



## CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, May 16, 2016, 4:30 PM

City Municipal Center, 616 NE 4th Avenue

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### I. CALL TO ORDER

Mayor Scott Higgins called the meeting to order at 4:30 p.m.

### II. ROLL CALL

Present: Greg Anderson, Bonnie Carter, Don Chaney, Steve Hogan, Melissa Smith and Shannon Turk

Excused: Tim Hazen

Staff: Sam Adams, Bernie Bacon, Phil Bourquin, Pete Capell, James Carothers, Sarah Fox, Jennifer Gorsuch, Mitch Lackey, Robert Maul, Heather Rowley, Nick Swinhart, Steve Wall and Alicia Pacheco (intern)

Press: Heather Acheson, Camas-Washougal Post-Record and Adam Littman, The Columbian

### III. PUBLIC COMMENTS

Nina Thrun, 612 NE Oak Street, Camas, commented about coal trains.

### IV. WORKSHOP TOPICS

#### A. Downtown Camas Association Update to City Council

Details: The Downtown Camas Association (DCA) provided an update to Council regarding their 2016 Goals and Work Plan.

Presenters: Carrie Schulstad, Executive Director and Caroline Mercury, Board President

 [2016 Update to Council](#)

[2016 Goals and Work Plan](#)

[Survey Results](#)

#### B. Police Records Management System (RMS) Update

Details: Camas Police have been participating in a regional RMS named RegJIN that is administered by the City of Portland. The City joined via an interlocal agreement between the City of Camas and the Portland Police Bureau. For several reasons, the RegJIN system has failed to meet the needs of Camas Police Department and several other Clark County law enforcement agencies. The City and those agencies are now leaving the RegJIN group and are in the process of moving to a new RMS that will be hosted by Clark County. In order to leave RegJIN, the City will need to give formal notice by June 30, 2016. Staff presented an outline of the steps necessary to facilitate the move, as well as provided highlights of the new software.

Presenter: Mitch Lackey, Chief of Police

 [Clark County Sheriff's Office Letter](#)

Lackey provided details regarding the Records Management System update. Discussion ensued.

- C. Interlocal Agreement for Fire Chief Administration and Management Services  
Details: In early 2015, the City of Camas was approached by officials from East County Fire and Rescue (ECFR) to discuss exploration of shared services between the Camas-Washougal Fire Department (CWFD) and ECFR. A consultant was hired to explore these possibilities. While a full scale merger was deemed "not feasible" in the immediate future, ECFR officials subsequently requested to explore the possibility of using shared administrative services by having the CWFD fire chief simultaneously serve as the ECFR fire chief. The attached contract for services is the result of several meetings and continued efforts between officials since the start of 2016. This proposed contract will be presented at a future Council Workshop for further discussion.  
Presenters: Nick Swinhart, Fire Chief and Pete Capell, City Administrator

 [Interlocal Agreement for Fire Chief Services](#)  
[Scope of Services](#)  
[Fire Chief Services Estimate](#)

Swinhart and Capell summarized the agreement background and details. Discussion ensued.

- D. Consultant Services for Wastewater Treatment Plant (WWTP) Receiving Water Study  
Details: CH2M HILL was selected to help prepare a Receiving Water Study for the City's WWTP outfall. The WWTP has a National Pollution Discharge Elimination System (NPDES) permit issued by the Department of Ecology, which authorizes the discharge of treated waste through the City's outfall into the Columbia River. The permit has numerous compliance measures for the City to meet including the requirement to prepare a Receiving Water Study on the Columbia River near the WWTP outfall. CH2M HILL has submitted a scope of work and fee in the amount of \$37,985. The quality assurance plan and first round of testing will be conducted in 2016 with the remainder of the testing, laboratory analyses and final report to be completed in 2017. Funds are available in the 2016 Sewer Treatment budget to complete the first portion of the work. Funds will be carried over into the 2017 Budget to complete the remainder of the work.  
Presenter: Sam Adams, Utilities Manager

 [CH2M HILL Receiving Water Study Contract](#)

This item will be placed on the June 6, 2016 Consent Agenda for Council's consideration.

