



CITY COUNCIL WORKSHOP MEETING AGENDA






Monday, August 5, 2019, 4:30 PM
City Hall, 616 NE 4th Ave


I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. WORKSHOP TOPICS

- A. Columbia River Economic Development Council (CREDC) Update
Presenter: Jennifer Baker, President
 [CREDC Update](#)
- B. North Shore Subarea Plan Phase One WSP Professional Services
Presenter: Sarah Fox, Senior Planner
 [Scope of Work](#)
- C. Community Development Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Phil Bourquin, Community Development Director
- D. NE Lake Road and NE Everett Street Intersection Improvements Update
Presenters: Steve Wall, Public Works Director and James Carothers, Engineering Manager
 [Staff Report](#)
[Lake and Everett Exhibit](#)
- E. Carollo Engineering Inc. Slow Sand Corrosion Control System Construction Management Agreement
Presenter: Sam Adams, Utilities Manager
 [Staff Report](#)
[Task Order Number 2](#)
[Budget](#)
- F. Gray and Osborne, Inc. Infiltration and Inflow Study Professional Services Agreement
Presenter: Sam Adams, Utilities Manager
 [Staff Report](#)
[Scope of Work](#)
[Cost Estimate](#)

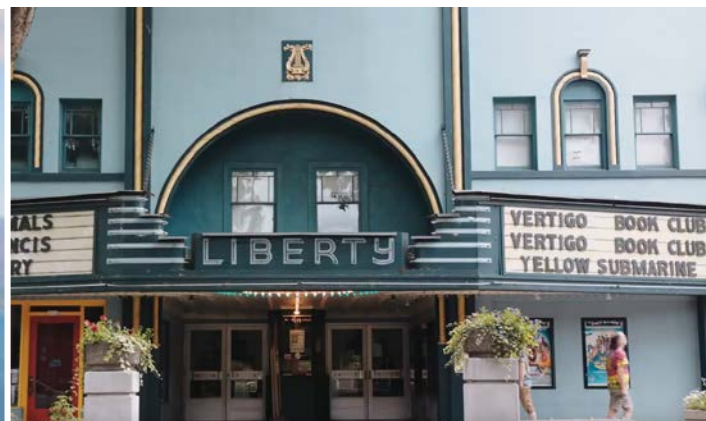
- G. Public Works Miscellaneous and Updates
Details: This is a placeholder for miscellaneous or emergent items.
Presenter: Steve Wall, Public Works Director
- H. City of Camas 2019 2nd Quarter Financial Review
Presenter: Cathy Huber Nickerson, Finance Director
 [2nd Quarter Financial Review](#)
- I. City Administrator Miscellaneous Updates and Scheduling
Details: This is a placeholder for miscellaneous or scheduling items.
Presenter: Pete Capell, City Administrator

V. COUNCIL COMMENTS AND REPORTS

VI. PUBLIC COMMENTS

VII. ADJOURNMENT

NOTE: The City welcomes public meeting citizen participation. For accommodations; call 360.834.6864.



Public Presentation: CITY OF CAMAS COUNCIL UPDATE



August 5, 2019



The Team



Jennifer Baker
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Clint Hendricks
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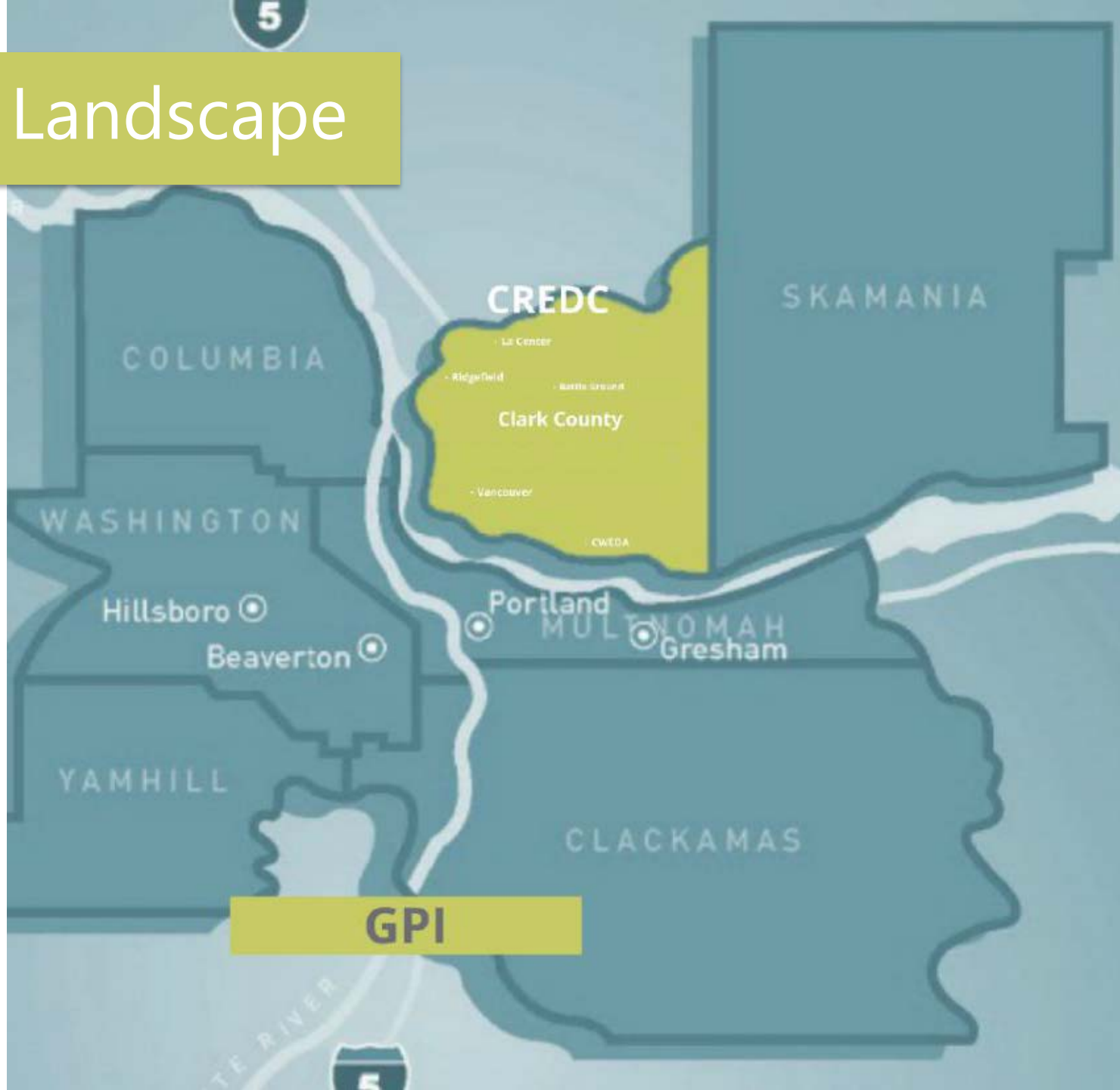
Marnie Farness
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Samantha Codi Walker
Marketing & Events Mgr.
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Regional Landscape





Economic Development Plan Overview

- Established a 20-year vision
- With a 5-year **implementation plan** to achieve county-wide goals and objectives
- Engaged over 200 **local partners** during the nine-month planning process
- Aligns with regional plans



CREDC

CLARK COUNTY COMPREHENSIVE ECONOMIC
DEVELOPMENT PLAN
2018-2023



Vision & Goals

Our vision is for Clark County to be recognized as one of the most inclusive, healthy, and amenity-rich communities in the country. As a result, and with a continued focus on growing a diverse base of community-minded employers, talent (both inside and outside the region) sees greater opportunity here than anywhere else in the country.



1. EXPAND EXISTING BASE



2. SUPPORT PEOPLE



3. CREATE PLACE



Clark County Economic Development Plan

Implementation & Next Steps





Expand the Existing Business Base

- 1 **Become Industry Experts** → Traded sector job growth
- 2 **Strategically Market Industry Clusters** → Business investment
- 3 **Build a Startup Ecosystem** → Support for new startups



2019
Highlights

62
Business Visits

22
RFIs

10
Prospects

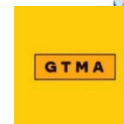
3
Wins



BUSINESS EXPANSION HIGHLIGHT

"2018 was a year of exciting growth for WellHaven Pet Health, with 33 hospitals across five states, two Pet Camps, and the addition of our Campus in Downtown Vancouver that houses our support team & state-of-the-art veterinary hospital."

-John Bork, CEO



BUSINESS RECRUITMENT HIGHLIGHT

"GTMA's move to Vancouver was a huge success. Since our arrival in March, we've brought on 23 local hires. We found the Vancouver community to be kind, generous, and hospitable-we made the right choice."

-Joshua Swanson, CEO

Support People

- 1 Foster Skills Development →**
Increase wages and productivity
- 2 Prepare Youth for Economic Opportunity →**
Career advancement for all
- 3 Launch a Brain Gain Initiative →**
Attract more Young College Educated talent
- 4 Promote an Ethical & Just Society →**
Commitment to inclusion, equity & Diversity





Create Place

- 1 Empower Placemaking Strategies**
 - Values-based, unique sense of place
- 2 Embrace Opportunity in Urban Center**
 - Vibrant downtown benefits all
- 3 CREDC Tells the Story of Place**
 - Talent chooses to live and work in Clark County
- 4 Make Employment Areas Shovel Ready**
 - Businesses grow and expand in Clark County
- 5 Determine Regional Transportation Needs**
 - Enhance transportation options & resiliency

CAMAS-WASHOUGAL
POST-RECORD



Participants in the Columbia River Economic Development Council's Main Street Day sample beer at Grains of Wrath Brewing, in downtown Camas, July 13. The representatives from Vancouver, Ridgefield, La Center and Battle Ground also visited Washougal.



Carrie Schulstad (right), executive director of the Downtown Camas Association (DCA), talks about Camas businesses, while standing next to "Millie," the bronze artwork, in front of the Liberty Theatre, in the historic downtown Camas district, July 13, during the Columbia River Economic Development Council's Main Street Day tour. DCA Board President Caroline Mercury (left of Schulstad) also participated in the all-day bus tour around Clark County.



Camas & CREDC Partnership

- **Place** | Camas is a key jurisdiction that provides some of the region's best amenities
 - ✓ Elevate story of place to external & internal audiences
 - ✓ Amplify narrative & infuse in Your Journey Starts Here Campaign
- **People** | Prepare youth for economic opportunity
 - ✓ Career Connected Learning opportunities
 - ✓ Focus on diversity, equity, inclusion
 - ✓ Opportunity for engagement
- **Business** | Land use & transportation
 - ✓ CREDC's Employment Land Study Update
 - ✓ CWEDA (*Business Support Partner investor*)
 - ✓ Port of Camas-Washougal (*President's Circle investor*)
- **Areas of opportunity**
 - ✓ Policy alignment & engagement
 - ✓ Future investment



.@CityofCamas is known for beautiful tree-lined streets, unique boutiques/eateries and small-town charm says @DowntownCamas Executive Director Carrie Schulstad #ClarkWA #MainStreetDay



Have you heard? Our very own Camas Main Street is a finalist in Small Business Revolution and could win a \$500,000 investment towards their downtown. They are a key Main Street and quality of life asset to our community -- vote for @DowntownCamas!



And that's a wrap. We did it - 6 beautiful cities in 6 hours! Special thank you to @ctranvancouver, @VDAUSA, @DowntownCamas, Ridgefield Main Street and all the champions who help create the vibrant spaces that make #ClarkWA a great place to be #MainStreetDay





THANK YOU

Jennifer Baker
President | jbaker@credc.org

Chairman's Circle investors:





July 30, 2019

Sarah Fox, AICP
Senior Planner
616 NE 4th Avenue
Camas, WA 98607

Subject: Proposal to Provide Professional Visioning, Planning and Subarea Planning Services.

Dear Sarah:

Thank you for the opportunity to submit the following professional services proposal for the Phase 1 Camas North Shore/Bridge Village Subarea Plan in the City of Camas (City). The City is launching a two phase subarea planning process starting with a visioning process in Phase 1. Phase 2 will include the development of a subarea area plan based on the outcome of Phase 1. The City wants a subarea plan to guide the future development of this approximately 700-acre subarea, consistent with a visioning process and guided by the City's goals and policies of the 20-year Comprehensive Plan, Camas 2035.

PROJECT UNDERSTANDING

The City wants to develop a subarea plan for the Camas North Shore/Bridge Village Subarea to guide and promote future development consistent with a City visioning process. The North Shore/Bridge Village subarea plan will be prepared over two phases of work. Phase 1 and 2 work tasks broadly include:

- **Phase 1** – During this phase of the plan preparation, work will focus on community visioning and engagement and will include the following task:
 - Existing conditions review
 - Visioning and public outreach
 - Preliminary market assessment
- **Schedule:** Phase 1 tasks will be completed between August 5 and December 31, 2019.
- **Phase 2** – During this phase of work the City and consultant team will take the initial vision and refine it into a focused subarea plan that is developed using community and stakeholder input. This phase will include the following tasks:
 - Public outreach, including a technical advisory or steering committee to guide the creation of the North Shore/ Bridge Village subarea plan.
 - North Shore/Bridge Village subarea plan design guidelines.
 - Economic development action plan with market tool kit.
 - Utility assessment to accommodate planned growth.
 - Traffic study assessment addressing changes in the land uses and zoning and required road improvements to meet City level of service requirements.
 - Unmanned aerial system (UAS) drone flight information with orthorectified aerial imagery of the study area with topographic contours that will provide detailed information for the existing conditions assessment.
 - Road cost estimating and constraints assessment.

- North Shore/Bridge Village subarea plan adoption process support.
- **Schedule:** Phase 2 tasks are anticipated to occur from January 1 to June 30, 2020.
- The Phase 1 consultant team includes:
 - WSP USA Inc. (WSP) – project manager
 - 3J Consulting (3J) - visioning task lead
 - Leland Consulting Group (LCG) - preliminary market assessment task lead.
- The Phase 2 consultant team includes:
 - WSP – project manager and subarea plan task lead
 - LCG - final market assessment and economic development toolkit task lead
 - DKS Associates (DKS) - traffic study assessment task lead
 - PBS Engineering and Environmental (PBS) drone flight orthorectified imagery and road cost estimating task lead.
- The results of Phase 1 and the level of plan detail and amount of future community engagement will inform the Phase 2 scope of work which has not yet been developed.
- The City requested a macro level scope of work and cost estimate for Phase 2 that will be informed by the results of Phase 1 and refined with City staff. The general task elements for the Phase 2 scope of work are listed above and a preliminary budget range is provided. However, the Phase 2 scope of work and fee will need to be refined further following completion of Phase 1. The phase 2 macro level cost estimate is \$165,000 to \$200,000.
- If the City is awarded grant funding, such as the Housing Action Plan from Washington State, additional tasks may be added to Phase 2.

OVERALL PROJECT ASSUMPTIONS

The Phase 1 scope of work was developed based on the following assumptions. Task-specific assumptions are included in each task.

- The City will complete any necessary SEPA documentation.
- The subarea planning process will not include a State or National Environmental Policy Environmental Impact Statement or development of a planned action SEPA document or ordinance.
- The City will provide the consultant with one consolidated review of all project materials.
- Phase 1 tasks will be completed between August 5 and December 31, 2019.

PHASE 1 SCOPE OF WORK

Task 1.0: Project Management

This task will be led by WSP. For Phase 1, WSP will perform the following project management tasks:

- Coordinate with the City's project manager in up to four meetings and will correspond by email and telephone for the duration of the project.
- Participate in monthly project management meetings with the City.
- Prepare a brief email summary for each of the monthly project management meetings.
- Provide monthly invoices.

Assumptions

- One or two consultant staff will participate in up to four 1-hour monthly project management meetings beginning in the second month of the project.
- Project management meetings are anticipated to be three teleconferences, and one in person meeting.

