



City Council Workshop Agenda Monday, February 06, 2023, 4:30 PM Council Chambers, 616 NE 4th AVE

NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

To observe the meeting (no public comment ability)

- go to www.cityofcamas.us/meetings and click "Watch Livestream" (left on page)

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/83054648980>

(public comments may be submitted to publiccomments@cityofcamas.us)

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [Community Chest Update](#)
[Presenter: Joelle Scheldorf and Dave Pinkernell, Camas-Washougal Community Chest Board Members](#)
[Time Estimate: 15 minutes](#)
2. [Wastewater Treatment Plant \(WWTP\) Support Services](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 10 minutes](#)
3. [Water Rights and Well Development Assistance](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 10 minutes](#)
4. [Parklets Discussion](#)
[Presenter: James Carothers, Engineering Manager and Steve Wall, Public Works Director](#)
[Time Estimate: 20 minutes](#)
5. [Parks & Recreation Commission 2022 Annual Report](#)
[Presenter: Ellen Burton, Chair; Steve Lorenz, Past-Chair; Jason Irving, Vice Chair](#)
[Time Estimate: 20 minutes](#)
6. Staff Miscellaneous Updates
Presenter: Doug Quinn, City Administrator
Time Estimate: 10 minutes

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

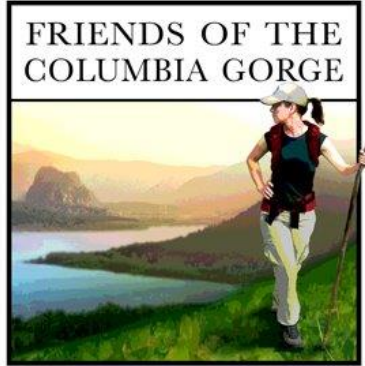
CLOSE OF MEETING

HELPING LOCAL CHARITIES THRIVE

Item 1.



Organizations we supported in 2022:



ReFuel Washougal



Item 1.



Our grant purchased:
Cold weather Bivy Bags,
Sleeping bags,
CTRAN bus passes, and
Motel rooms during severe
weather



Produce Pals



Our grant supported:
Educating and inspiring children to grow, prepare, and eat healthy foods.



Item 1.





Item 1.

Teen Reach Adventure Camp – Camas



Camp for foster and at-risk youth. Our grant provided a climbing wall, which helped campers build relationships with trusted adults and provide opportunities to improve confidence and self-value.



Meals on Wheels People



Our grant started SPEAR:
A Senior Preparedness, Emergency
Action & Resilience program for
seniors in Washougal and Camas.



Silver Star Search and Rescue



Our grant purchased:
Specialized titanium handles
for their rescue litter,
Allowing rescuers to better
balance the load, decreasing
rescuer fatigue, and
improving patient safety.



Inter-Faith Treasure House



Providing food for anyone who is hungry.

Treasure House thrift store income used to pay for utilities, but the store has been closed for over 2 years.

Our grant pays IFTH's utility bills. We are keeping the lights on at the Treasure House!



Our grant to the Camas and Washougal Principal's Checkbook provides:



Funds to help students in financial need have access to activities, services, or materials necessary for a well-rounded, quality education.

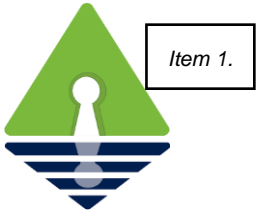
Principals and teachers can pay for clothes, shoes, activity fees, head lice treatment, or emergency medical treatment deemed necessary by the school's principal to help ensure equitable education for students in need.



C-W Community Chest partnership with the **Camas-Washougal Rotary Foundation**

Made 7 grants totaling \$15,000 in 2022:

- Friends & Foundation of Camas Library
- FVR Library – Washougal branch
- Lunchmoney Indoor Skatepark
- Camas Parks & Rec – Camtown
- Camas Parks & Rec – No Ivy League
- REACH – Gateway Gardens and Town Square
- Refuel Washougal
- For 2023, Rotary Foundation pledged at least \$10,000



New for 2023:

Camas Lions Foundation has pledged \$5,000 for 2023 grants



Please support the Community Chest

C-W Community Chest has no paid employees and very low expenses. We have pledged to give back every dollar donated.