- E. Consultant Services for North Shore Sewer Transmission System Final Design  
Details: OTAK Inc. is currently under contract for the 30% design of the North Shore Sewer Transmission System, which is nearing completion. Due to the complexity and key elements of the project that needed to be addressed, staff proposed to have the consultant complete the project in two phases; the first being the completion of the 30% design effort and the second for final engineering plans, specifications and estimates. During the 30% design phase, the Camas School District (District) passed a bond with a portion of the bond funds

dedicated to a new school located on NE 232nd Avenue near NE 9th Street. The District is required to design and construct a new waterline to serve the school site, which will primarily be installed within the same project corridor as the North Shore Sewer Transmission System. As a collaborative effort between the City and District, OTAK Inc.'s contract for 100% design will include the design of the District's waterline. The City will administer the design and construction of the combined project and be reimbursed by the District for their portion of the design contract. The reimbursement and other details of the partnership with the District are outlined in an Interlocal Agreement to be approved by Council separately from this design contract. OTAK Inc. has submitted a scope of services and fee for the 100% project design in the amount of \$1,472,782, with an anticipated completion schedule of February 2017. The City's portion of the design costs will be funded with the 2015 Water/Sewer Revenue Bonds, which are supported by the City's current rate structure.

Presenter: Sam Adams, Utilities Manager

 [North Shore Sewer Transmission System Final Design Scope of Work](#)

This item will be placed on the June 6, 2016 Consent Agenda for Council's consideration.

F. North Shore Utilities Interlocal Agreement with Camas School District

Details: The Camas School District will be constructing a new school located on NE 232nd Avenue near NE 9th Street. The District is required to construct a new waterline to service the facility. The new 12-inch waterline will begin near the intersection of NE Everett ST and SE Leadbetter RD and terminate at the northerly end of the School District Property on NE 232nd Avenue. The majority of the waterline project lies within the same project corridor as the City's North Shore Sewer Transmission System Project. Both the waterline and sewer transmission system projects have completion dates of summer 2018, which accommodates a simultaneous design and construction effort. As a collaborative effort between the City and District, the attached interlocal agreement has been prepared and provides for the City administering a combined engineering design and construction contract for a single project, which will include both the waterline and the sewer transmission system. The City will take the lead agency role in the project and the District would support the efforts and pay for their proportionate share of the engineering design, construction management and construction contract costs as shown in Exhibit "A" of the interlocal agreement.

Presenter: Sam Adams, Utilities Manager

 [North Shore Utilities Interlocal Agreement](#)

This item will be placed on the June 6, 2016 Consent Agenda for Council's consideration.

G. Six Year Transportation Improvement Program

Details: The Six Year Transportation Improvement Program, also known as the 6 Year Street Plan, is updated each year prior to commencement of the Washington State fiscal year of July 1, per the requirements of the Revised Code of Washington (RCW) 35.77.010. This year's program is for calendar years 2017 through 2022. Staff sought comments from Council regarding potential program revisions, additions or deletions. Staff will revise the plan accordingly for the June 6, 2016 public hearing. The resolution for adoption of this plan is scheduled for June 20, 2016. Attached is the program map, list and related appendices explaining the code references on the list.

Presenter: James Carothers, Engineering Manager

-  [Six Year Street Plan Map Draft](#)
- [Six Year Street Plan Map List Draft](#)
- [Six Year Street Plan Map List Appendices](#)

Carothers provided an overview of the program and discussion ensued. Staff will schedule a public hearing for the Six Year Transportation Improvement Program for the June 6, 2016 Regular Meeting.

- H. Forest Home Road Slide Repair Consultant Agreement Supplement 1  
Details: The Forest Home Road Slide Repair Agreement Supplement 1 is with HDJ a Division of PBS Engineering for anticipated and budgeted task increases for Forest Home Road Slide Repair design engineering, land surveying, geotechnical evaluation, structural design, environmental documentation and permits, utility coordination, federal documentation and project coordination. The original contract amount of \$95,483.05 is increased to \$224,047.44. Staff anticipates that Federal Emergency Relief (ER) funds will be available to offset 86.5% of the total cost of design and remedial construction. Storm Drainage funds have been allocated in the 2016 Budget for local match.  
Presenter: James Carothers, Engineering Manager


-  [Forest Home Road Consultant Contract Supplement 1](#)

Carothers summarized this supplement and discussion ensued. This item will be placed on the June 6, 2016 Consent Agenda for Council's consideration.

- I. Public Works Miscellaneous and Updates  
Details: This is a placeholder for miscellaneous or emergent items.  
Presenter: Steve Wall, Public Works Director

**There were no miscellaneous items or updates.**

- J. Camas 2035 Comprehensive Plan and Maps  
Details: Camas 2035 is a citywide process to update the City's comprehensive plan and associated maps. The comprehensive plan is a long-range plan that guides Camas' future growth and development. The City's comprehensive plan map, and other land use maps, will be adopted as part of this update. A staff report will be included with the hearing agenda item when it is scheduled. Also, interested citizens may find information about the Camas 2035 project history, outreach details, current (dynamic version) of the draft document, and draft maps online at [www.Camas2035.com](http://www.Camas2035.com).  
Presenters: Sarah Fox, Senior Planner and Phil Bourquin, Community Development Director


-  [Draft Comprehensive Plan Document](#)
- [Appendices to Camas Comp Plan 050916](#)
- [Draft Camas Comprehensive Plan Map](#)
- [Draft Camas Zoning Map](#)

Staff will schedule a public hearing to be held at the June 6, 2016 Regular Meeting.