Deliverables

- Email summary for each project management meeting
- Monthly invoices (5)

Task 2.0: Project Kickoff, Site Tour, and Opportunities and Constraints Assessment

This task will be led by WSP. To initiate the project and identify opportunities and constraints within the subarea, the consultant will:

- Prepare a kickoff meeting agenda and base map noting the preliminary subarea plan boundary to be confirmed by the City.
- Prepare for and participate in a kickoff meeting and site orientation tour with City staff. During the kickoff meeting, the consultant and the City will:
 - Formalize project details and schedule
 - Identify stakeholders
 - Complete an orientation tour of the subarea to identify and discuss major opportunities and constraints
- Review relevant background documents, including
 - City of Camas Critical Area Ordinance, Zoning Code and Development Standards
 - Camas Parks, Recreation and Open Space Plan
 - Camas Water Systems Plan
 - Camas General Sewer Plan
 - Clark County Buildable Lands Report
 - Applicable state and federal permitting regulations
- Coordinate with Carollo Engineers on the City's Water System Plan and the General Sewer Plan to summarize utilities planned for the area based on adopted plans.
- Prepare an opportunities and constraints memorandum, including an annotated base map and summary of the kickoff meeting and site orientation tour.

Assumptions

- Opportunities and constraints will be based on currently available information provided by the City, including the prior completed environmental and transportation assessment work from the North Shore and Everett Street Corridor Study and the current Transportation System Plan update.
- City staff will complete an assessment of the Camas Six-year Street Plan and the City's Transportation Systems Plan and provide the consultant with information necessary to support Phase 1 tasks.
- Up to four consultant staff will participate in a 3-hour kickoff meeting and site orientation tour.
- GIS data analysis is not included.
- Environmental assessment fieldwork is not included.
- Transportation analysis by the consultant is not included.
- The opportunities and constraints memorandum will be up to six pages in length.

Deliverables

- Annotated base map

- Kickoff meeting agenda
- Opportunities and constraints memorandum

Task 3.0: Preliminary Market Assessment

This task will be led by LCG. In order to ground the strategies identified in the subarea plan in market realities, LCG will prepare a market analysis identifying opportunities and constraints in the North Shore/Bridge Village subarea. To complete the preliminary market assessment the consultant will:

- Prepare a summary of economic and demographic existing conditions and trends and a demand analysis for employment (office and industrial), housing, and commercial (e.g., retail) uses.
- Provide a “broad brush” analysis that identifies the types of employment, commercial, and residential land uses land uses that are likely to be feasible versus those that are probably not feasible.

Assumptions

- The market analysis will focus on target industry clusters, particularly traded sector industries that provide long-lasting and transformative economic vitality.
- The market analysis will use federal or state employment data to highlight trends and where Camas may have a competitive advantage to leverage for employment uses.
- The market analysis will also highlight opportunities to create a strong sense of place in the subarea, which can be an asset for the attraction of businesses, employees, and residents.

Deliverables

- Preliminary draft and final market analysis report

Task 4.0: Project Identity, Website, and Social Media

This task will be led by WSP. For a project as critical to the community as the North Shore/Bridge Village Subarea Plan, it is important to have a project-specific identity that can be reflected in all project materials, creating continuity and visibility throughout the project. A project website and social media campaign are also important to facilitate two-way communication between the City and community members. The website and social media platforms will be updated throughout Phase 1 and will include the most current project details and information. Additional updates are also anticipated for Phase 2, to be scoped following Phase 1. Establishing a web presence at the outset of the project will help facilitate ongoing community engagement from visioning through subarea plan development and adoption during Phase 2. For this task in Phase 1, the consultant will:

- Create a project-specific identity including a project logo and color palette.
- Purchase a website domain name and host a project website for the duration of Phase 1. Additional hosting fees will be included in Phase 2.
- Design a project-specific website with up to two pages.
- Complete website updates through Phase 1 of the project.
- Coordinate with the City’s social media consultant to prepare up to five social media updates for the City to post on its three social media channels (Facebook, Twitter, and the Camas Connect app).

Assumptions

- The consultant will maintain the website domain name and hosting for up to 5 months (Phase 1). Domain renewal and additional hosting fees will be included in Phase 2.
- The City will conduct one round of consolidated review on all website and social media content.
- The City’s social media consultant (under separate contract with the City) will make all social media posts and monitor social media activity.
- Up to 20 hours of website updates at key project milestones through Phase 1 of the project are included.

Deliverables

- Project logo and color palette
- Project website design, hosting, and regular updates
- Content for social media updates

Task 5.0: Community Outreach - Visioning

This task will be led by 3J with support from WSP. Community and stakeholder outreach are critical components of a successful subarea planning process. Prior to development of conceptual plans and a draft subarea plan in Phase 2, community input on a vision for the North Shore/Bridge Village area is needed. The vision, together with the existing conditions and market analyses, will set the stage for the North Shore/Bridge Village subarea plan that will be prepared in Phase 2. To engage the community and identify the key components of a vision for the North Shore/Bridge Village Subarea, the consultant will develop and implement a community outreach plan that will include the following elements and tasks:

- **Community Outreach Memorandum.** The consultant will prepare a 2-page memorandum outlining the outreach activities and schedule. The purpose of the outreach memorandum is to establish the overall outreach goals and objectives and identify the timing of each outreach activity.
- **Stakeholder Interviews.** Early discussions with stakeholders will provide a thorough understanding of the area and the desires and concerns of those who will be most affected by future development. The stakeholder interviews will address vision elements such as desired land uses, transportation networks, and parks and open spaces. The information gathered during the interviews will be summarized and validated through a follow up online questionnaire, described below. For the stakeholder interviews, the consultant will complete the following tasks:
 - Prepare an invitation letter for City distribution.
 - Prepare draft and final interview questions for City review and comment.
 - Conduct stakeholder interviews with individuals or small groups.
 - Prepare a draft and final interview summary noting common themes and vision elements (land use patterns, transportation, parks and open space, etc.). Interviews will be reported in the aggregate to maintain anonymity for participants.
- **Community Event.** Existing community events, such as the farmers market, are opportunities to engage a large number of people in a short time. To engage the broader community in the North Shore/Bridge Village visioning process, the consultant will participate in one Camas community event, anticipated to be a table at the Camas farmers market. The event is intended to create awareness of the project and solicit input from the community regarding their aspirations and/or concerns with development of the subarea. For the community event, the consultant will:
 - Prepare a visioning activity that asks participants to briefly share what they love about the North Shore/Bridge Village area and/or their concerns with future development. Input will be collected verbally and through filling out vision cards.
 - Develop a project factsheet for distribution at the event.
 - Provide a draft and final event summary that captures the public input received and further refines the vision elements identified through the stakeholder interviews.
- **Online Questionnaires.** The consultant will prepare up to two online questionnaires to supplement in-person community engagement activities. The questionnaires will provide an alternative opportunity to share ideas on the North Shore/Bridge Village vision for those who may not come to a meeting or feel comfortable voicing their opinions among others. The first questionnaire will coincide with stakeholder interviews and seek input on vision elements (land use, transportation, parks and open space, etc.). The second questionnaire will run concurrent with the community open house (described below) to further develop the community vision and guiding principles. For the questionnaires, the consultant will complete the following tasks:

- Prepare draft questions for review by the City.
- Finalize the questions and prepare the online questionnaire via SurveyMonkey or similar online survey platform.
- Summarize the questionnaire responses for use in preparing the vision statement (Task 6).
- **Community Open House.** The consultant will design and facilitate a community open house to share the results of the outreach activities described above and engage people in an exercise to develop guiding principles that will frame the concept development process in Phase 2. For the community open house, the consultant will complete the following tasks:
 - Prepare a draft and final open house plan that will identify project background information, room layout, schedule, and informational station staffing.
 - Participate in a 1-hour teleconference with City staff to prepare for the open house.
 - Prepare a 6 X 9 postcard mailer to advertise the open house for printing and distribution by the City.
 - Prepare up to four display boards.
 - Prepare an electronic presentation for the open house.
 - Prepare a sign-in sheet and comment cards.
 - Design and facilitate an exercise to develop guiding principles.
 - Post all open house materials on the project website and allow online comment for approximately two weeks following the physical open house.
 - Prepare a meeting summary for the open house that includes a summary of all comments received at the open house and online. The meeting summary will include a draft guiding principles to be refined in Task 6.

Assumptions

- The City will distribute the stakeholder interview invitations and schedule the interviews.
- Stakeholder interviews will be conducted in a single-day in Camas. Up to two consultant staff will participate in the stakeholder interviews. Any follow up interviews will be conducted by City staff.
- The City will provide staff to support the consultant at the community event and open house.
- The City will secure a table at the community event and a venue for the community open house and pay any applicable rental fees.
- The project fact sheet will be a single 8 1/2 X 11 page, double-sided.
- The consultant will prepare up to four 24 X 36 display boards mounted on foam core for the open house.
- Up to two consultant staff will participate in the community event for 2 hours.
- Open house will be up to 2 hours in length and up to three consultant staff will attend.
- The mailer will be printed and distributed by the City to households within a 1/2 mile radius of the subarea plan boundary via U.S. Postal Service and digital distribution via social media and the project website.

Deliverables

- Draft and final community outreach plan memorandum
- Draft and final stakeholder interview invitation letter
- Draft and final stakeholder interview summary
- Draft and final online questionnaires (2)
- Draft and final online questionnaire summaries (2)
- Draft and final project factsheet
- Draft and final community event summary
- Draft and final open house plan
- Up to four display boards

- Draft and final electronic slideshow presentation for the open house
- Online open house
- Draft and final open house postcard mailer
- Draft and final open house summary

Task 6.0: Vision Statement

The goal of the community outreach program is to obtain stakeholder and community input on a future vision for the North Shore/Bridge Village subarea plan. The consultant will take all information submitted during the stakeholder interviews, community event, online questionnaires, and open house and summarize it into key themes. The key themes are intended to result in a statement of key elements of a vision for the subarea plan provided by the community. The consultant will then work with the City to refine these key elements into an overall vision statement, including the draft guiding principles developed during the community open house. To drive the subarea planning process in Phase 2, the vision statement will include elements related to land use (residential, commercial and employment), transportation, parks and open space, natural resources, and infrastructure. The vision statement will be presented as a single 11 X 17 page. The design and layout of the vision statement will serve as the graphic design basis for the subarea plan document to be developed in Phase 2. For this task the consultant will:

- Prepare draft vision and guiding principle text for City review and comment based on the information gathered during the outreach activities.
- Refine the vision and guiding principle text based on City comments.
- Develop a vision statement document that reflects the community input and aspirations for the North Shore/Bridge Village subarea.
- Refine the vision statement document based on City review and comment.

Assumptions

- Vision statement document will be one 11 X 17 page.

Deliverables

- Draft and final vision text
- Draft and final vision statement document

SCHEDULE

The Camas North Shore subarea plan will be developed in two phases. This scope of work is limited to Phase 1 as described in the scope of work. Phase 1 tasks will occur from August 5 to December 31, 2019. Phase 2 is anticipated to occur from January 1 to June 30, 2020.

FEE

The following professional fees, including an estimated \$524.00 in expenses, will be billed as incurred and will not exceed **\$79,925.00** without written authorization.

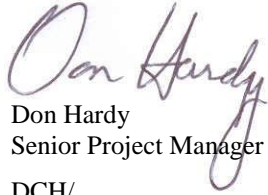
Task 1.0:	\$3,980.00
Task 2.0:	\$10,817.00
Task 3.0:	\$18,283.00
Task 4.0	\$9,642.00
Task 5.0	\$33,131.00
Task 6.0	\$3,548.00
Expenses:	\$524.00
Total:	\$79,925.00

CLOSING

If you wish to accept this proposal, please provide us with a contract. We will consider the signed date as our notice to proceed. This proposal is valid for 30 days.

We thank you for the opportunity to provide this proposal and we look forward to working with you. Should you have questions, please call me at 360/823-6115.

Sincerely,



Don Hardy
Senior Project Manager
DCH/



Helen Devery
Vice President, Northwest Planning and Environment Manager



Staff Report

August 5, 2019 Council Workshop

NE Lake Road and NE Everett Street Intersection Improvements Update

Staff Contact	Phone	Email
James Carothers, Engineering Manager	360.817.7230	jcarothers@cityofcamas.us

PURPOSE

The project team has brought this project's design to near 60% completion. Application has been made for Public Works Trust Fund construction funding. The Washington State Transportation Improvement Board (TIB) grant applications are due on August 16th. Staff would like to clearly identify the project limits and the overall benefits of the project in the TIB grant application.

For this reason, staff is seeking consensus from Council on the south project limits. Extending improvements to the south of the roundabout provide the following benefits:

- A sidewalk connection from the roundabout to the Fallen Leaf Lake Park entrance.
- A center turn lane to accommodate left turns into to the commercial property and the north entrance to Lacamas Village on the east side of Everett Street.

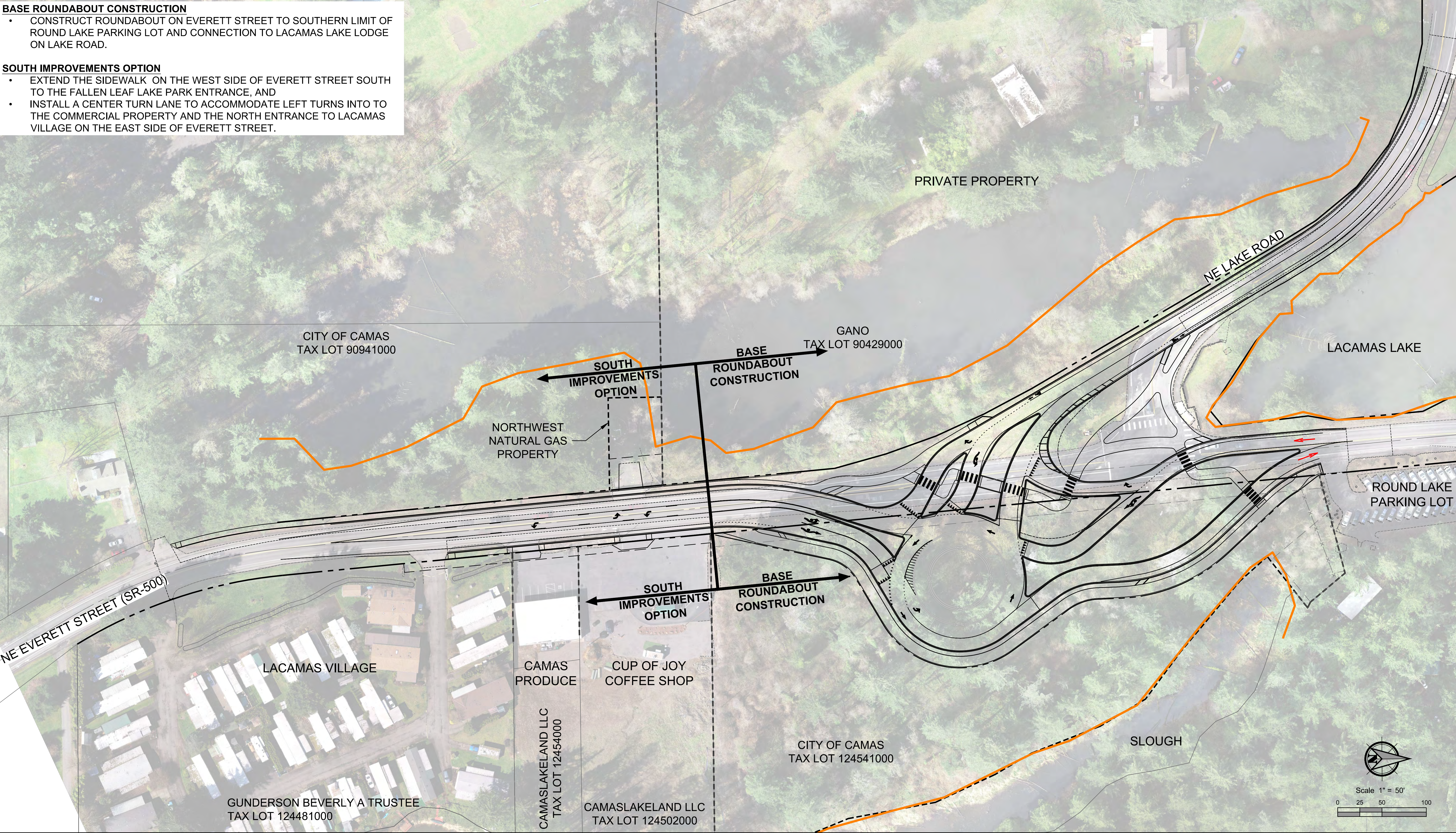
Staff will present this improvements option in better detail at the Council Workshop and will have a cost estimate summary. Please feel free to contact me with comments or questions. Thank you.

BASE ROUNDABOUT CONSTRUCTION

- CONSTRUCT ROUNDABOUT ON EVERETT STREET TO SOUTHERN LIMIT OF ROUND LAKE PARKING LOT AND CONNECTION TO LACAMAS LAKE LODGE ON LAKE ROAD.

