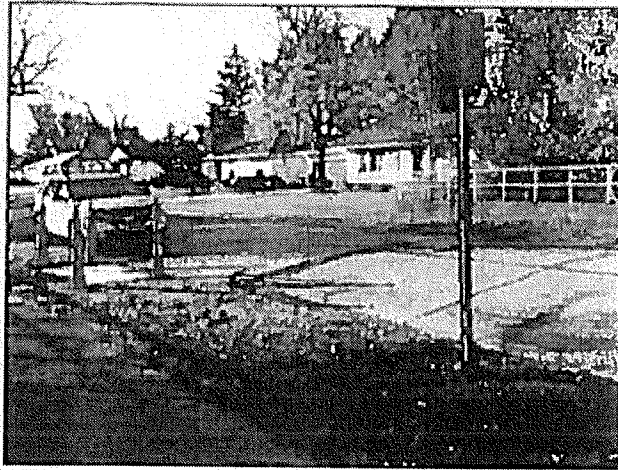
- District Facility
- RSS Closed Cr
- RSS Stream
- RSS Basin
- RSS Culvert
- Stream
- RSS Major Structure
- Cuyahoga Co Parcel

1: 1,128

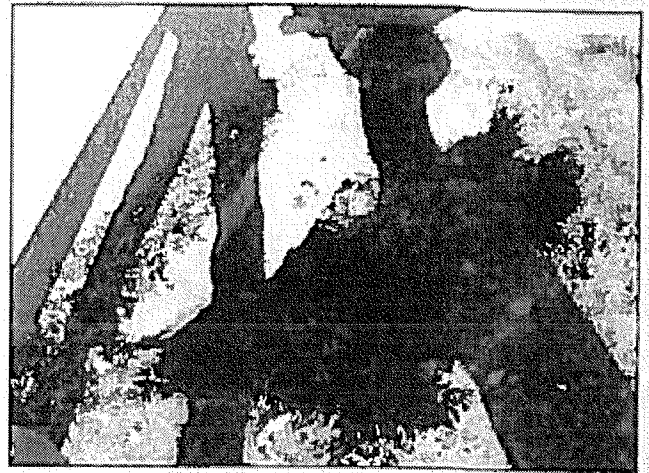
Coordinate System: OH  
 Datum: NAD 1983 (NAD)  
 Projection: Lambert Con  
 Sources: NEORSD GIS,  
 Cuyahoga County  
 and DOCS, Lorain County

This information is for display purposes only. The Northeast Ohio Regional Sewer District makes no warranties, expressed or implied, with respect to the accuracy of and the use of this map for any specific purpose. This map was created to serve as base information for use in Geographic Information Systems for a variety of planning and analysis purposes. The District expressly disclaims any liability that may result from the use of this map. For more information, please contact: Jeffrey Duke, P.E., GISP (Technical Services) 3800 Euclid Avenue, Cleveland, Ohio 44115 (216-581-6600)

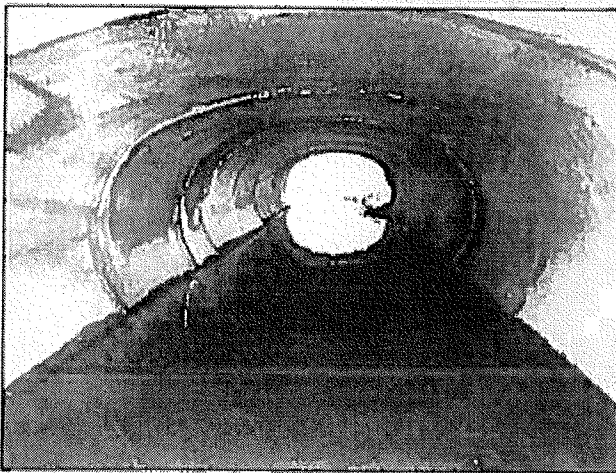
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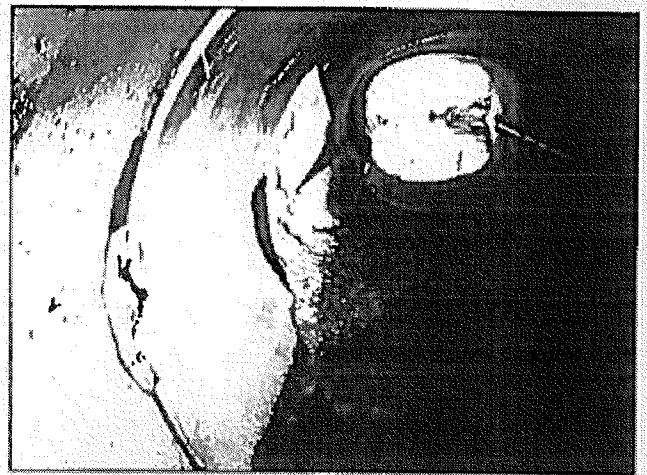
Sinkhole on inlet end is coned off. Cracks around pipe on pavement.



