



CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, February 6, 2017, 4:30 PM

City Municipal Center, 616 NE 4th Avenue

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, Tim Hazen, Steve Hogan, Melissa Smith and Shannon Turk

Staff: Sam Adams, Phil Bourquin, Pete Capell, James Carothers, Cliff Free, Jennifer Gorsuch, Cathy Huber Nickerson, Leona Langlois, Robert Maul, Heather Rowley, Connie Urquhart, Steve Wall and Alicia Pacheco (intern)

Press: Dawn Feldhaus, Camas-Washougal Post-Record

III. PUBLIC COMMENTS


No one from the public wished to speak

IV. WORKSHOP TOPICS

A. Camas Washougal Economic Development Association (CWEDA) and Columbia River Economic Development Council (CREDC) Updates

Details: The CREDC has been updating the Employment Land Study and presented the findings from the study, which included the Johnston Dairy Farm located in North Shore.

Presenters: Paul Dennis, President, CWEDA; Mike Bomar, President, CREDC; Gabriela Frask and Chris Blakney, consultants, Mackenzie.

-  [CWEDA City of Camas Update](#)
- [CWEDA Master Planning Opportunities](#)
- [CREDC Employment Land Study](#)

Paul Dennis reviewed the CWEDA presentation, which included an update of recent projects and future goals.

Mike Bomar summarized the CREDC presentation and introduced Gabriela Frask and Chris Blakney, who reviewed the presentation and responded to questions from Council.

B. Fire Department Surplus of 2001 Ford Ambulance

Details: The Fire Department has recently taken delivery of a new Braun

ambulance. To make room for this new vehicle, the department plans to surplus the oldest ambulance in the fleet, a 2001 Ford E450, with service mileage of 173,889. This ambulance is far beyond its useful lifespan as a front line transport ambulance.

Presenter: Cliff Free, Division Chief of Emergency Medical Services (EMS)

This item was also included on the February 6, 2017 Consent Agenda for Council's consideration.

- C. Draft Resolution Regarding Index of Records under the Public Records Act
Details: The Washington Administrative Code (WAC) Chapter 44-14 states that local agencies are required by the Revised Code of Washington (RCW) Chapter 42.56.070 to provide an index for certain categories of records. The intent of the index is to make available to the public, a listing of records available from the City. A local agency may opt-out of the indexing requirement if it issues a formal order specifying the reasons it cannot maintain an index. This resolution would allow the City to opt-out of having the required index. The City of Camas is partially compliant with this requirement with the presence of an index on the City website, but not all records are indexed. With the continued efforts of the Clerk's office, and the implementation of records management software in 2018, staff will continue to work toward full compliance.

Presenter: Jennifer Gorsuch, Administrative Services Director

 [Draft Resolution Relating to Public Records Index](#)


A resolution will be placed on the February 21, 2017 Regular Agenda for Council's consideration.

- D. Community Development Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Phil Bourquin, Community Development Director

There were no miscellaneous items or updates.

- E. Construction Management Consultant Services for the North Shore Sewer Transmission System Project
Details: OTAK, Inc. is currently under contract to complete design of the North Shore Sewer Transmission System (STS) Project. Design of the project was completed and submitted to the City on February 1, 2017. The anticipated project schedule is to advertise for bids February 16, 2017, open bids on March 16, 2017, and start construction in May 2017. OTAK, Inc. has submitted a scope of work and fee estimate in the amount of \$1,784,982 to provide construction management and inspection services. Through a previously approved Memorandum of Understanding (MOU) with the Camas School District (CSD), a portion of the costs associated with construction of the waterline to support the new Lacamas Heights Elementary will be reimbursed by CSD.

Presenter: Sam Adams, Utilities Manager

 [North Shore STS Professional Services Agreement](#)
[North Shore STS Construction Management Scope of Work](#)
[North Shore STS Construction Management Fee Estimate](#)

This item was also placed on the February 6, 2017 Consent Agenda for Council's consideration.

- F. Consultant Services for Well 17 Preliminary Engineering
Details: Murray, Smith & Associates, Inc. was selected through a Request for Qualifications (RFQ) process to provide engineering services for the development of a new well for the City. The City has an interest in developing a new groundwater source to meet the growing water supply demands and to provide a more redundant water supply system. This preliminary engineering effort will evaluate City-identified potential well sites, select a preferred well location, further evaluate the preferred site to include drilling a new well for capacity testing, and if successful, obtain the necessary water rights from the Department of Ecology for final development of the well. It is anticipated this preliminary engineering effort will take approximately two years to complete.
Presenter: Sam Adams, Utilities Manager

 [Well 17 Scope of Work](#)
[Well 17 Fee Estimate](#)

This item will be placed on the February 21, 2017 Regular Agenda for Council's consideration.