SOUTH IMPROVEMENTS OPTION

- EXTEND THE SIDEWALK ON THE WEST SIDE OF EVERETT STREET SOUTH TO THE FALLEN LEAF LAKE PARK ENTRANCE, AND
- INSTALL A CENTER TURN LANE TO ACCOMMODATE LEFT TURNS INTO TO THE COMMERCIAL PROPERTY AND THE NORTH ENTRANCE TO LACAMAS VILLAGE ON THE EAST SIDE OF EVERETT STREET.



**LAKE RD & EVERETT ST INTERSECTION IMPROVEMENTS -
CURRENT 60% DESIGN DRAFT (2019)**

7-30-19





Staff Report

August 5, 2019 Council Workshop Meeting

Staff Contact	Phone	Email
Sam Adams, Utilities Manager	360.817.1563	sadams@cityofcamas.us

INTRODUCTION/PURPOSE/SUMMARY: The City has selected Carollo Engineering to provide construction management services for the caustic injection system for the Slow Sand Water Treatment Plant. Carollo Engineering were the design engineers for the project.

BUDGET IMPACT: Total cost of \$23,758. The Water/Sewer fund has budget available to complete this work.

RECOMMENDATION/RECOMMENDED ACTION/ACTION REQUESTED: Staff recommends this item be placed on the August 19, 2019 Consent Agenda for Council's consideration.

TASK ORDER NO. 2

CITY OF CAMAS

AND

CAROLLO ENGINEERS, INC.

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above named parties dated the ____ day of July 2019, in connection with Project No. 1008:

SLOW SAND WATER TREATMENT PLANT CORROSION CONTROL IMPROVEMENTS FACILITY FACILITY DESIGN AND CONSTRUCTION PROJECT CONSTRUCTION CONTRACT MANAGEMENT

INTRODUCTION

In 2014, the City of Camas replaced their pressure filter surface water treatment plant with the new Slow Sand Filter Water Treatment Plant (SSF WTP), which provides seasonal supply of water to the City's 542 pressure zone. The SSF WTP will be operated from November 1st through May 15th, with peak demands expected in winter. Corrosion control treatment is required as the City exceeded the copper action level in the 1990s and Lead and Copper Rule (LCR) regulatory requirements do not allow the discontinuation of corrosion control once treatment is initiated.

PURPOSE

The purpose of this project is to implement contract management for construction of the improvements detailed in design contract documents *SS WTP Corrosion Control Facility* (June 2019). These design elements were based on recommendations provided in the *Final Corrosion Control Treatment Recommendations Memo* (Confluence Engineer Group; July, 2018) to achieve desired pH and alkalinity targets at the SSF WTP, for continued compliance with the LCR.

OBJECTIVES

The objective of this Task Order is to establish the scope and level of effort of Construction Contract Management services during construction of the SSF WTP Corrosion Control Facility Design and Construction Project.

SCOPE OF WORK

General Assumptions

- Carollo Engineers, Inc. are referred to as "ENGINEER" in this document.
- The City of Camas and its staff are referred to as "OWNER" in this document.
- THIRD PARTIES: The services to be performed by the ENGINEER are intended solely for the benefit of the OWNER. No person or entity not a signatory to this Agreement shall be entitled to

rely on the ENGINEER's performance of its services hereunder, and no right to assert a claim against the ENGINEER by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of the ENGINEER's services hereunder.

TASK 400 – CONSTRUCTION SERVICES

The work to be completed under this task was included in Task Order No. 1. However, approximately 40 hours of engineering time associated with this task were utilized during detailed design to accommodate the design of upsizing the project power distribution system. The purpose of this additional scope is to return the budget for these hours to this Task.

TASK 600 – CONSTRUCTION CONTRACT MANAGEMENT SERVICES

The purpose of this Task is to provide Construction Contract Management services during the construction of the SSF WTP Corrosion Control Facility Design and Construction Project. The ENGINEER will work in collaboration with the OWNER to execute the design intent, as follows:

Construction Contract Management (CM): The ENGINEER shall provide support and consultation to the OWNER throughout the construction period, as outlined in the following tasks:

- 1) Establish and manage, throughout the duration of the construction phase of the project, an electronic Document Control System (DCS). The DCS will be used to:
 - a) Manage Requests for Information (RFIs), submittals, Pay Estimates, and Design Clarifications.
 - b) Upload the contract documents, meeting minutes, daily construction reports, third party inspection documents, startup documentation, construction photos, and other miscellaneous documentation.
- 2) Conduct Pre-Construction Conference.
- 3) Review Contractor's Schedule of Values (SOV) and Schedule.
- 4) Review Change Order (CO) requests from CONTRACTOR and issue Change Order documentation, if necessary.
- 5) Provide periodic site visits to conduct construction meetings (when required) and/or provide field services, including construction observation and resolving field issues.

Deliverables:

- a. Pre-construction agenda and meeting minutes.
- b. Inspection reports for each day on-site
- c. Use of the EADOC system.
- d. Pay app reviews
- e. Comments on SOV and schedule
- f. Comments on CO requests

Assumptions:

- 1) EADOCs will be used for the DCS. Associated usage fees are included as a direct cost.
- 2) Contract completion time is six months from Notice to Proceed to Substantial Completion.
- 3) Review of three Change Order requests from Contractor.
- 4) Develop two Change Orders for implementation by the OWNER.
- 5) Assume eight site visits (four hours each) to conduct construction meeting and/or provide field services. When feasible meeting and field service site visits will be combined.

- 6) OWNER will provide and pay for Special Inspection Services, Materials Testing, and Electrical Inspection.
- 7) A \$1000 allowance is included for printing costs, which may include submittal and contract documents.

TIME OF PERFORMANCE

The scope of services provided herein is anticipated to be completed in approximately six months following formal Notice to Proceed (NTP). Construction duration may impact time and cost of performance based on construction contractor progress outside of the ENGINEER's control.

PAYMENT

ENGINEER will invoice OWNER on a monthly basis with percent complete for each of the tasks. Compensation will be based on the attached fee schedule (EXHIBIT A) and level of effort:

EFFECTIVE DATE

This Task Order No. 2 is effective as of the ____ day of July 2019.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. 1 evidencing its issuance by OWNER and acceptance by ENGINEER.

CITY OF CAMAS

CAROLLO ENGINEERS, INC

Accepted this ____ day of July 2019

By: _____

By: _____

Jude Grounds, P.E.
Vice President

By: _____

City of Camas
Slow Sand Filtration Facility Construction Management Services
Carollo Engineers Fee Proposal
2019



Task Description	Lead Project Professional \$195.00	Project Professional \$180.00	EADOC's Setup \$140.00	Document Processor \$100.00	Carollo Total Hours	Carollo Labor Cost	ODCs		TOTAL
							Travel / Direct Cost	PECE \$12.00	
400 Construction Services									
Submittal Review		40			40	\$ 7,200	\$ -	\$ 480	\$ 7,680
Task 400 SUBTOTAL	0	40	0	0	40	\$ 7,200	\$ -	\$ 480	\$ 7,680
600 Construction Management Services									
Document Control System (EADOCs)	2		6	4	12	\$ 1,630	\$ 1,000	\$ 144	\$ 2,774
Conduct Pre-Construction Conference	8			2	10	\$ 1,760	\$ 80	\$ 120	\$ 1,960
Review Contractor's Schedule of Values and Schedule	4	2			6	\$ 1,140	\$ -	\$ 72	\$ 1,212
Review Change Order requests and prepare Change Documentation when necessary	12	2			14	\$ 2,700	\$ -	\$ 168	\$ 2,868
Conduct Site visits to conduct constuction meeting and/or provide inspection services	32				32	\$ 6,240	\$ 640	\$ 384	\$ 7,264
Task 600 SUBTOTAL	58	4	6	6	74	\$ 13,470	\$ 1,720	\$ 888	\$ 16,078

Total \$ 23,758



Staff Report

August 5, 2019 Council Workshop Meeting

Staff Contact	Phone	Email
Sam Adams, Utilities Manager	360.817.1563	sadams@cityofcamas.us

INTRODUCTION/PURPOSE/SUMMARY: The City has selected Gray and Osborne Inc. to provide Professional Services for the second and final Infiltration and Inflow Study. This is a requirement of the City's National Pollution Discharge Elimination permit for the Wastewater Treatment Plant. The City completed the first study back in June of 2016. This second study is to validate sewer improvements made over the last few years have helped to eliminate infiltration and inflow to our sewer system.

BUDGET IMPACT: Total cost of \$89,310. The Water/Sewer fund has budget available to complete this work.

RECOMMENDATION/RECOMMENDED ACTION/ACTION REQUESTED: Staff recommends this item be placed on the August 19, 2019 Consent Agenda for Council's consideration.

EXHIBIT A
SCOPE OF WORK
CITY OF CAMAS
INFILTRATION AND INFLOW FOLLOWUP STUDY

This exhibit describes a scope of work for completing an infiltration and inflow (I/I) follow-up study for the City of Camas (City) wastewater collection system. This study is intended to address the requirements shown in **bold, underlined** font in Section S4.E from the City's NPDES permit shown below:

S4.E. Infiltration and Inflow Evaluation

1. *The Permittee must conduct a study of inflow sources. The study must be submitted by May 15, 2016:*
 - *Quantify the level of inflow from each collection system basin or sub-basin in order to identify areas exceeding a peak day to monthly average peaking factor of 3.4:1 during the design rainfall event.*
 - *Determine the inflow related actions and projects necessary to reduce inflow in each identified sub-basin.*
 - *Describe policies and practices for removing inflow sources. Address both sewer customers and the public collection system. Include policies which consider where stormwater conveyance systems both are and aren't available and describe ordinance provisions necessary to effectively reduce inflow.*
 - *Estimate the cost for each major project.*
 - *Prioritize the list of projects to most cost effectively reduce the level of inflow to a peaking factor of 3.4:1 or less.*
 - *Propose a schedule for completing the inflow related actions and projects within the shortest feasible time frames.*
2. *Inflow Project List and Schedule. The Permittee shall implement the inflow strategy of its October 21, 2014, proposal. This includes completing initial and **follow-up studies of inflow sources in years one and five of the permit**, and accomplishing inflow*

specific projects commensurate with the funding levels proposed for years 2 - 4 of the permit.

Gray & Osborne completed the first I/I Study required in the permit in 2016. The 2016 I/I Study included the following elements:

- Flow Monitoring
- Pump Station Run Time Assessment
- Television Inspection
- Smoke Testing
- Physical Inspection

The 2016 I/I Study identified a number of infiltration and inflow sources, including cross connections with the storm system, manholes, area drains, and roofs as well as leaking, deteriorated sewer mains along Everett Street, Franklin Street, and the Mill Ditch. The City has completed projects to address many of the identified sources.

Per information from the City, Ecology has indicated that the I/I Follow-Up Study should include the following information:

- Reevaluation of current I/I, per EPA criteria, and comparison with findings in the 2016 I/I Study with a focus on inflow.
- Quantification of I/I-related peaking factors and comparison with the 2016 I/I Study.
- Summarize the I/I mitigation efforts to date and their impacts.
- Describe positive impacts that any I/I reductions have had/will have on the plant. For example, if peaking factors have been reduced, evaluate and document any plant capacity recovery and how that could translate to delaying capacity-related plant upgrade projects.

The proposed scope of work is described below.

PROPOSED SCOPE OF WORK

Task 1 – Flow Monitoring Plan

- A. Review and summarize pump station run time data for 24 pump stations.
- B. Review and summarize City wastewater treatment facility (WWTF) influent flow and rainfall records for the period of 2015 to 2019.
- C. Develop a Flow Metering Plan – A brief memorandum summarizing the review of pump station run time data and WWTF flow and precipitation

records. Consider the magnitude and return interval for storms and their impact on flows. Provide recommendations for flow metering locations and durations. (In general, the intent is to monitor flows in the same or similar locations as for the 2016 I/I Study; however, more (or less) time may be needed to capture storms of similar intensity as for the 2016 I/I Study.)

- D. Incorporate City comments and finalize Flow Metering Plan.

Task 2 – Flow Monitoring

- A. Procure, manage, and install nine flow meters per the Flow Metering Plan. Measure and document 3 months of wet weather flows. Assume City supplies one portable flow meter and Gray & Osborne leases eight others as needed.
- B. Move meters up to four times during the 3-month period.
- C. Monitor flow meter readings semiweekly. Compare to WWTF influent flow records and precipitation data for the same periods.
- D. Remove and clean flow meters.

Task 3 – Infiltration and Inflow Follow-Up Report

- A. Summarize previous identification of I/I sources and quantities, including those identified in the 2016 I/I Study, and their impacts.
- B. Document efforts to remove I/I completed since the 2016 I/I Study and their impacts.
- C. Evaluate and quantify I/I based on run time data, WWTF flow records, and new flow monitoring conducted. Compare to that identified in the 2016 I/I Study.
- D. Reevaluate current I/I, per EPA criteria, and comparison with findings in the 2016 I/I Study with a focus on inflow.
- E. Quantification of I/I-related peaking factors and comparison with 2016 I/I Study.
- F. Describe impacts that I/I reductions have had/will have on the plant. For example, if peaking factors have been reduced, evaluate and document any plant capacity recovery and how that could translate to delaying capacity-related plant upgrade projects.

- G. Provide recommendations for additional I/I removal.
- H. Submit initial draft report to City.
- I. Review City comments and submit final report to Ecology incorporating City comments.
- J. Review Ecology comments and submit final report incorporating Ecology comments (maximum of one round of revisions to incorporate Ecology comments is included).

Task 4 – Meetings

- A. Attend one meeting to discuss the Flow Metering Plan and one additional meeting to discuss the City’s comments on the draft Infiltration and Inflow Follow-Up Report.

Task 5 – Project Management/Quality Assurance/Quality Control

- A. Provide project management throughout, and QA/QC review and key intervals for the project.

ASSUMPTIONS

- A. The City will monitor pump station run time from 2019 to 2020 and provide that data to Gray & Osborne. Gray & Osborne will identify key pump stations that should be monitored every day or every other day during peak storm periods (due to the requirement in the NPDES to identify *peak day to monthly average peaking factor of 3.4:1 during the design rainfall event.*)
- B. The City will provide one field crew member to assist with flow meter insertion/removal.
- C. It is assumed that, as in the 2016 I/I Study, it is not necessary to quantify flow in every subbasin, and that monitoring flow in basins identical or similar to that conducted for the 2016 I/I Study will be sufficient.