Over **97% of all donations** have gone directly back into the community. (The remaining 2-3% largely covers insurance and printing fees.)

Now is the time to donate:

via your payroll deduction plan

or at www.CamasWashougalCommunityChest.org/donate

Please help us get the word out to other organizations in our community.

Thank you for your ongoing support!



HELPING LOCAL CHARITIES THRIVE

Item 1.



CAMAS-WASHOUGAL
COMMUNITY CHEST

SINCE 1946

Back up slides



Who we are:

Item 1.

A philanthropic organization providing grants to local charitable organizations to improve the welfare of our community.

WHAT WE DO

We collect donations from individuals and businesses and distribute them to nonprofits providing services in our community.

WHERE & WHY?

We advance the welfare of Camas & Washougal by funding grants across a range of needs:

- *poverty, hunger, homelessness*
- *schools and education*
- *health, welfare, special needs*
- *natural resource conservation*
- *crisis and emergency services*
- *civic, culture, arts, history*
- *diversity, equity, and inclusivity*



Staff Report

February 6th, 2023 Workshop Meeting

WWTP Support Services

Presenter: Rob Charles, Utilities Manager

Time Estimate: 10 minutes

Phone	Email
360.817.7003	Rcharles@cityofcamas.us

BACKGROUND: The City's Wastewater Treatment Plant (WWTP) experiences a high level of hydrogen sulfide in the system due to STEP tanks and long force mains in the sewer system. Hydrogen Sulfide is very damaging to concrete, metal, and other surfaces within both the collection and treatment system of a sewer system.

Blowers in the equipment building have reached their life cycle and need to be replaced. Blowers blow air into the treatment train and help remove hydrogen sulfide gas and other volatile organics.

This is the third Task Order under a "Master Agreement" with HDR, Inc. for WWTP support services related to necessary repair and replacement projects or upgrades to the WWTP. HDR, Inc. was originally selected for this work through a Request for Proposals process from other qualified consultants. The items listed in this Task Order have been identified for repair or replacement as part of the city's Facility Plan upgrades at the WWTP.

SUMMARY: HDR Inc.'s Scope of Services will prepare design bid documents for repair of the damaged concrete in the headworks structure, repair and recoating of the damaged metal within the primary clarifiers, and upgrading two of the four blowers to turbo blowers which will provide for better efficiency and energy savings. Energy incentives from Clark Public Utilities will be available for moving to more energy efficient blowers. A hydraulic modeling effort at the WWTP will identify pinch points in the system that may need to be upgraded as part of future task orders.

BENEFITS TO THE COMMUNITY: The community will benefit by the City continuing to meet the high quality liquid discharge to the Columbia River as well as energy savings associated with the blower upgrades.

BUDGET IMPACT: The cost of this Task Order will be \$169,900 and there is sufficient budget in the WWTP fund to cover these expenses. Award of any construction contracts for this work will be brought to City Council separately for approval.

RECOMMENDATION: Staff recommends this item be placed on the February 21st consent Agenda for Council's Consideration.