- K. Interagency Agreement with the Washington State Department of Natural Resources and the City of Camas  
Details: The purpose of the interagency agreement between the Washington State Department of Natural Resources (DNR) and the City of Camas is to evaluate tree

preservation regulations and to create a comprehensive tree ordinance. The agreement includes a \$15,000 grant to the City toward successful completion of the project.

Presenter: Sarah Fox, Senior Planner

 [Interagency Agreement with WA State Department of Natural Resources](#)

This item will be placed on the June 6, 2016 Consent Agenda for Council's consideration.

L. Community Development Miscellaneous and Updates

Details: This is a placeholder for miscellaneous or emergent items.

Presenter: Phil Bourquin, Community Development Director

Bourquin commented about the Comprehensive Plan Update. He informed Council that Camas has been selected for the 2017 Parade of Homes location.

M. Amendments to Camas Municipal Code and Camas Zoning Map to Add Airport Overlay Zoning

Details: Proposed Camas Municipal Code, Chapter 18.34 Airport Overlay Zoning includes development regulations to restrict certain land uses, limit building height, and provide notice of aircraft noise, in order to minimize potential land use conflicts with the airport. The Airport Overlay, as proposed on the draft Camas Zoning Map, would generally be over lands that are north and east of Lacamas Lake. Planning Commission forwarded a recommendation of approval at a public hearing on April 19, 2016.

Presenter: Sarah Fox, Senior Planner

 [Staff Report for Airport to Council](#)  
[Draft Chapter 18.34 Airport Overlay Zoning](#)  
[Draft Camas Zoning Map.pdf](#)  
[Attachment A Letter from WSDOT](#)  
[Attachment B Flight Patterns](#)  
[Attachment C Letter from Building Department](#)  
[Attachment D Noise Levels](#)  
[Attachment E Response from WSDOT to Port](#)  
[Attachment F Appendix E WSDOT Airports and Compatible Land Use](#)  
[Attachment G Staff Report from March 8, 2016](#)  
[Attachment H Letter from WSDOT](#)  
[Attachment I RCW](#)  
[Attachment J County response](#)  
[Attachment K Email from Lynn Johnston](#)

Staff will schedule a public hearing to be held at the June 6, 2016 Regular Meeting.

N. Municipal Court Contract with Hazen, Hess & Ott, Attorneys at Law

Details: Bjorn Hess, with Hazen, Hess & Ott, Attorneys at Law, was selected to provide indigent defense services when there is a conflict with the City's Primary Defender. The previous attorney is no longer able to travel to Camas. The compensation is \$325 per case they are assigned.

Presenter: Peter Capell, City Administrator

 [Secondary Defender Contract](#)

This item will be placed on the June 6, 2016 Consent Agenda for Council's consideration.

O. City Administrator Miscellaneous Updates and Scheduling

Details: This is a placeholder for miscellaneous or scheduling items.

Presenter: Pete Capell, City Administrator

Capell commented about the Lodging Tax Advisory Committee meetings. He also commented about the City's 2015 State Audit, the recent Parks Foundation Community Grant, and the Library Director job posting.

**V. COUNCIL COMMENTS AND REPORTS**

Turk, Chaney and Mayor Higgins commented about the Fire vs. Police charity basketball game.

Chaney and Mayor Higgins commented about the ongoing City and Camas School District coordination meetings.

Chaney attended the East County Fire and Rescue (ECFR) meeting.

Hogan and Anderson attended the Administrative Committee meeting. Hogan commented about legalized marijuana and Lackey responded.

Anderson commented about the CTRAN boundary expansion work. He also attended the Downtown Camas Association (DCA) Plant & Garden Fair.

Carter will attend the Planning Commission meeting.

Smith attended the DCA Plant & Garden Fair and will be attending the Friends of the Cemetery annual clean-up in preparation for the Memorial Day event.

**VI. PUBLIC COMMENTS**

Chris Kralik, 631 NW 18th Loop, Camas, commented about the Forest Home Slide Repair.

Mayor Higgins recognized Mike Bomar, executive director of the Columbia River Economic Development Council's (CREDC), attendance at the Workshop meeting.

**VII. ADJOURNMENT**

The meeting adjourned at 5:52 p.m.

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.