SCHEDULE

Flow Monitoring Plan	September 2019
Flow Monitoring	November 2019 through January 2020
Draft Report	March 15, 2020
Final Report	April 10, 2020

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Camas - Infiltration and Inflow Study

Tasks	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Engineering Technician Hours
1 Flow Monitoring Plan				
A Review and Summarize Run Time Data		2	4	
B Review and Summarize WWTF and Precipitation Data		2	4	
C Develop a Flow Metering Plan	4	8	8	12
D Finalize Flow Metering Plan	2	2		2
2 Flow Monitoring				
A Procure, Manage, and Install 9 Flow Meters	2	24	20	
B Move Flow Meters		32	32	
C Monitor Flow Meters	4	6	24	
D Remove and Clean Flow Meters		12	12	
3 Infiltration and Inflow Follow-Up Report				
A Summarize Previous Identification of I/I Sources, Quantities, and Impacts	2	2	4	8
B Document Efforts to Remove I/I	2	2	4	8
C Evaluate and Quantify I/I	4	12	8	
D Reevaluate Current I/I per EPA Criteria	4	4	2	
E Quantify I/I-Related Peaking Factors and Comparison with 2016 I/I Study	2	4	2	
F Describe Impacts that I/I Reductions Will Have/Have Had on the WWTP and Collection System	8	4	4	
G Provide Recommendations for Additional I/I Removal	6	4	4	
H Submit Initial Draft Report to City	8	40	32	40
I Review City Comments and Submit Final Report to Ecology Incorporating City Comments	4	8	8	8
J Review Ecology Comments and Submit Final Report Incorporating Ecology Comments	2	8	8	8
4 Meetings				
A Attend 2 Meetings	12	6		
5 Project Management/Quality Assurance/Quality Control				
A Provide Project Management and QA/QC	12	6		
Hour Estimate:	78	188	180	86
Fully Burdened Billing Rate Range:*	\$119 to \$200	\$119 to \$148	\$93 to \$135	\$50 to \$132
Estimated Fully Burdened Billing Rate:*	\$165	\$135	\$100	\$90
Fully Burdened Labor Cost:	\$12,870	\$25,380	\$18,000	\$7,740

Total Fully Burdened Labor Cost: \$ 63,990

Direct Non-Salary Cost:

Mileage & Expenses (mileage @ current IRS rate) \$ 1,100

Printing \$ 340

Equipment Rental:

Flow Meters (8 each for 3 months) \$ 23,880

TOTAL ESTIMATED COST: \$ 89,310

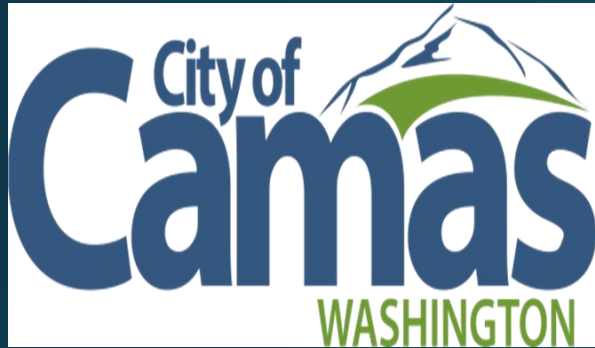
* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

City of Camas

2019 Second Quarter Financial Performance



Agenda



- General Economy during 2nd Quarter of 2019
- Highlights
- Revenue
- Expenditures
- Investments
- Debt
- Fund Balance Projection
- Outlook

2nd Quarter Economy

Indicators

- Avg. Mortgage Rate LOWER 3.73% v 4.06% in the first quarter
- Unemployment STABLE 3.7% v 3.8%
- Retail Sales(% change yr.) LOWER 2.7% v. 3.5%
- CPI (national) LOWER 1.7 v. 1.9 %
- Avg. Gas Prices HIGHER \$2.75 v. \$2.50

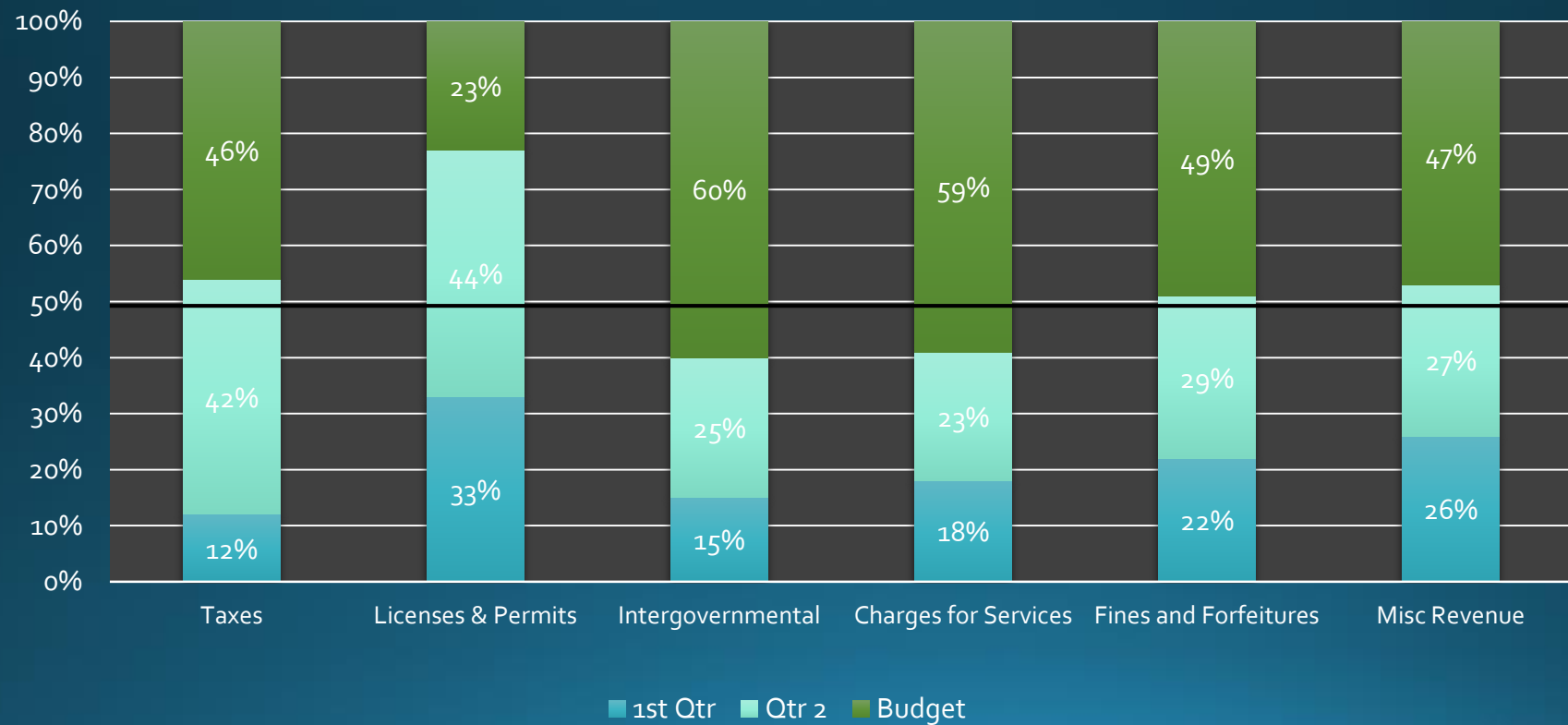
- 121 Months and Counting – the longest expansion on record
- Moderate inflation and wages are keeping the economy in check
- Vehicles sales have slowed
- Inverted yield curve
- Impact of tariffs

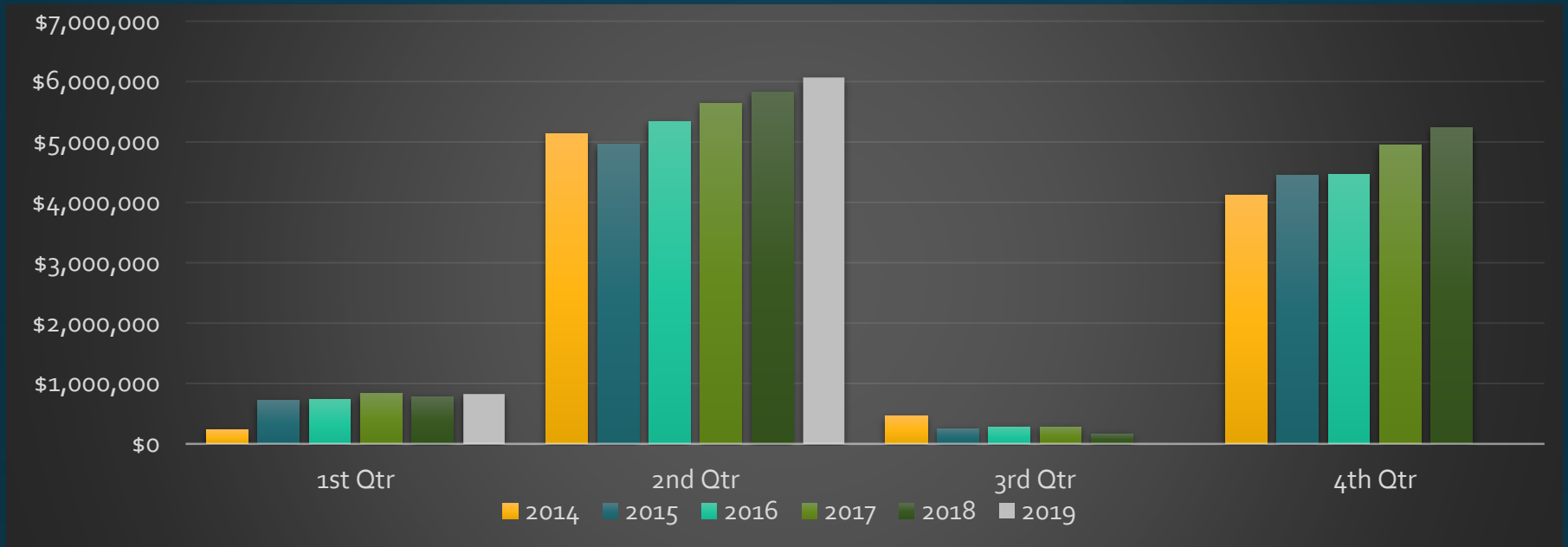
General Fund Highlights

	2016 Second Quarter	2017 Second Quarter	2018 Second Quarter	2019 Second Quarter
Net revenues (less transfers)	\$7,573,888	\$8,533,923	\$8,962,332	\$9,337,399
Net expenditures (less transfers)	\$3,360,582	\$3,726,898	\$3,894,357	\$4,287,964
Net Cash Flow	\$4,213,306	\$4,807,025	\$5,067,965	\$5,049,435
% of Budget Spent	45%	45%	46%	45%
General Fund Balance	\$3,012,384	\$4,706,289	\$6,365,944	\$8,388,666
Overall Cash and Investments for All Funds	\$45,733,961 Includes Bond Proceeds	\$49,984,010 Includes Bond Proceeds	\$47,248,225 Includes Bond Proceeds	\$69,798,067 Includes Bond Proceeds

This table illustrates the cash flow of the General Fund.