City of Camas Wastewater Treatment Facility

Scope of Services Headworks, Primary Clarifier Improvements and Blower Pre-Design

January 2023



**1050 SW 6th Ave, Suite 1800
Portland, OR 97204
(503) 423-3700**

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Abbreviations

°F	degree(s) Fahrenheit
3D	three-dimensional
AACE	Association for the Advancement of Cost Engineering
ALTA	American Land Title Association
ASCII	American Standard Code for Information Interchange
BIM	Building Information Modeling
CADD	computer-aided design and drafting
CAPE	Critical Areas Protection Easement
CAR	Critical Areas Report
CFD	Computational Fluid Dynamics
Consultant	HDR Engineering, Inc. (Consultant)
City	City of Camas
DTM	digital terrain model
Ecology	Washington State Department of Ecology
EPA	U.S. Environmental Protection Agency
EQ	equalization
GDR	Geotechnical Data Report
GIS	geographic information system
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
HVAC	heating, ventilation, and air conditioning
LAG	WSDOT Local Agency Guidelines
MG	million gallons
NAVD88	North American Vertical Datum of 1988
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
NTP	Notice to Proceed
NWRI	National Water Research Institute
OHWM	ordinary high water mark
O&M	operations and maintenance
OPCC	Opinion of Probable Construction Cost
PDF	Portable Document Format
PDS	(Snohomish County) Planning and Development Services
PFAS	per- and polyfluoroalkyl substances
P&ID	process and instrumentation diagram
P/IU	Public/Institutional Use
PMP	Project Management Plan
QA	quality assurance
QC	quality control
RAS	return activated sludge
RE	real estate
ROE	right-of-entry
ROW	right-of-way
RTK	Real Time Kinematic
scfm	standard cubic foot/feet per minute
SEPA	State Environmental Policy Act
SHB	Solids Handling Building
SPT	Standard Penetration Test
SWPPP	Stormwater Pollution Prevention Plan
UV	ultraviolet
WAS	waste activated sludge

EXHIBIT A

SCOPE OF SERVICES

Background

The City of Camas (City) owns and operates the City of Camas Wastewater Treatment Plant (WWTP). This treatment facility produces secondary effluent for discharge to the Columbia River and Class A biosolids. The City desires to engage HDR to lead implementation of improvements to the headworks concrete surfaces affected by H₂S deterioration and recoating of corroded steel within both primary clarifiers. The City also wants to replace up to 2 blowers in the Equipment Building to provide greater energy efficiency and control of the low pressure air system for the WWTP. The following Scope of Services describes the proposed approach to meet these objectives.

Headworks Improvements

The headworks facility was investigated at the request of the City by John Koch from HDR Engineering, Inc. on 10/04/2022. The investigation revealed the loss of approximately 1.5" of concrete in locations accessible within arm reach of the top of the headworks channel. The 1.5" of concrete was easily removed with a simple hand tool (wire brush/chisel). See Attachment 1 for the investigation results.

HDR will provide design documents for:

1. the basis for a contractor-designed headworks bypass plan,
2. the repair of concrete surfaces within the headworks,
3. the replacement of level instrumentation within the headworks,
4. the installation of slide gates to isolate areas of the headworks during construction.

Primary Clarifier Improvements

This Scope of Services includes design of the recoating for the primary clarifiers at the WWTP. The steel items to be recoated for corrosion protection include the baffles, sweep arm, center column, beach and scum piping. The scum piping may require complete replacement. The steel is deteriorating. According to the site investigation performed by HDR on 10/04/2022 the edges of the steel within the primary clarifier has lost approximately 20% of its mass due to corrosion. Recoating was recommended immediately to preserve the remaining steel until time of replacement.

HDR will provide design documents for:

1. the recoating of both the primary clarifier sweep arms, center column, baffles, beach and scum pipe.

Blower Replacement Pre-Design

HDR will provide services to establish the design criteria for the replacement of up to 2 blowers in the existing equipment building, selection of a preferred blower system, and establish the level of effort needed for complete design of the replacement. The TM will describe the work to take place and establish the size, type and facility modifications needed to accommodate the new blowers.

Project Assumptions

The following assumptions are made as part of the development of this Scope of Services:

1. Permitting, geotechnical investigation, and surveying are not provided as part of this proposal. These services may be added at the City's discretion.
2. Walls within the headworks are structurally sound enough to support the new slide gate installations.
3. Delivery of projects is assumed to be provided through the design-bid-build method.

