



Village of Middleburgh NY Water Utility GIS - Community Service Agreement

RCAP Mission

RCAP Solutions, Inc. (RCAP) is the northeast affiliate of the Rural Community Assistance Partnership, a national network of regional non-profit organizations that provide comprehensive, on-site technical assistance and training to help small, rural communities address their drinking water, wastewater, and other community development needs. We are pleased to convey that for this program year, RCAP has funding to provide GPS data collection and GIS mapping services for the water distribution system in the Village of Middleburgh, New York at no cost through USDA funding program Technitrain, to assist small water and wastewater utilities.

Project Summary

RCAP will assist the Village of Middleburgh Public Works Department to conduct a GPS inventory of their water utility system. Project work can initiate the week of September 1st, 2025. Site visits will be contingent on the department's staff availability, and the majority of field GPS collection work will be prioritized during the Fall of 2025. Future site visits will be conducted in the Spring and early Summer of 2026 to conclude GPS collections of missing water assets and finalize water main drawings. The water utility assets should be marked prior to the GPS data collection efforts or have department staff that can directly point RCAP staff to assets so they can efficiently produce the most amount of GIS data in the project time allotted. RCAP and the department staff will work collaboratively to design a GIS map to meet the water utility system's needs. RCAP will provide an ESRI ArcGIS Mobile Worker Editor license at no cost to the Village of Middleburgh Public Works Dept. valid for 1 year at the beginning of data collection. The Village Public Works Dept. will be able to securely access their GIS data through this license throughout the project. Village of Middleburgh Public Works Dept. will be responsible and take ownership of their GIS project at the conclusion of the project, and RCAP will explore future grant possibilities to help with further work as needed, if available. RCAP may offer the department to continue in the RCAP ESRI ArcGIS Online portal for a nominal fee to be discussed, or RCAP will assist the department in migrating data to a location or party of their choice. The entirety of the GIS data from the beginning of this project will be owned by the department and RCAP will share data at any time GIS data is requested. This GIS data will not be shared with RCAP's funders or other agencies unless requested by the Village of Middleburgh Public Works Dept.

Technical Assistance Description

Specific tasks to be conducted by RCAP include:

1. Complete a full GPS inventory of gate valves and hydrants along with any marked curb stops
2. Utilize any existing data such as asset as-built records to assist in field collections
3. Design accurate GIS maps with the assistance of water operator with tabular field notes

4. Provide GIS training on both mobile devices and desktop computers to system personnel
5. Provide secured access to RCAP's ArcGIS (ESRI) Online mapping portal with login details
6. Maintain communication with the designated contact person through e-mail and/or telephone
7. Explore affordable GPS units to pair with digital maps for future locating / recording (optional)
8. Design a custom offline-enabled Orthoimagery basemap using state imagery (if data is available)

Village responsibilities will include, but are not limited to, the following:

1. Designate a representative to serve as primary contact with RCAP to arrange site visits
2. Meet with RCAP for an initial system assessment review with information pertaining to utility system such as manufacturer, type of assets, sizes, and additional info to be customized in geodatabase for efficient digital mapping - also to prioritize goals
3. Marking any assets in advance with paint, flags, or other markers if necessary
4. Assist RCAP with completion of GPS data collection by having staff present during on-site visits
5. Take responsibility for final maps and related accuracy regarding asset locations, bringing attention to RCAP staff on any inaccuracies noticed in map
6. Utilizing staff to help RCAP staff draw in water mains connected with gate valves including any corrections to existing data available (as-builts) and operator knowledge

Anticipated Technical Assistance Service Period

The anticipated service period will be September 2025 – May 2026 with the following milestones:

Milestone	Target Completion Date	Notes
Meet with Mayor, Public Works Dept., and obtain any existing data* (1/2 day)	September 3-5, 2025	Existing data* (Paper maps digitized or take photos of during site visit, parcel property data in .shp or .fgdb , asset management or records).
Design file geodatabase, ArcGIS web map with downloadable offline area and package custom Basemap (2 days)	September 19, 2025	Includes ArcGIS Experience Builder web map application (desktop computer) and field maps mobile configuration (phones).
Field GPS Collections (6 days*)	<u>Potential GPS Dates:</u> September 23-26 October. 1-2, 6, 8-9, 15-16, 28-30	*Number of days dependent on many factors but estimated goal. Ideally Dept. will pre-mark assets the week or day before GPS site visits.
Finalize Majority of field work; GPS Collections - missing assets (1 day)	November 28, 2025	November GPS work could be more contingent on amount of work that was finished in September / October
On-site Training and draw in Water Mains along with other GIS map needs (1/2 day)	December 19, 2025	Plan one day in the first half of the month of December

Progress follow up on water main drawing and GIS map needs (1/2 day)	February 28, 2026	Water main drawings can be done remotely and independently.
GIS Final Overview Training (1/2 day)	May 31, 2026	End of quarterly reporting period, plan to end project based on allocated hours.

Hold Harmless

It is expressly understood and agreed that RCAP is acting solely in an advisory capacity and is not a decision maker, nor an agent, of the Village. Any decisions made by the Village are solely the responsibility of the Village, and RCAP shall not be held liable for any consequences or outcomes resulting from such decisions.

Agreement

Upon signing by both parties, this document will serve as a Community Services Agreement and Work Plan guiding the provision of technical assistance to the community. If for any reason, either party is unable or unwilling to continue with this project, they agree to promptly notify the other party and to provide an explanation of why the project is not being continued.

Adam Bourque

RCAP Solutions Representative (Print), Title



RCAP Solutions Representative (Signature)

07 / 28 / 2025

Date

Community Signatory (Print), Title

Community Signatory (Signature)

____/____/_____
Date