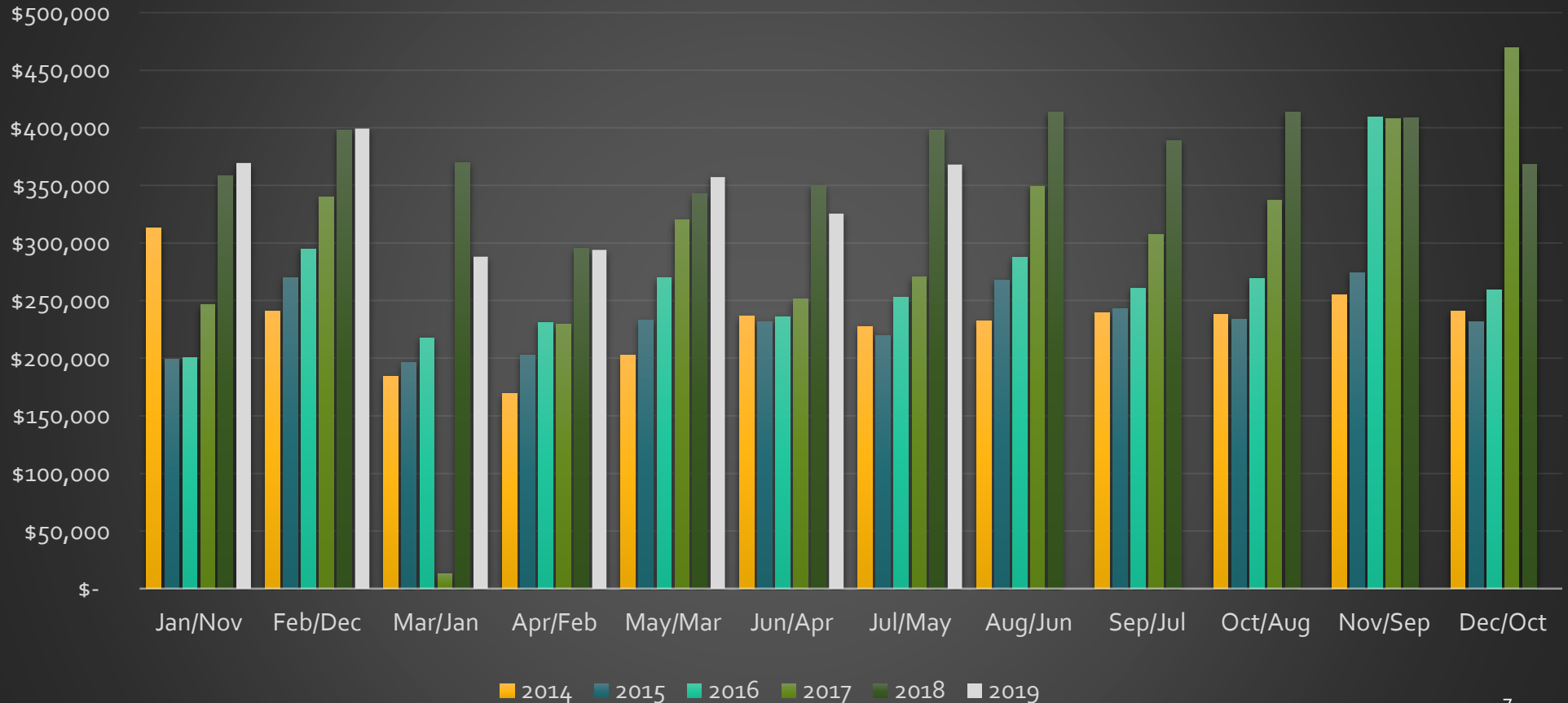
General Fund Revenues



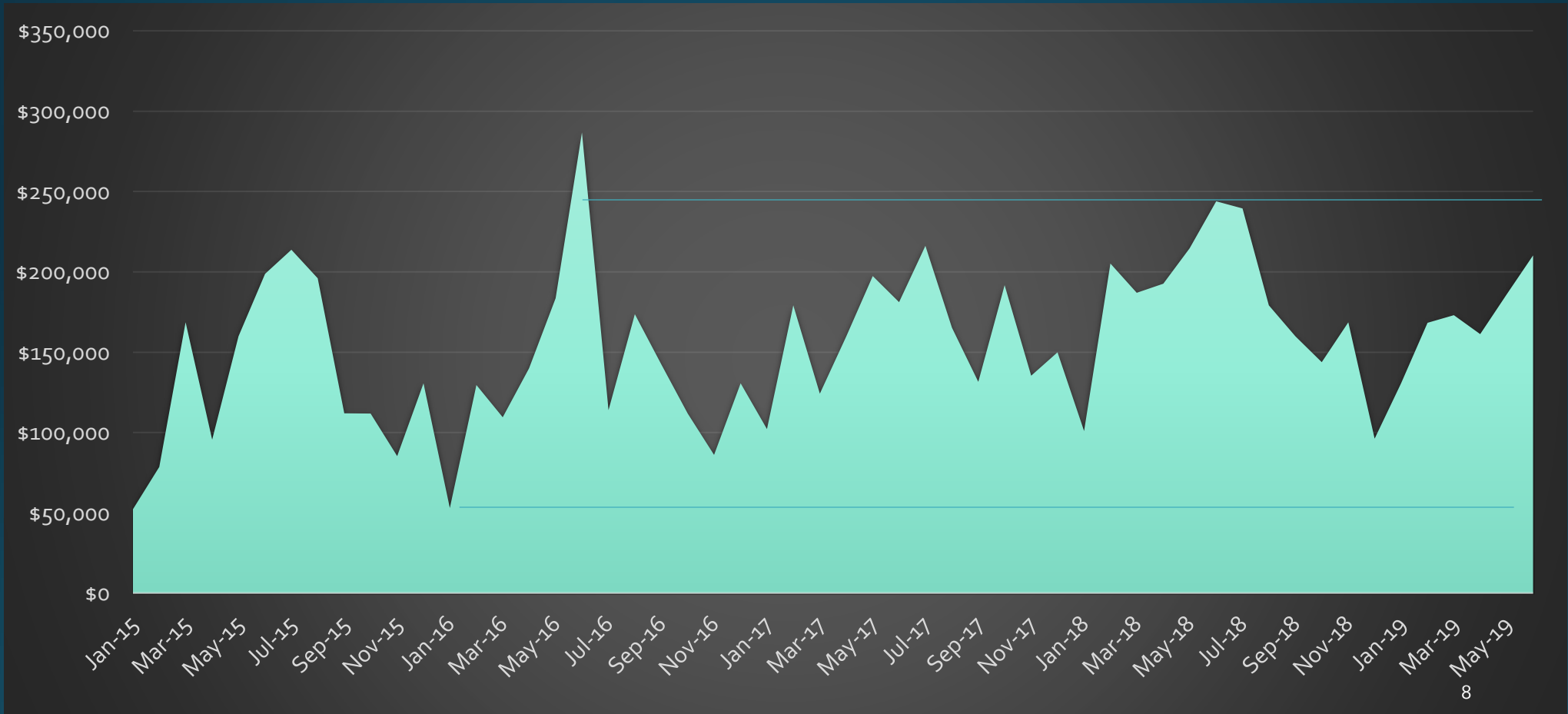


Property Tax Collections

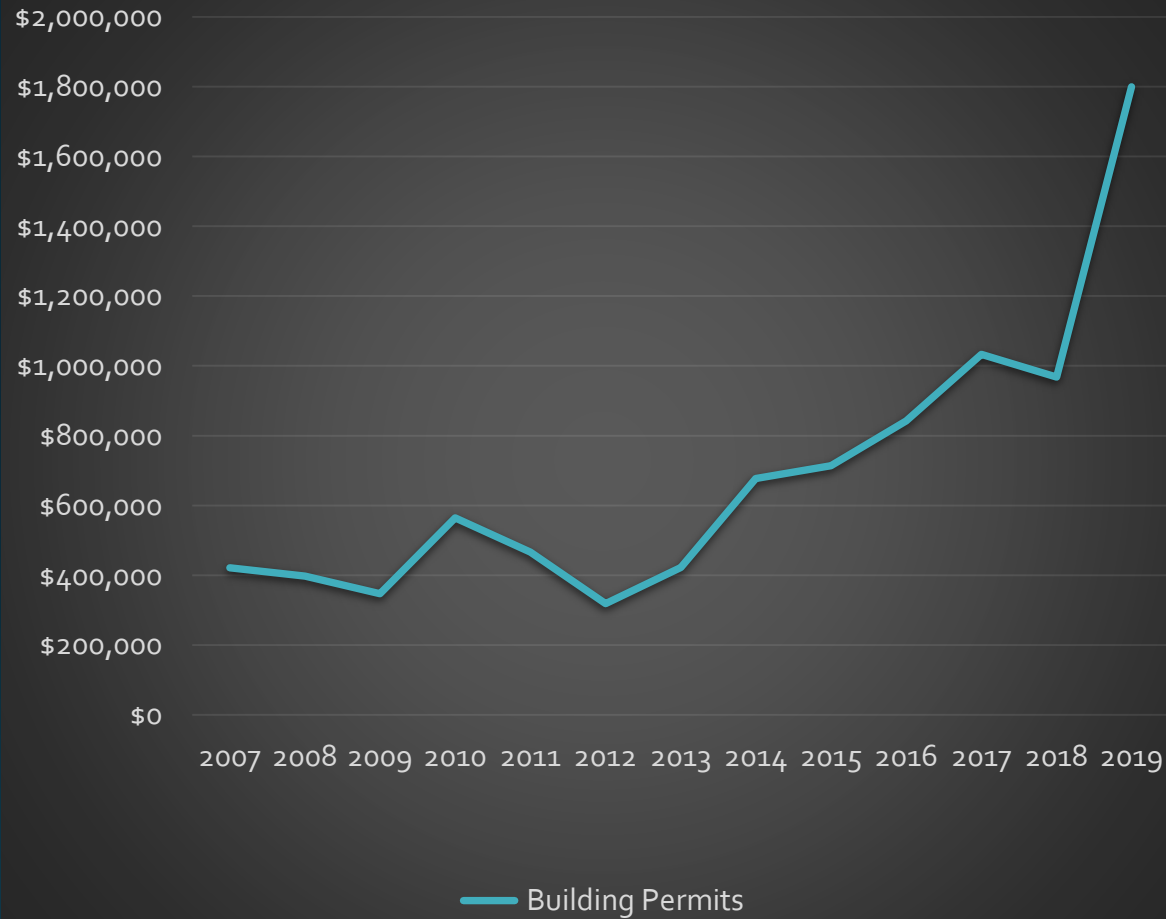
Sales and Use Tax



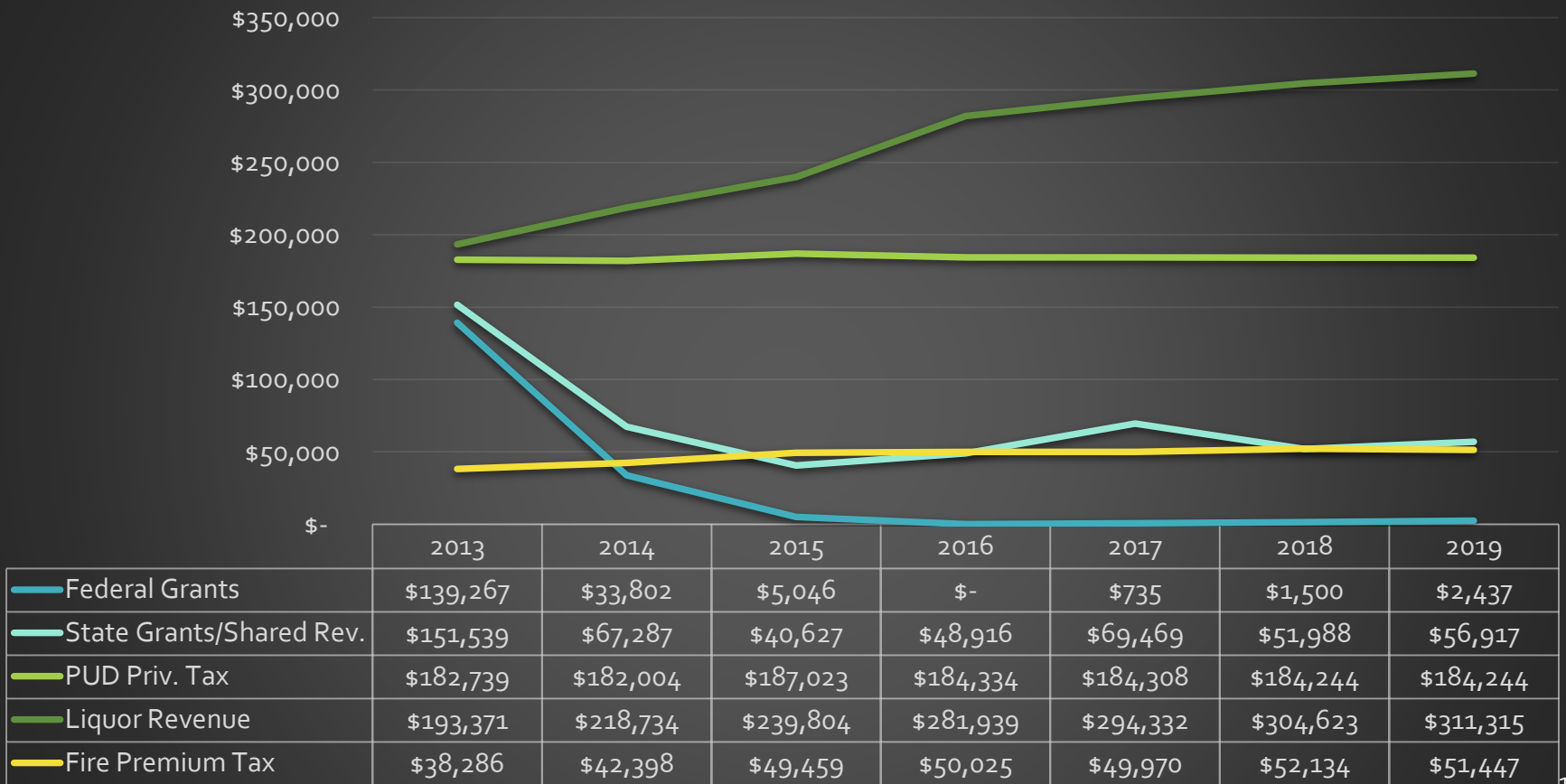
Real Estate Excise Tax



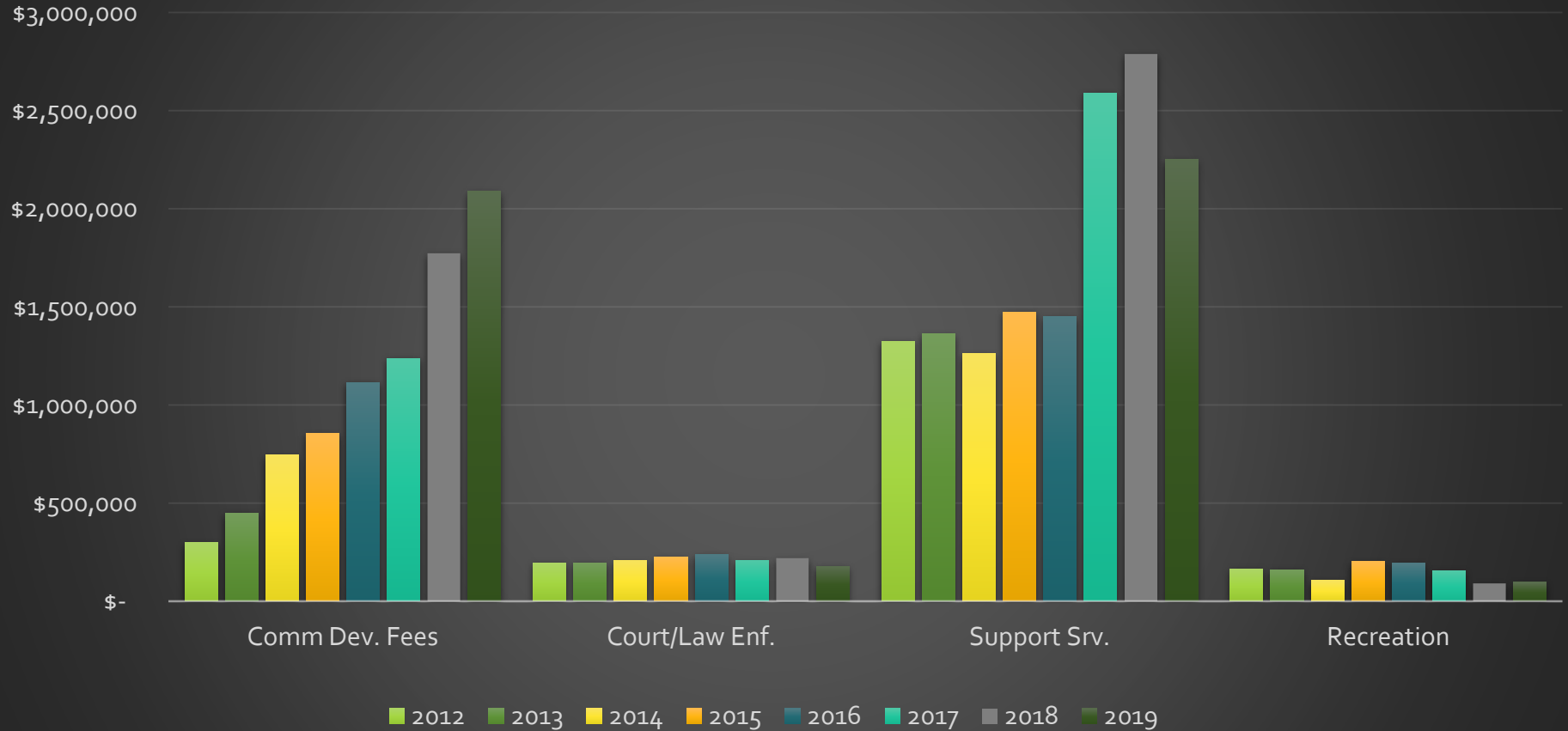
Building Permits



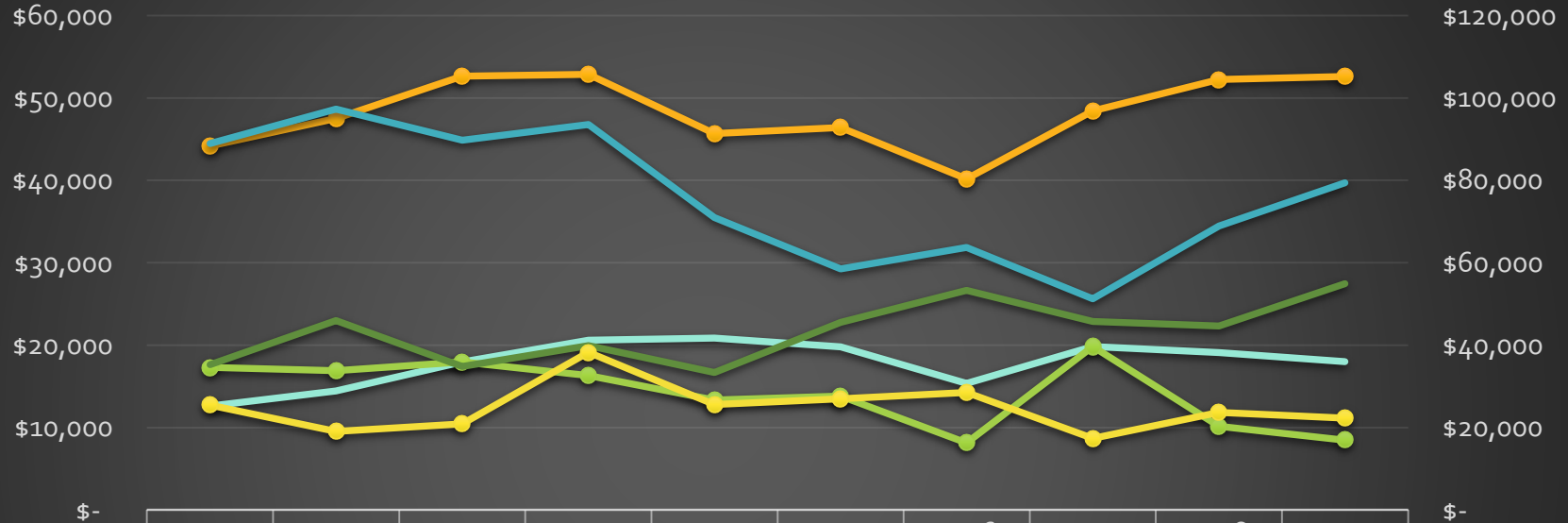
Intergovernmental



Charges for Services

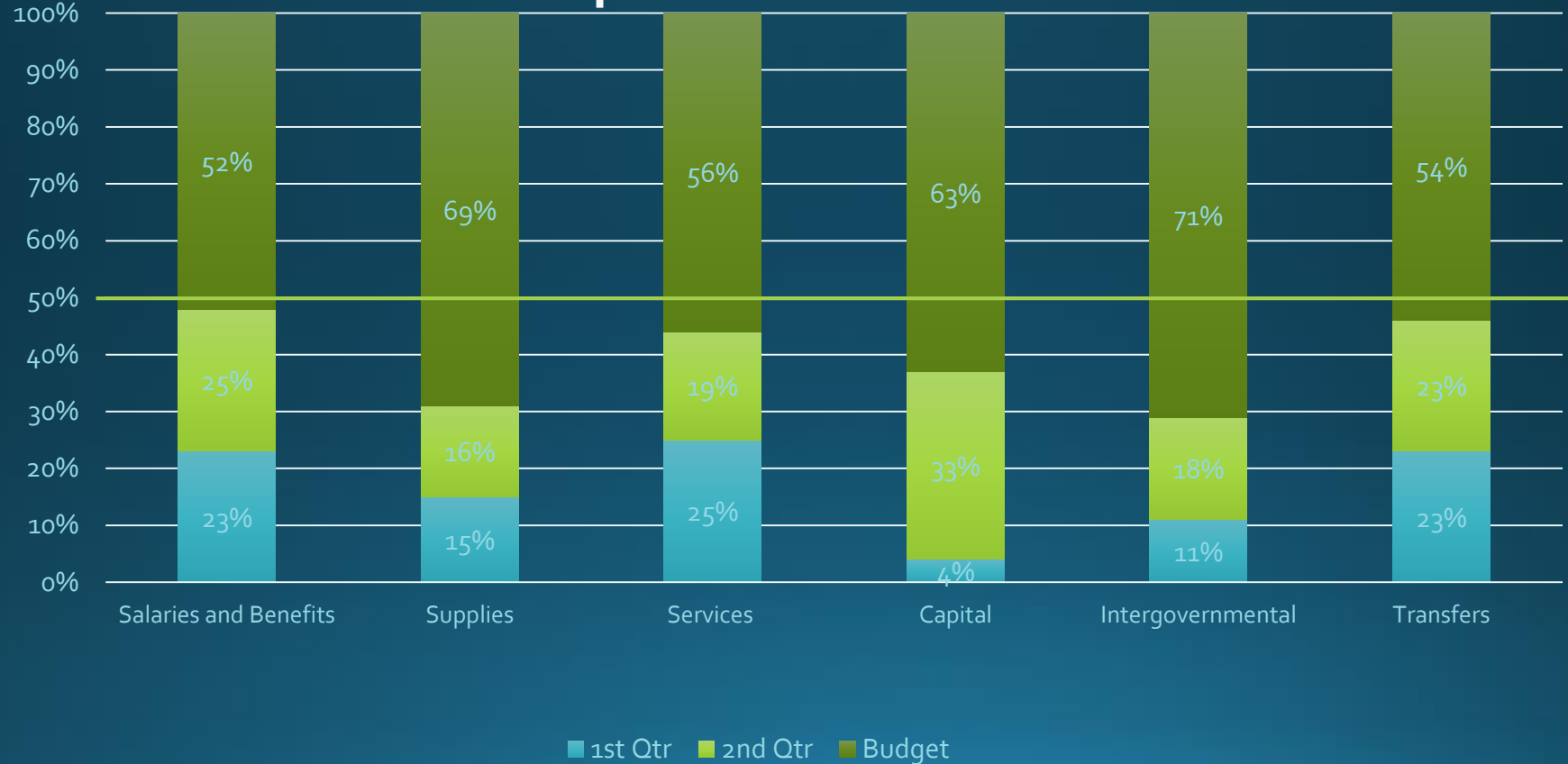


Fines and Forfeitures

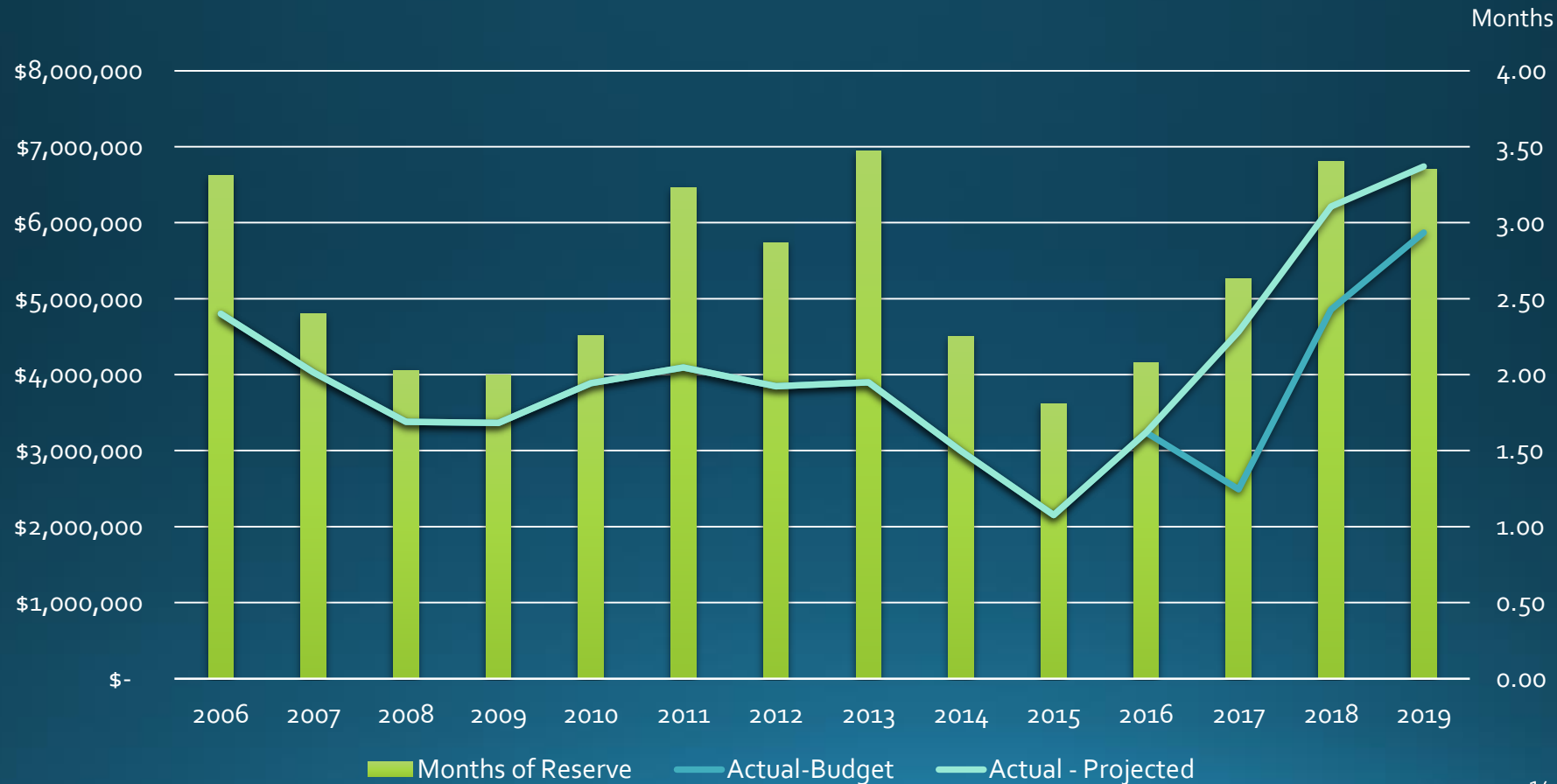


	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Other Traffic	\$12,601	\$14,428	\$17,948	\$20,609	\$20,874	\$19,800	\$15,362	\$19,822	\$19,107	\$17,986
Non-Traffic	\$17,294	\$16,906	\$17,956	\$16,294	\$13,327	\$13,799	\$8,147	\$19,822	\$10,142	\$8,475
Parking Viol.	\$17,626	\$22,983	\$17,427	\$19,956	\$16,689	\$22,760	\$26,647	\$22,889	\$22,338	\$27,446
DWI	\$12,730	\$9,538	\$10,460	\$19,117	\$12,776	\$13,473	\$14,271	\$8,675	\$11,838	\$11,133
Crim Costs/EHM	\$44,178	\$47,504	\$52,630	\$52,848	\$45,665	\$46,418	\$40,183	\$48,437	\$52,233	\$52,602
Traffic Infractions	\$88,946	\$97,268	\$89,735	\$93,544	\$70,967	\$58,530	\$63,694	\$51,218	\$68,937	\$79,432