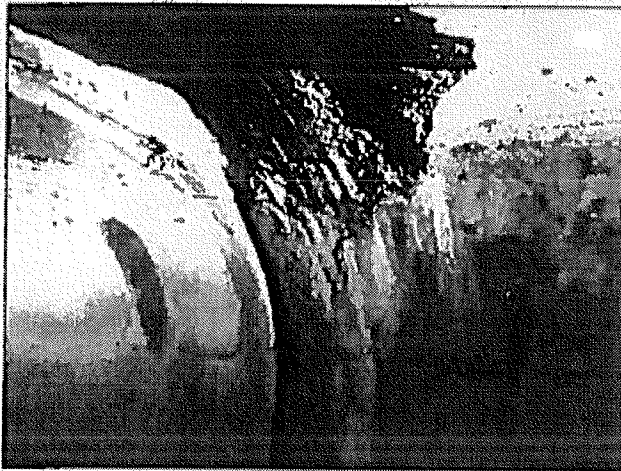
Sinkhole beginning to undermine roadway.



Looking US, several joints are offset and open.



Looking DS, sinkhole formed above area of section loss near local stormwater outlet on RL.



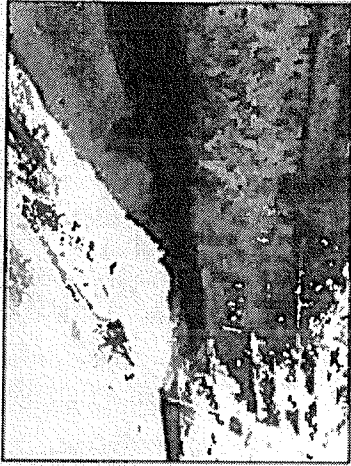
Significant spalling with exposed rebar at joint under roadway.



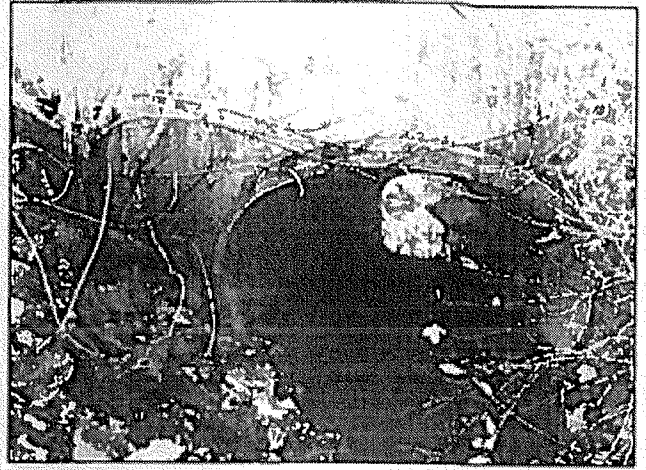
Spalling with exposed rebar and opening at joint.