Design Approach

Design drawings will be developed with Autodesk 2D AutoCAD software. Existing facility drawings will be used as backgrounds for the recoating information to be written over the top. The existing drawings will be shown as grayscale to indicate they are not new facilities.

The design engineering approach and submittals, from conceptual design to construction bidding, will track the following sequence of Tasks with the Detailed Scope of Services to follow:

Task 100 - Preliminary Design

1. **30 Percent Submittal:** Develop schematic drawings to show the areas to be recoated. Conduct a review session with the City to view the coating areas and receive feedback. Deliverables will be limited to general diagrams and a design technical memorandum up to 3 pages in length summarizing the basic design criteria that will be further developed as design progresses. TM will also include criteria for a contractor to develop a bypass plan for the Headworks Improvements. A site visit to determine viability of bypass options with staff input is also included.
2. **60 Percent Submittal**—deliverables at this stage are:
 - a. 60-percent design drawings
 - b. 60-percent design specifications
3. **Blower System Pre-Design TM:** Develop and provide blower pre-design and selection TM. TM will establish pre-design criteria needed for completing the design and coordinating with the PUD for rebate purposes. A draft and final version of this TM will be provided for City review.
4. **Hydraulic Modeling:** Develop and calibrate a hydraulic model of the WWTP from the plant effluent

Task 200 - Final Design

1. **90 Percent Submittal**—deliverables at this stage are:
 - a. 90-percent design drawings
 - b. 90-percent design specifications
2. **Bid Documents, 100 Percent Submittal**—deliverables at this stage are:
 - a. 100-percent design drawings
 - b. 100-percent design specifications

Task 300 – Bid Services

1. **Bid Services** —HDR will provide assistance during the bid phase of the project. The services provided will be to answer questions from Bidders, assemble background information for City published addenda and provide a recommendation for bid award.

Task 400 – Project Management

1. **Project Management Services** — HDR will manage and coordinate project technical resources to a level of service and responsiveness consistent with the project schedule and budget.

Task 500 – Management Reserve

1. **Management Reserve Services** —HDR will provide additional services if requested by the City. The scope and level of effort for these services will be determined at the time of the City's request.

Deliverables

Unless otherwise noted, deliverables will be submitted in electronic format. Documents will be transferred by Newforma to the City. Up to two full size (22"x34" plans, 11"x8.5" specifications) paper copies of deliverables will be provided if requested by the City.

Schedule

Key milestone dates referenced from the Notice to Proceed (NTP), are shown in Table 1.

Milestone	Weeks from NTP	Date
NTP with Engineering Services	0	2/1/2023
Site Visit	0	2/2/2023
Submit TM (30% documents)	3	2/23/2023
Submit 60% documents	5	3/8/2023
Submit 90% documents	9	4/5/2023
Submit Bid documents	11	4/19/2023

Detailed Scope of Services

A detailed scope of services for each component is outlined below. The project work will be executed as described in the list below.

Headworks Improvements

Objective: The WWTP headworks consists of three force mains converging at a common elevated influent point. From there flow passes through a Parshall flume and into the screens and splitter box. The concrete surface is deteriorating up to 1.5" deep inside the headworks channels where HDR was able to access from the top level. The goal of this design is to provide a contractor with information and criteria to recoat and repair the concrete surface of the headworks channels and install replacement instrumentation where needed.

Approach: HDR will establish a diurnal curve for the headworks, provide guidance for a contractor to design a flow bypass system for the Headworks, and provide design information for the repair work of the concrete surfaces and improvements within the Headworks channels.