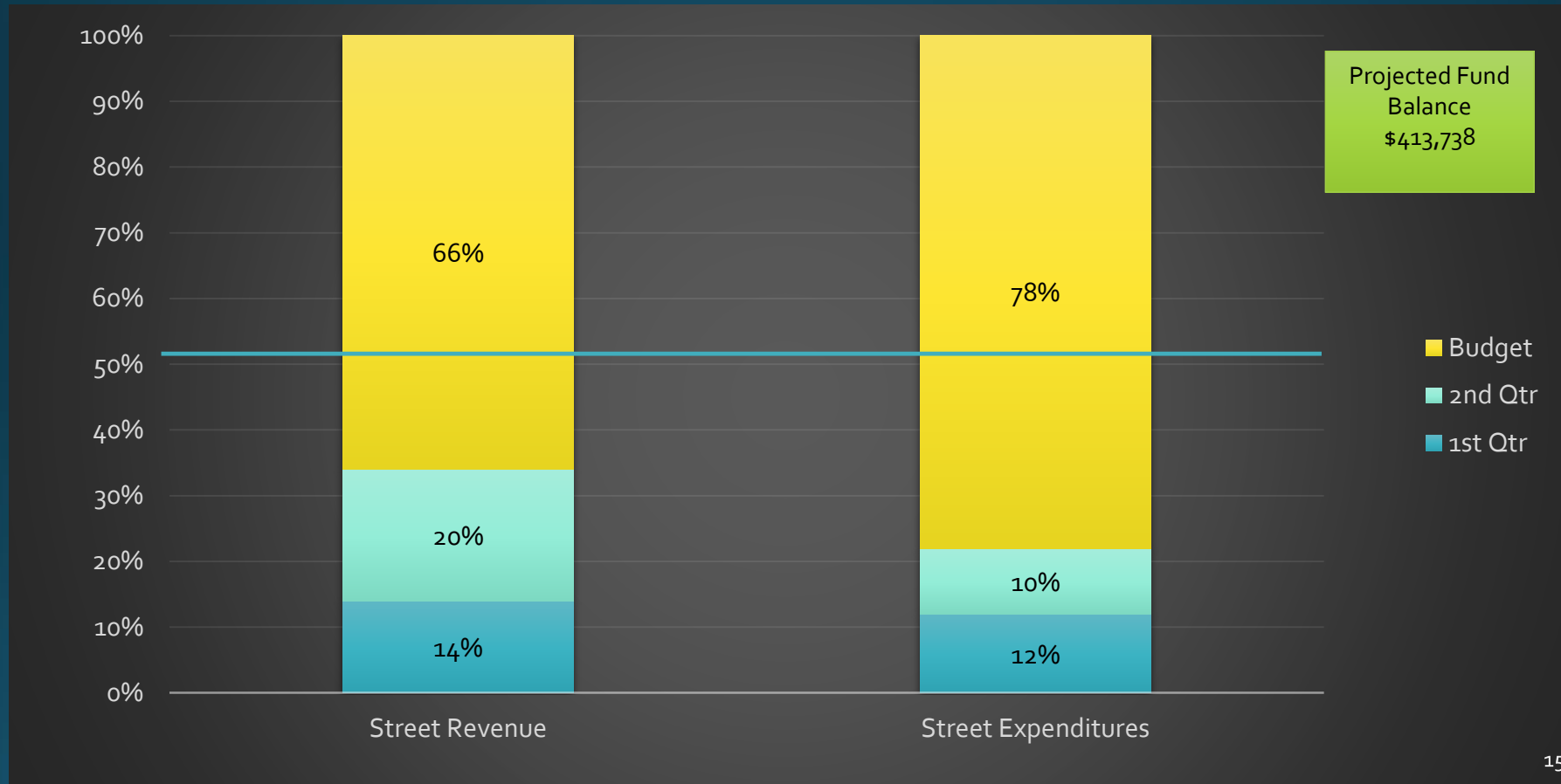
General Fund Expenditures



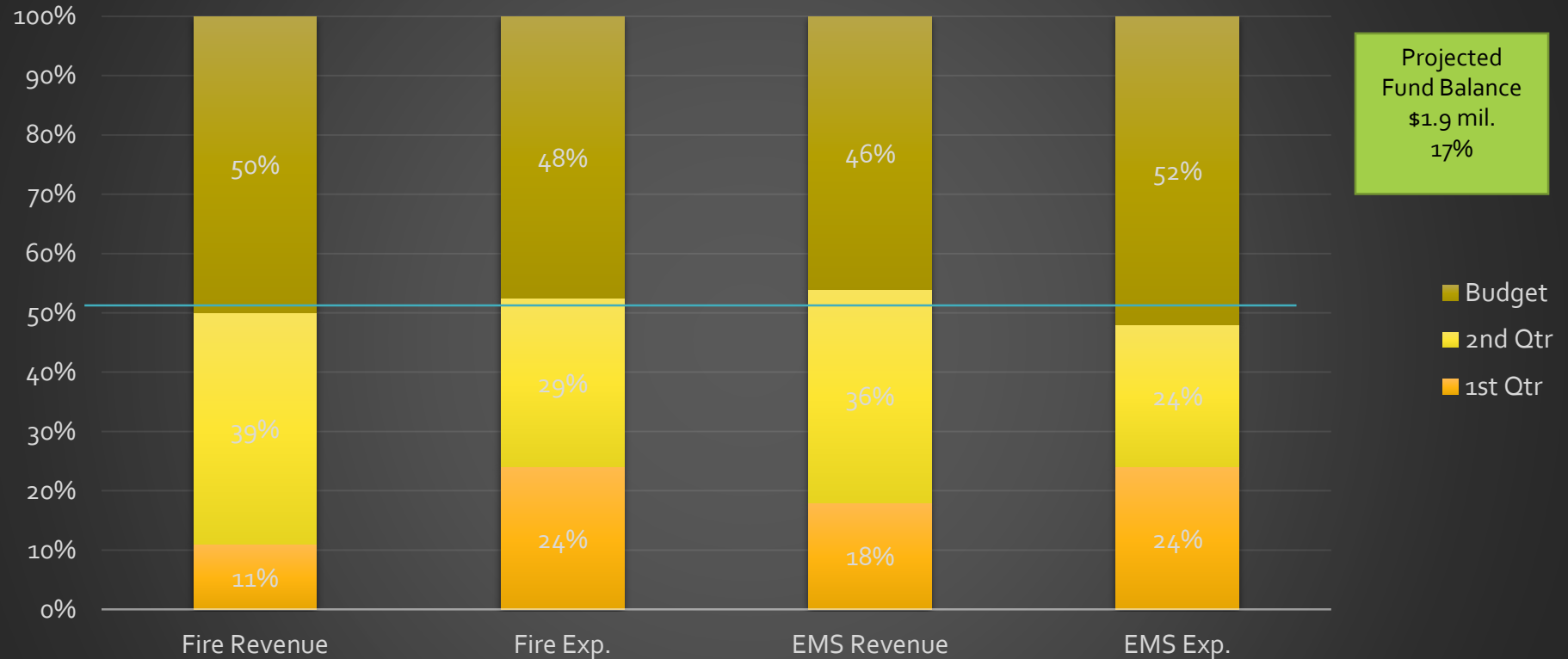
General Fund Balance



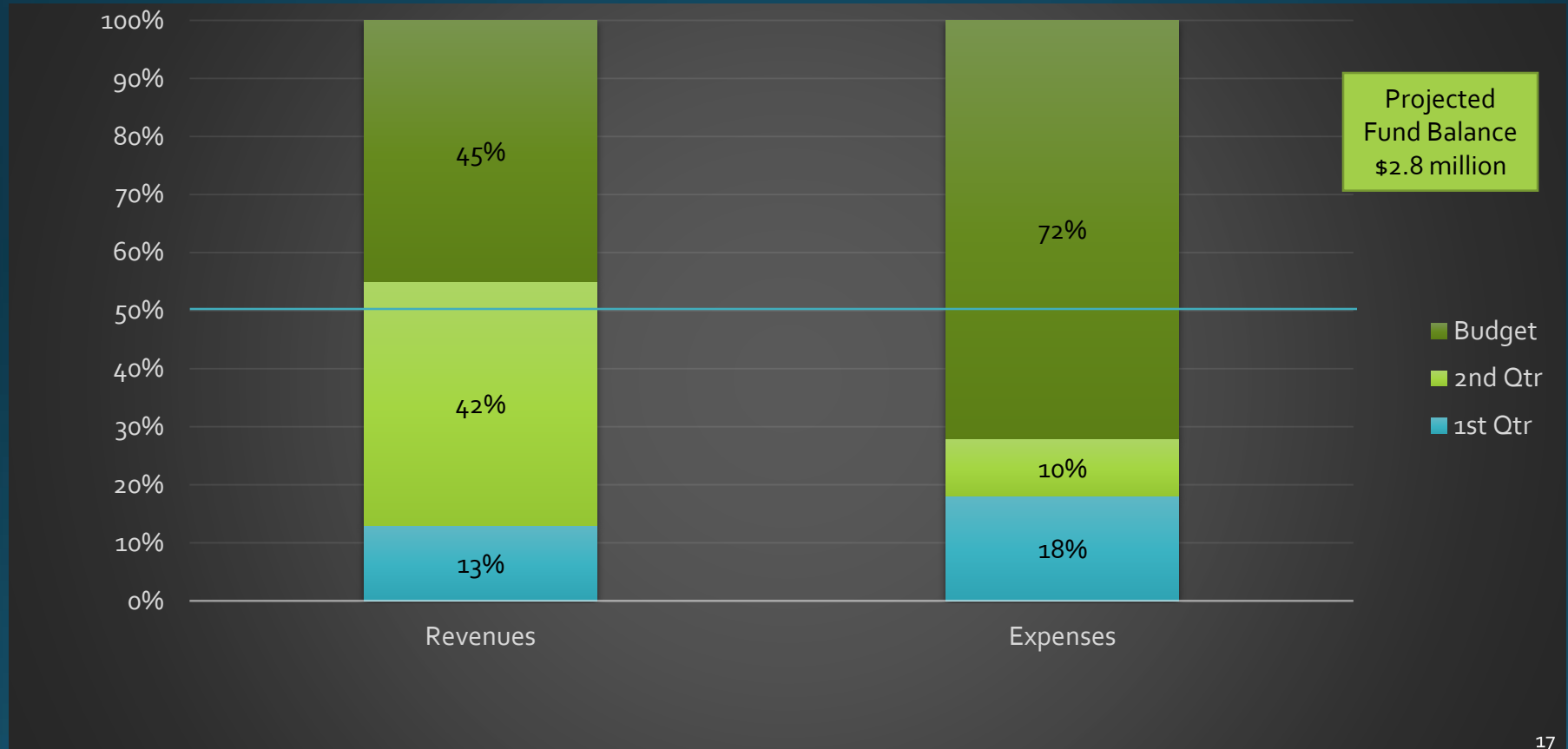
Streets



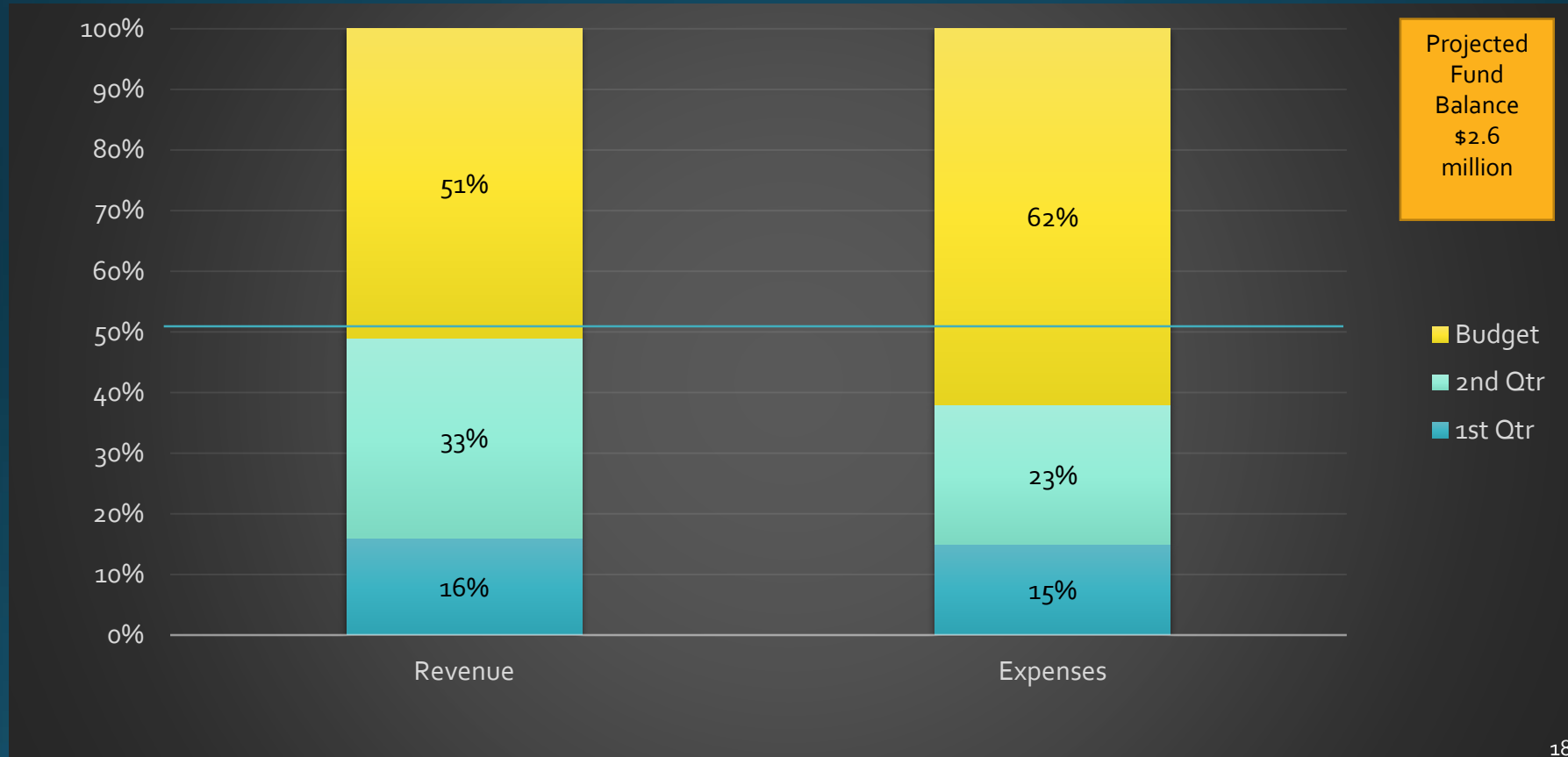
Camas/Washougal Fire and EMS



Storm Water



Solid Waste



Water/Sewer



Capital Projects

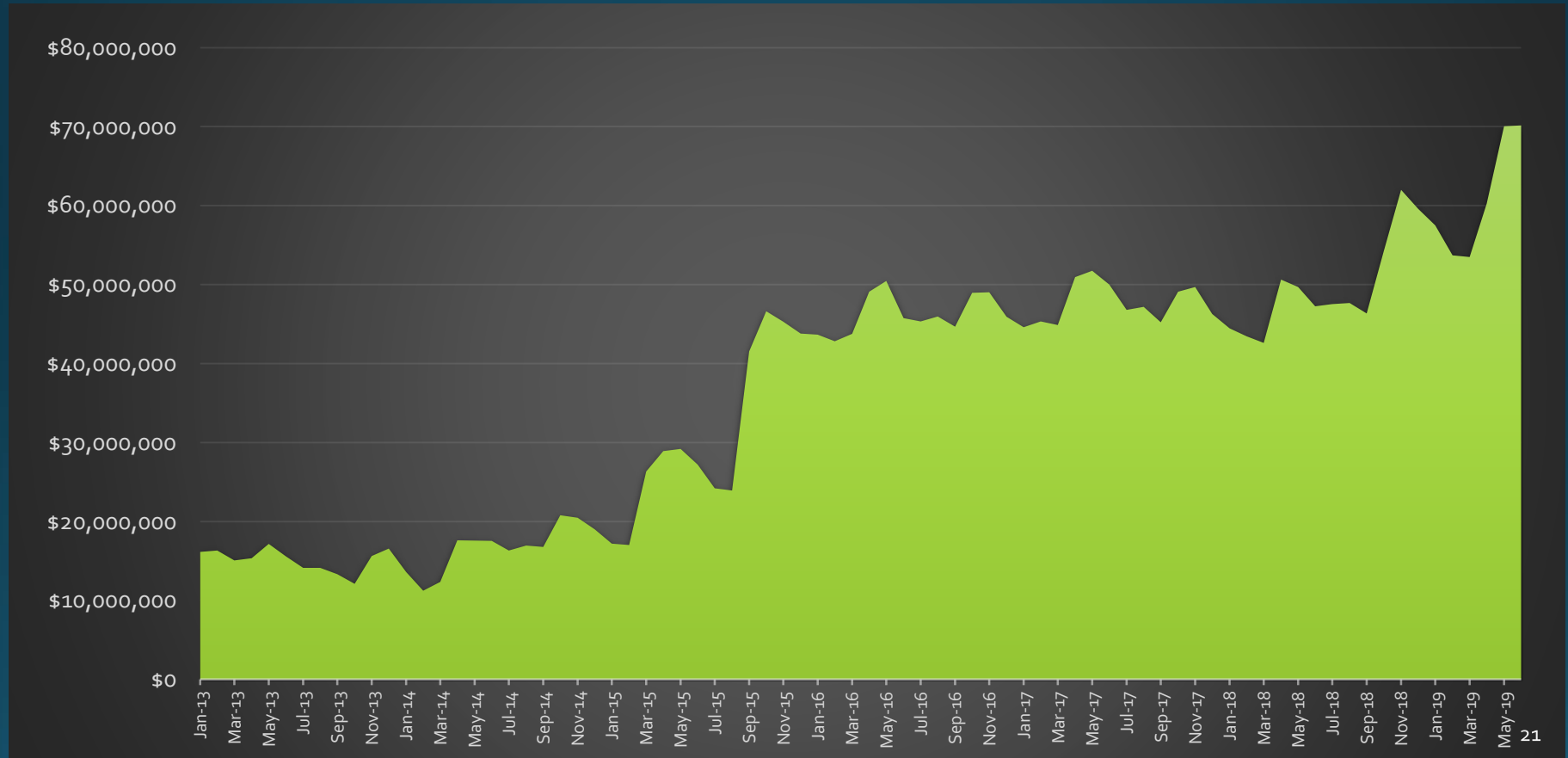
Govt. Projects

• Street Preservation	6%
• Open Space, Trails, Parks	3%
• North Shore Land Acquisition	25%
• North Shore Park & Trails	2%
• NW Brady	5%
• Larkspur	70%
• Downtown Trails	4%
• NE 3 rd Ave. Bridge Retrofit	20%
• Lake and Everett Intersection	5%

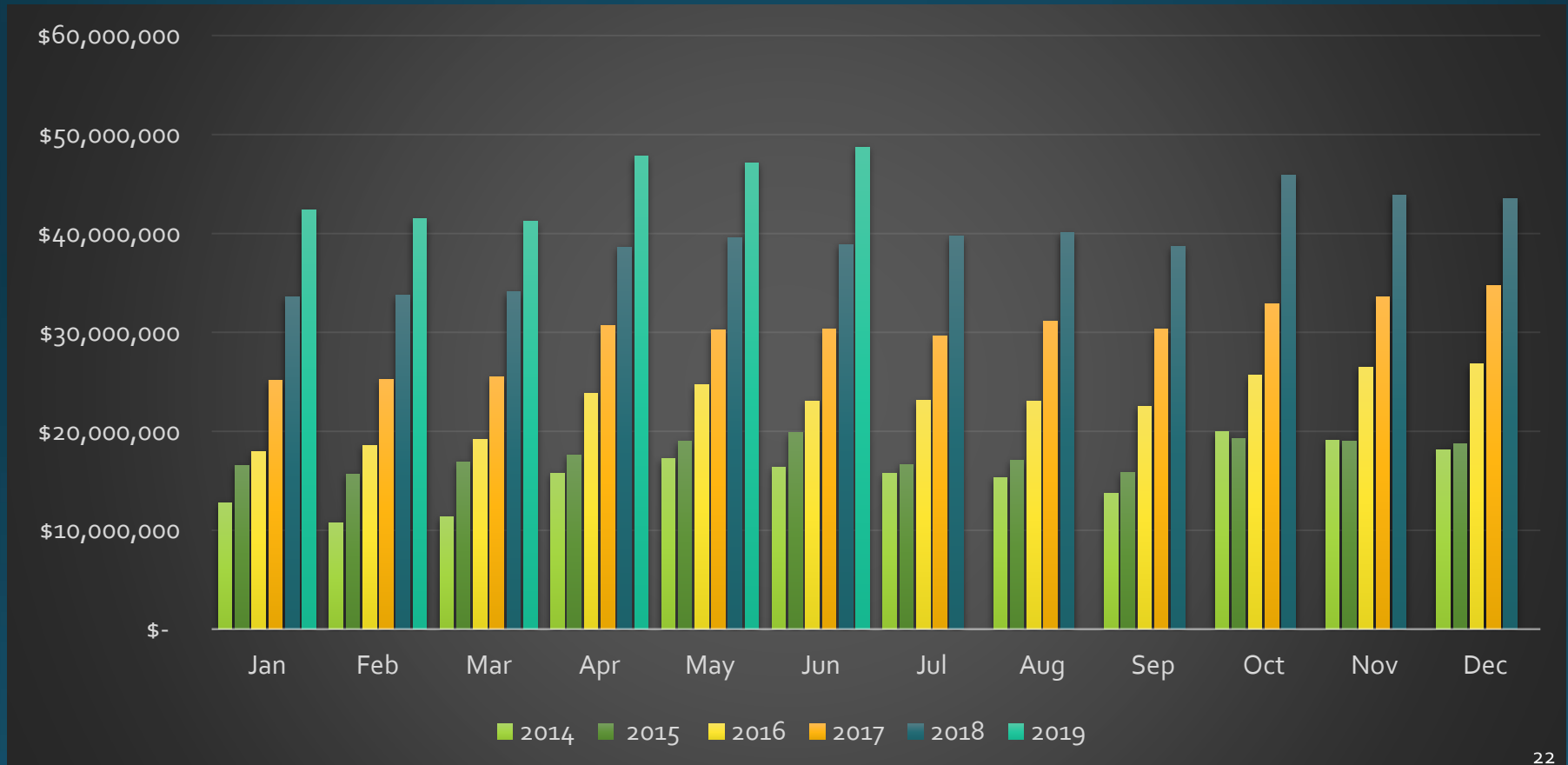
Utility Projects

• Well 17	6%
• Reservoir	1%
• Lacamas Creek Pump Station	17%
• Water Meter Replacement	75%
• WWTP R&R	95%
• Lower Prune Hill Booster St.	0%
• 343 Zone Supply Transmission	0%
• Well 614 Transmission	6%
• Parker's Landing&WWTP Well	1%