Asset Number: BD00253

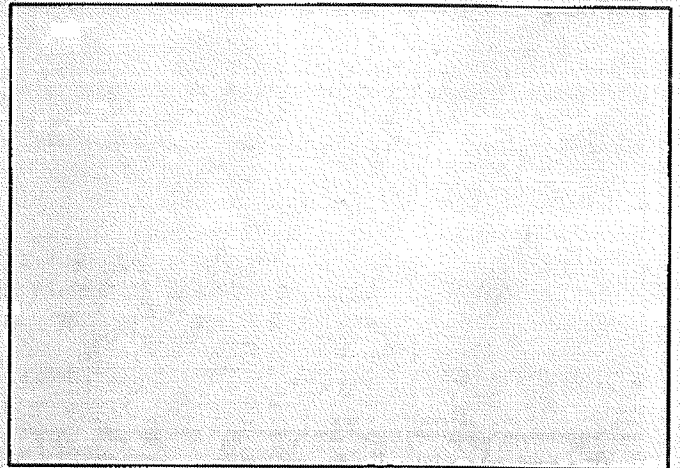
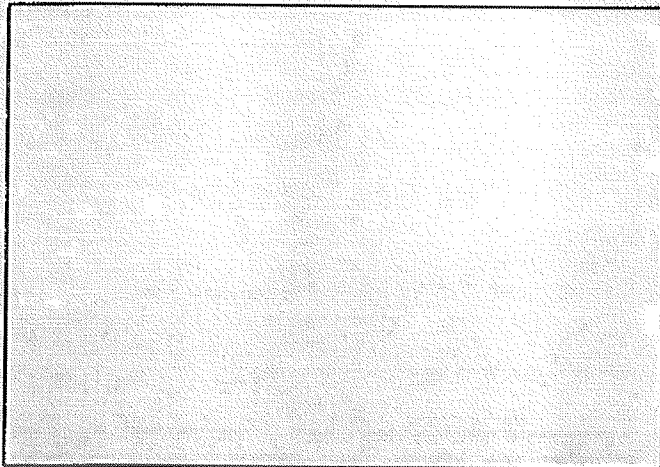
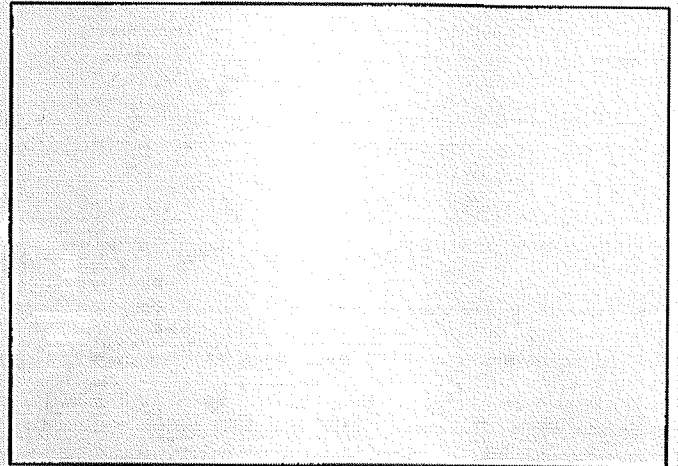
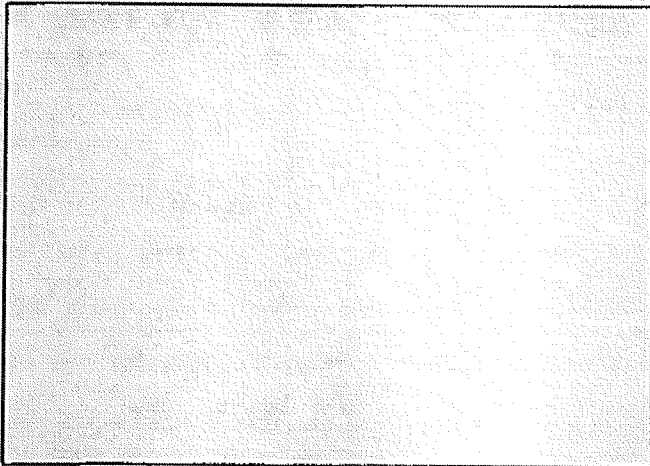
Work Order Number: 1723221.01



Joint is open with visible backfill. Spalling adjacent to joint with exposed rebar.



Looking US, banks protected by rip rap at outlet.



WORK ORDER REPORT

12/12/17 15:44

Wk. Category: PM  
 Est St. Date:  
 Required: 17-SEP-27  
 PM Route No:  
 Crew: CM96  
 Task Desc.: INSPECT FOR CONDITION SCORES

Priority: 12  
 Deficiency Tag:  
 Task Status: PLANNING  
 Assigned To:  
 STORMWATER WEST SIDE

Work Order \*1723221\*  
 1723221  
 Task \*01\*  
 01

Page: 1

Asset: D / BD00253 - CROSSING - Skylark Drive - South of West Pleasant Valley Road, West of Mulibu Drive, East of Ann Arbor Drive, and North of Glamer Drive

Component ID:  
 Department: 83  
 Task Building:  
 Task Location: BASIS  
 Task Position:  
 Address:  
 Cross Street:  
 City/State/Zip: PARMA,  
 Direction:                      Offset:

Task Note Type	Notes
----------------	-------

RESOURCES:	# of People	Actual Hours	Remaining Hours	Completion
Craft				
SWI	2	3		

MATERIALS:	Store	Primary Bin	Stock Type / Code	Item Description	Qty. Est.	Qty. Used
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OTHER REQUIREMENTS:	Requirement	Quantity	Duration	Unit	Estimated Qty	Remaining Qty
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ATTACHMENTS:

PERMITS:	Type	Number	Acquired Date
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COMPLETION COMMENTS:

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Time: \_\_\_\_\_

FAILURE CODES:  
 Failure: \_\_\_\_\_ Repair: \_\_\_\_\_ Component: \_\_\_\_\_  
 Follow-up Action Required: \_\_\_\_\_