Consultant Services:

1. **Establish Diurnal Curve for Plant Influent and Bypass Design Criteria:** Receive flow data from City staff that will allow for the creation of a diurnal curve generally representative of the plant influent on a daily basis. The curve will be for dry weather flows. Perform site visit for half day from up to three (3) HDR staff members. Develop preliminary flow bypass plans to be used for bidding purposes.
2. **Design of New Slide Gate and Two Bulkhead Gates:** A new slide gate must be designed to separate flows within the headworks on the downstream side of screens 1 and 2. A new bulkhead gate must be constructed within the splitter box between the line flowing to Primary Clarifier 2 and the line for future Primary Clarifier 3. The second bulkhead gate should be constructed between the lines flowing to Primary Clarifier 1 and 2. This will allow for greater control and flexibility of directing plant flow within the headworks.
3. **Instrument Replacement:** Prepare contract specifications and drawings for the replacement of the Parshall flume level instrumentation and associated conduits located on the top of the headworks platform.
4. **Concrete Repair:** Prepare contract specifications and drawings for the repair of deteriorating concrete within the headworks channels.
5. **Technical Memorandum:** Provide a technical memorandum including the developed headworks diurnal curve, concrete and instrumentation repairs approach and materials selected.

Assumptions:

1. The Contract Documents will include up to 15 drawings. Basis of estimate assumes that existing Phase 2 WWTP drawings will be imported and used as background for new design information.
2. Instrumentation and electrical drawings will show replacement of conduit on the top of the Headworks platform.
3. Bidding and award support services are dependent on external factors, which cannot be completely defined at this time. The level of effort is estimated (limited) to 14 staff hours.
4. Three review meetings are scheduled as part of the work: (1) TM, (2) 60% Design Review, (3) 90% Design Review. Meetings will be conducted virtually, and up to 3 HDR staff will participate. Assumed duration of each review meeting is 2 hours. Staff time of 1 additional hour per meeting is included for preparation and distribution of meeting notes.

City Responsibilities:

1. Participate in review meetings
2. Provide reference documents and data required for HDR to perform design tasks
3. Provide City staff to meet with HDR for flow bypass planning discussions
4. Provide comments on draft and final technical memorandum
5. Provide comments on 60-percent and 90-percent drawings and specifications

Deliverables:

1. Review meeting notes, including decisions or actions from meeting, in Microsoft Word format
2. Technical memorandum describing bypass constraints, diurnal curve pattern, instrument replacement, and new slide gates in PDF format
3. 60-percent design documents, in PDF format
4. 90-percent design documents, in PDF format
5. One set of bid-ready construction documents (specifications and drawings), in PDF format
6. Up to two sets of printed bid-ready construction documents, with half-size drawings, shipped via express mail (if requested)

Primary Clarifier Improvements

Objective: The WWTP primary clarifier consists of two below-ground clarifiers that are corroded on the steel components within each unit. The goal is to provide design documents describing the cleaning and recoating requirements of the corroded steel within both clarifiers.

Approach: HDR will provide design drawings and specifications for the cleaning and recoating of the deteriorating ferrous steel within the primary clarifiers.

Consultant Services:

1. **Primary Clarifier Review Meeting:** This meeting will be held within the same time as the Headworks Review Meeting. HDR and City staff to meet for review of approaches and select an approach for implementation.
2. **Primary Clarifier Contract Documents:** Prepare contract specifications and drawings for Primary Clarifier Improvements.
3. **Primary Clarifier Bidding and Award Support:** Provide technical support during bid and contract award.

Assumptions: Assumptions are as follows:

1. The Contract package will consist of two (2) drawings and basis of estimate (level of effort) assumes this is cleaning and recoating work with no equipment replacement or structural improvements.
2. Bidding and award support services are dependent on external factors, which cannot be completely defined at this time. Hours for this task are included in Task 300.
3. Three review meetings are scheduled as part of the work: (1) TM, (2) 60% Design Review, (3) 90% Design Review. Meetings will be conducted virtually, and up to three (3) HDR staff will participate. Assumed duration of each meeting is 2-hours. Staff time of 1 additional hour per meeting is included for preparation and distribution of meeting notes.