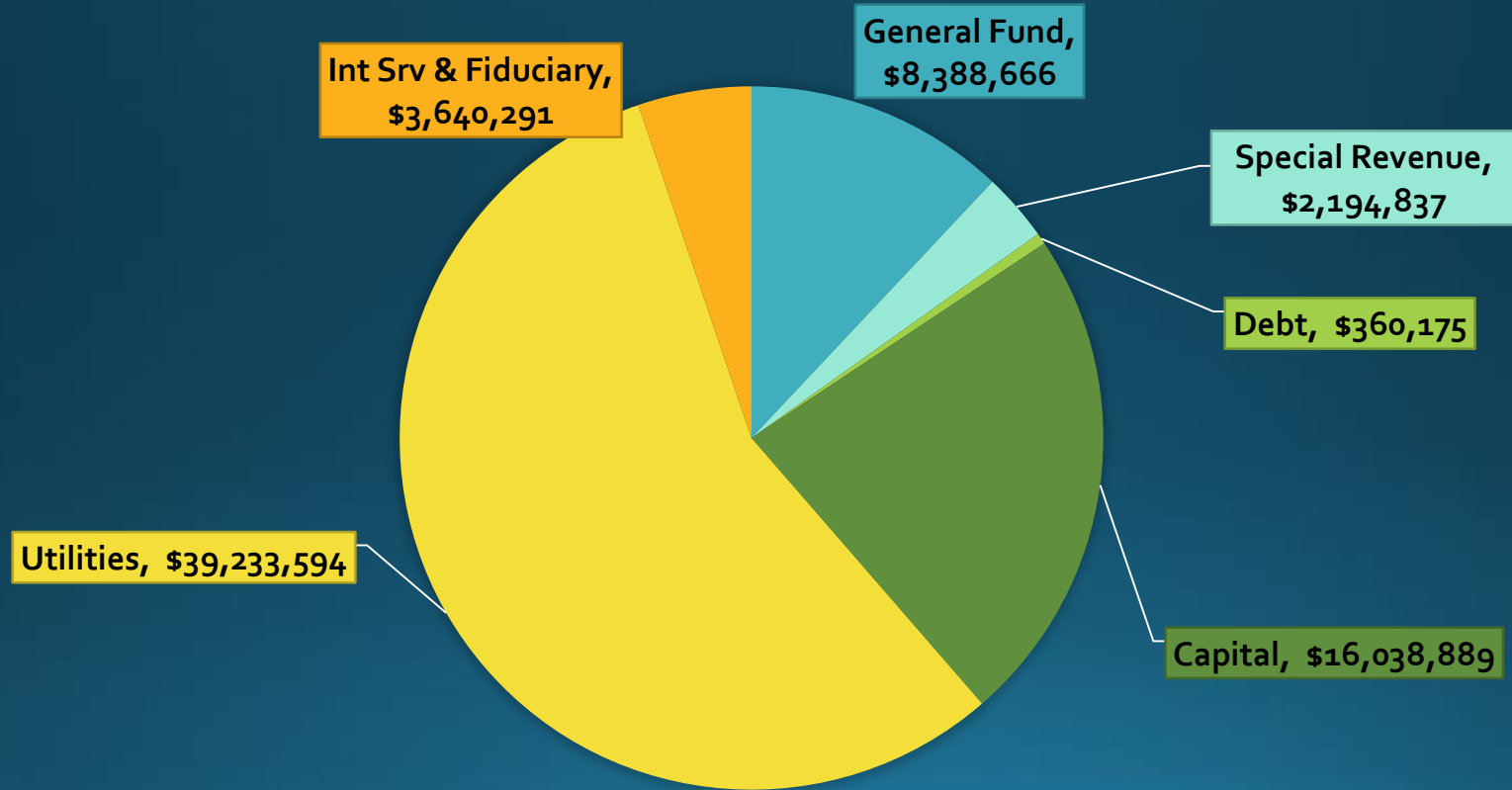
Cash and Cash Equivalent Assets



Investment Portfolio Balance

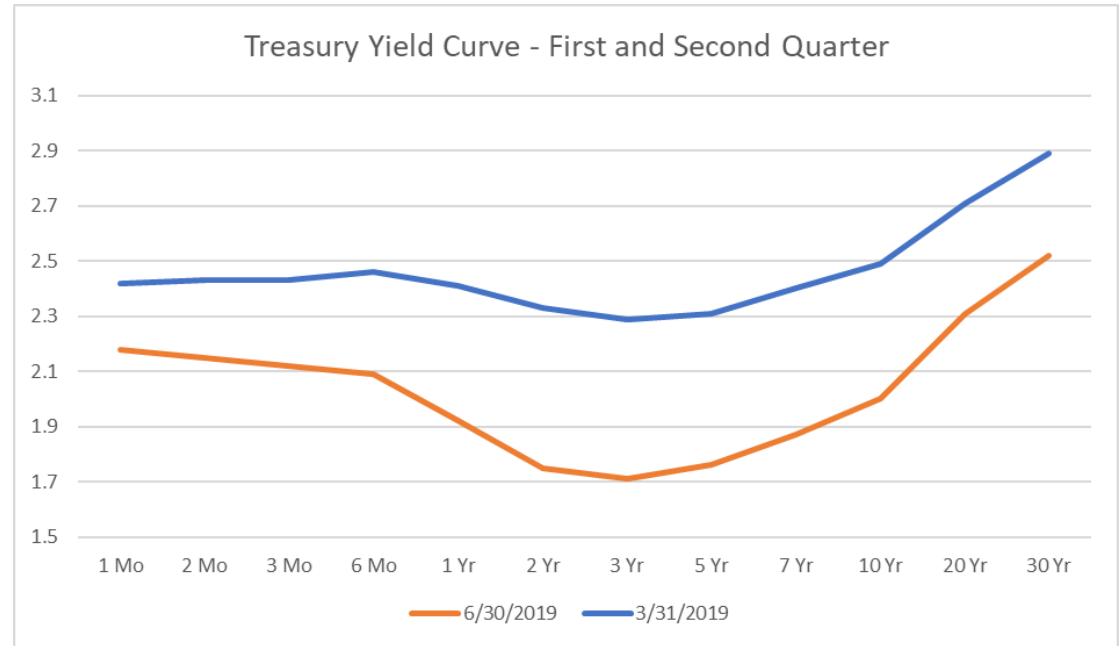


Fund Composition of Investment Portfolio



Interest Rates

- Impact on the Investment Portfolio
- Impact on the economy



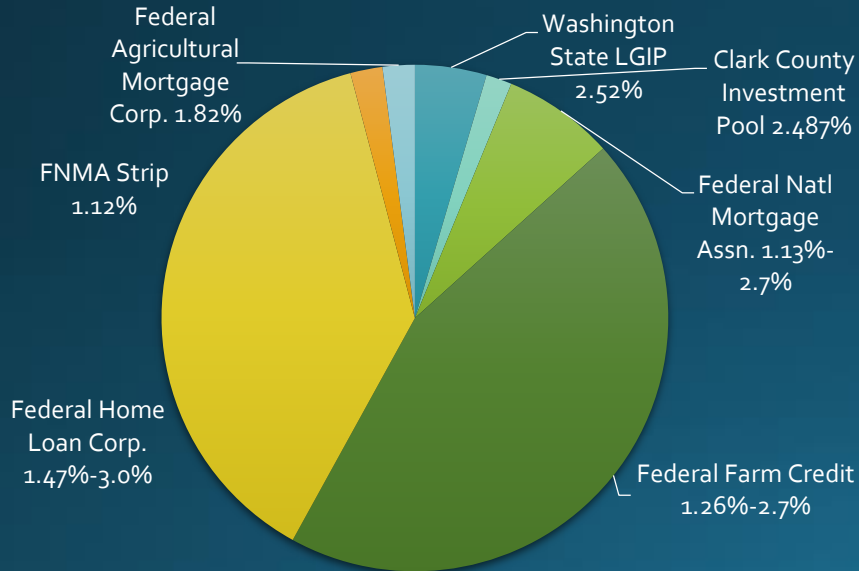
Federal Reserve Decision – 7/31/2019

Federal Reserve cut rates by .25% - the last time the Fed lowered interest rates was in December, 2008

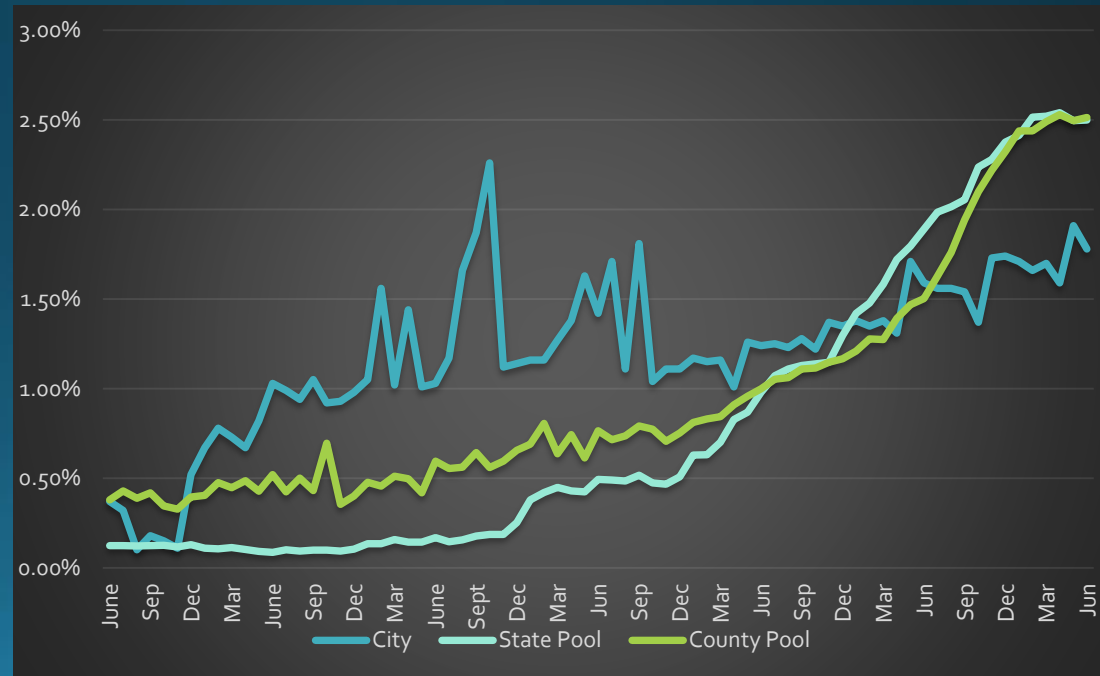
Investment Portfolio

2nd Quarter Portfolio \$48,727,843

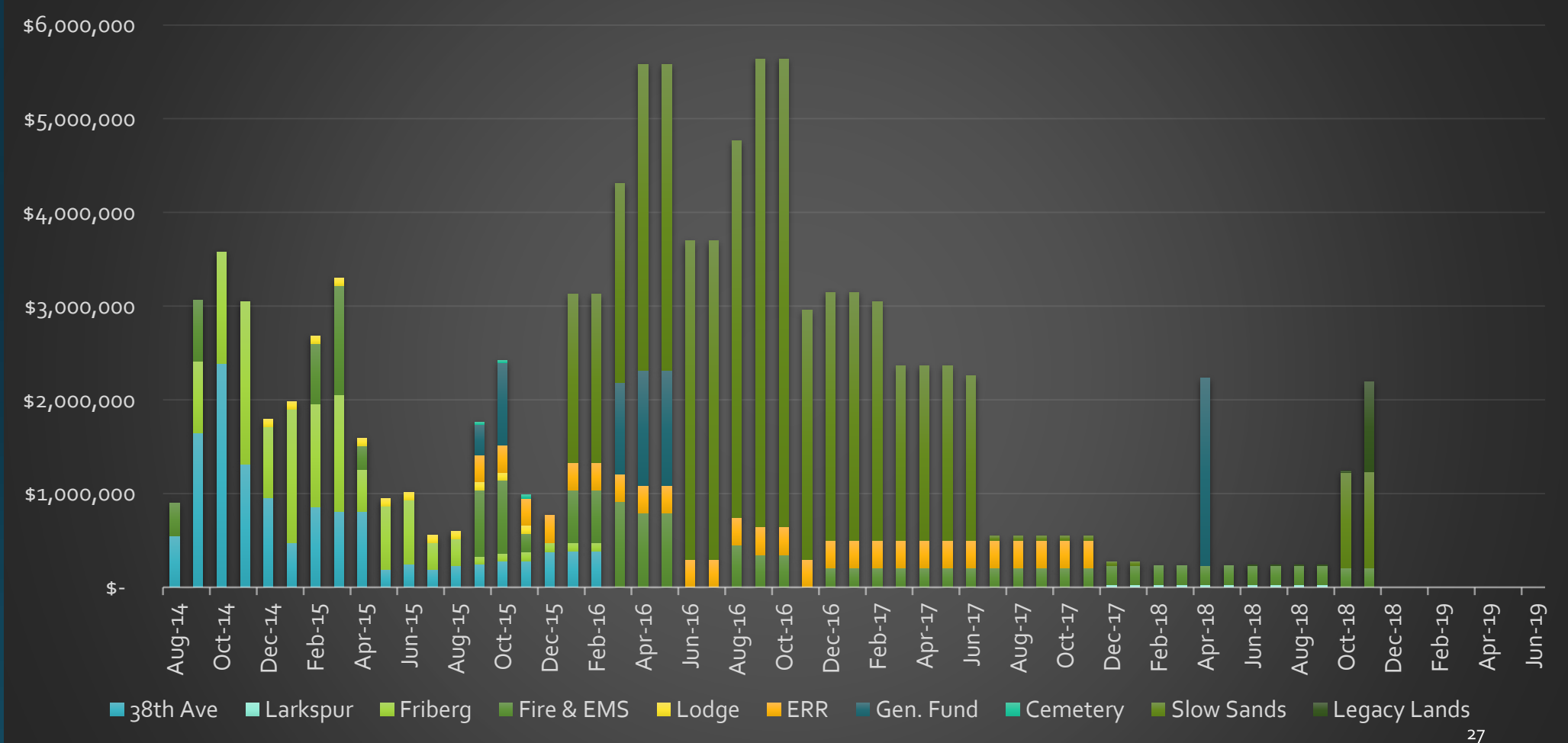
6% on demand Return 6/30 1.78%



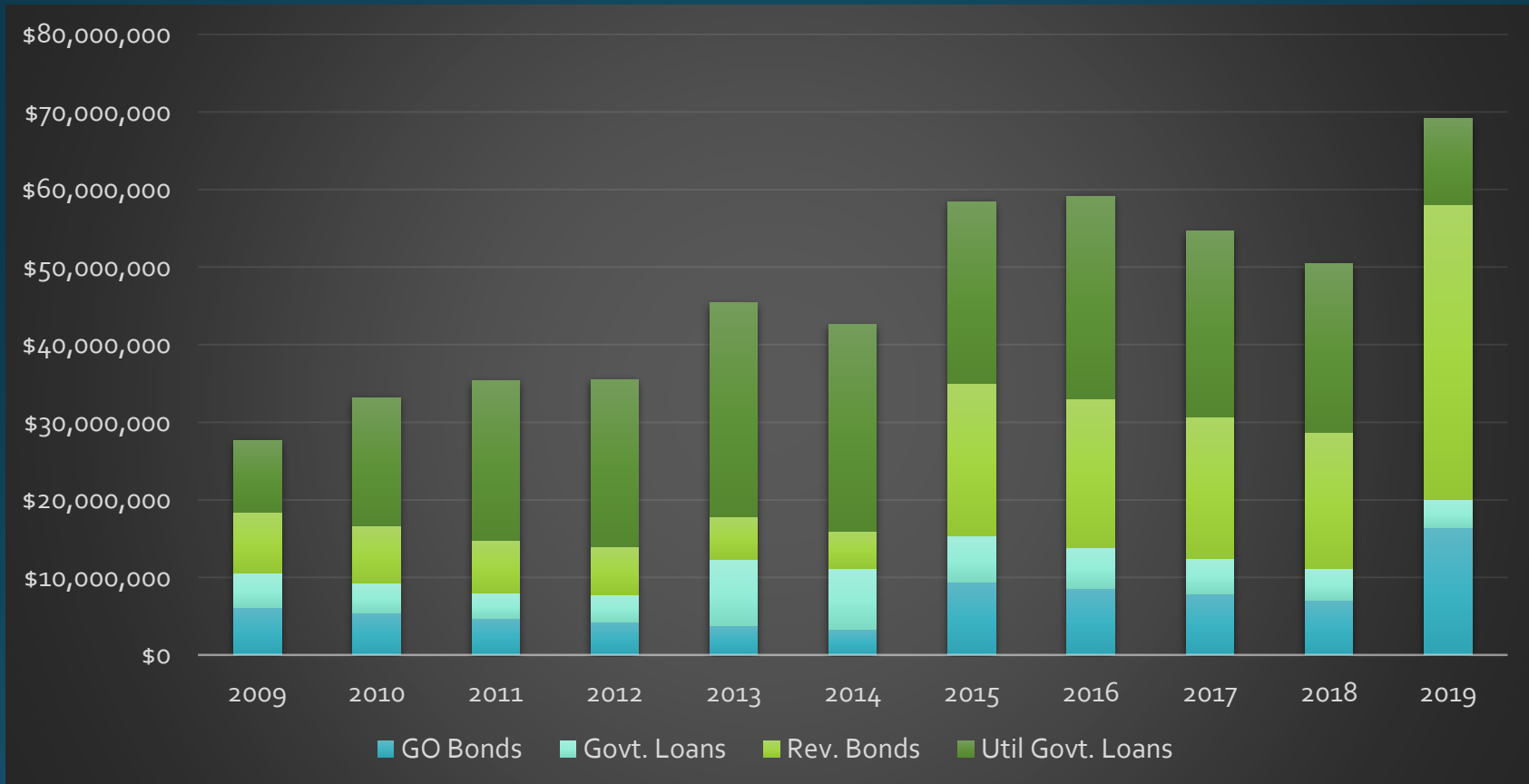
Portfolio Performance



Line of Credit



Debt Outstanding



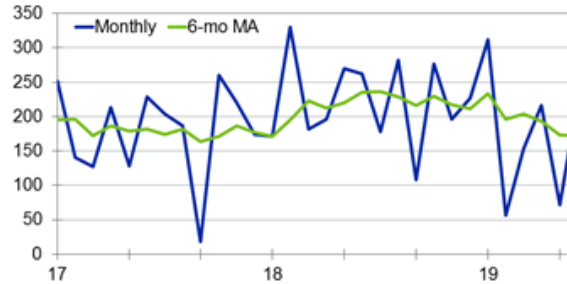
Outlook

What Could Go Wrong?



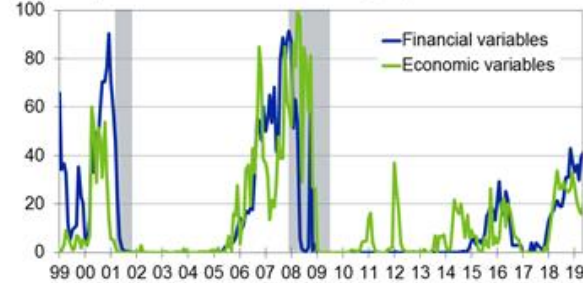
Trend Job Growth Solid but Softening

Nonfarm employment, change, ths



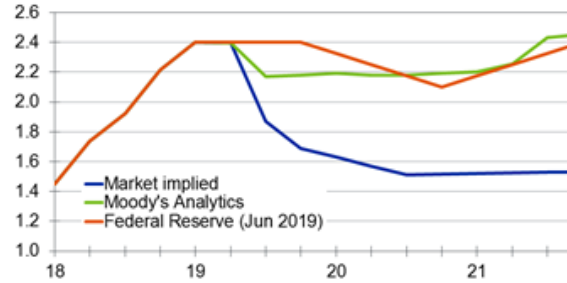
Recession Odds Have Risen Since 2018

Probability of recession in 12 mo, %, using only...



Investors Expect Lots More Fed Easing

Federal funds rate, %



- Expansion is vulnerable
- Nontraditional threats could trigger a recession
- Coastal effect could soften impact locally
- Global economy
- Delayed impact = time to plan

Topic of the Quarter

Fund Balance