- G. Downtown Parking Time Limit Revisions
Details: On January 10, 2017, the Parking Advisory Committee met to discuss parking time limit revisions requested by a downtown business owner and City staff. The committee has recommended that Council approve time limit changes in two areas in the downtown core. First, there are two parallel parking spaces in front of the Soap Chest on NE Everett Street that are currently unrestricted (72 hour limit per Camas Municipal Code). It has been recommended that these spaces have a two hour limit. Second, there are six diagonal spaces with a time limit of one hour on NE Franklin adjacent the City staff parking lot on NE 3rd Avenue, near the Building Department. It has been recommended that these spaces have an unrestricted time limit based on the current lack of use. Staff proposed that a resolution adopting these revisions be presented to Council.
Presenter: James Carothers, Engineering Manager

 [Proposed Parking Time Limit Changes Map](#)

Discussion ensued and staff responded to questions from Council. A resolution will be placed on the February 21, 2017 Regular Agenda for Council's consideration.

- H. Forest Home Road Slide Repair Consultant Construction Services Contract
Details: Supplement #3 of the contract with PBS (formerly HDJ) adds construction services to the original professional services contract for this project. These services include assistance in construction management administration, engineering, observation and project closeout as detailed in Tasks 11 through 14 of the scope and budget. The additional cost for this supplement is \$58,525. The total contract cost is \$282,572.44. Approximately 86.5% of the project cost is funded by a Federal Highway Administration (FHWA) Emergency Relief (ER) grant. The remaining costs will be covered by the Storm Drainage Fund.
Presenter: James Carothers, Engineering Manager

 [Forest Home Road Slide Consultant Contract Supplement 3](#)

This item will be placed on the February 21, 2017 Consent Agenda for Council's consideration.

- I. Larkspur Consultant Services Contract
Details: This contract with Otak, Inc. is for professional services required to complete the roadway design, prepare documentation and negotiate the needed right-of-way in preparation for the construction of NW Larkspur Street. These improvements will include multimodal access improvements and safety enhancements from Lake Road, north to the anticipated Camas Meadows Drive development roadway extension across the frontages of Parklands and the Village at Camas Meadows. This project is in the 2017 and 2018 budget and is funded by a Washington State Transportation Improvement Board (TIB) grant and by Real Estate Excise Tax (REET) 1 proceeds. The contract budget will be presented on the February 21, 2017 Consent Agenda.
Presenter: James Carothers, Engineering Manager

 [Larkspur Consultant Scope of Work Draft](#)
[Larkspur Project Map & Photos](#)

This item will be placed on the February 21, 2017 Consent Agenda for Council's consideration.

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

Wall provided an update about the materials and staff time used during the recent snow and ice events.

Wall stated the Lacamas Lane landslide repair is currently out to bid. He also commented about two bid items on the February 6, 2017 Consent Agenda.

Wall informed Council about staff retirements.

- K. City Administrator Miscellaneous Updates and Scheduling
Details: This is a placeholder for miscellaneous or scheduling items.
Presenter: Peter Capell, City Administrator

Capell commented about the Engineering staff.

Capell spoke about several current projects, which included the Strategic Planning Process, the Classification and Compensation Study and the review of proposals for Emergency Medical Services (EMS) Delivery Model Consulting Services.

Capell informed Council that the Department Heads are preparing information regarding current and future financial needs.

V. COUNCIL COMMENTS AND REPORTS

Hazen commented about the 2017 Council Planning Conference. He stated that he will be attending the Parks and Recreation Commission retreat.

Turk commented about an upcoming Partners with Camas Parks & Recreation Group volunteer event.

Chaney commented about the Classification and Compensation study. He provided an update about the Clark Regional Emergency Services Agency (CRESA) Board meeting and discussion ensued.

Hogan will attend a meeting of the Administrative Committee.

Mayor Higgins commented about the Camas Washougal Economic Development Association (CWEDA) meeting he attended.

Anderson attended a meeting of East County Fire and Rescue (ECFR) and a Joint Policy Advisory Committee (JPAC) meeting. Anderson informed Council that he has been selected to be Vice-Chair of C-TRAN's Board of Directors.

Carter attended the Library Board of Trustees meeting. She will be attending the Downtown Camas Association's (DCA) Board retreat and commented about the DCA's First Friday being rescheduled due to weather.

Smith attended a meeting of the Regional Transportation Council (RTC).

VI. PUBLIC COMMENTS

Chris Kralik, 631 NW 18th Loop, Camas, commented about the proposed Utility Tax and street conditions.

VII. ADJOURNMENT

The meeting was adjourned at 6:06 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.