City Responsibilities: City responsibilities are as follows:

1. Participate in review meetings
2. Provide reference documents or data required for HDR to perform design tasks
3. Provide comments on draft and final technical memorandum
4. Provide comments on 60-percent review documents
5. Provide comments on 90-percent review documents

Deliverables: Deliverables are as follows:

1. Review meeting notes, including decisions or actions from meeting, in PDF format
2. Technical memorandum describing front gate issues and proposed correction approaches, in PDF format
3. 60-percent design documents, in PDF format
4. 90 percent design documents, in PDF format
5. Bid-ready construction documents (specifications and drawings), in PDF format

Up to two sets of printed bid-ready construction documents, with half-size drawings, shipped via express mail

Blower System Pre-Design TM

Objective: The WWTP equipment building contains 4 blowers. The City desires at this time to replace up to 2 blowers with new, more efficient blowers. This will allow for potential energy savings for the WWTP and better control of air flow to plant processes.

Approach: HDR will establish/document HVAC, electrical and process design criteria for the recommended blower system and provide equipment cost information for both blowers and a TM documenting blower design criteria.

Consultant Services:

1. **Establish Blower Selection and Design Criteria:** Establish blower selection and recommendation of up to 2 manufacturers and technology types. Document HVAC, electrical, process needs for the recommended blower system. Electrical power demand requirements will be evaluated based on information provided by the City. This will be used for coordination with the PUD for rebate purposes.
2. **Technical Memorandum:** Provide a technical memorandum documenting the blower selection, design criteria and cost information for the blower rebate effort.

Assumptions:

1. The City will provide HDR with blower flow design criteria. Modeling is not assumed to be part of this effort.
2. Two separate blower manufacturers will be evaluated as part of this effort.
3. Coordination and calculations for the rebate effort with the PUD has been estimated at 24 staff hours.
4. The blower recommendation TM is up to 8 pages in length.

City Responsibilities:

1. Participate in review meetings
2. Provide reference documents and data required for HDR to perform design tasks
3. Provide comments on draft and final technical memorandum

Deliverables:

1. Review meeting notes, including decisions or actions from meeting, in Microsoft Word format
2. Technical memorandum for blower evaluation and selection in PDF format

Hydraulic Modeling

Objective: The WWTP does not have a hydraulic model representing the various pieces of equipment in the plant. The intent is to model the WWTP hydraulic functions from the beginning of the headworks to the plant effluent discharge point.

Approach: HDR will create a hydraulic model of the WWTP using Visual Hydraulics software, Phase 1 and 2 as-builts and equipment shop drawing information as available. The model will be calibrated using measurements from field observation and plant instrumentation as available.

Consultant Services:

1. **Treatment Plant Hydraulic Capacity Model:** Evaluate the hydraulic capacity of the treatment plant by developing a hydraulic profile model of the treatment plant (Visual Hydraulics software). Consultant will prepare hydraulic calculations for average and peak flow, at both the existing and future conditions, to determine if the plant can process the anticipated quantities. Prepare a hydraulic profile drawing.
2. **Technical Memorandum:** Provide a technical memorandum documenting the modeling efforts, extents of model representations, calibration process and hydraulic issues discovered through the modeling process.

Assumptions:

1. Phase 1 and 2 drawings are accurate representations of the physical features of the WWTP. HDR will not independently verify the physical aspects of the WWTP.
2. Two discharge head conditions will be evaluated. Two plant flow conditions will be evaluated, peak flow and average flow. These flow values will be supplied by the City.
3. One site visit by one HDR staff member will be required. It is estimated the site visit will take 8 staff hours inclusive of travel.
4. Incoming flow to the headworks will be represented as a single flow coming into the headworks.
5. Model is intended for general hydraulic representation and planning purposes. Detailed hydraulic modeling required for design of plant improvements is beyond the scope of this work.
6. The Hydraulic Modeling TM is up to 6 pages in length.
7. Two review meetings with 3 HDR staff members are anticipated. The meeting duration is estimated at 2 hours.

City Responsibilities:

1. Participate in review meetings

2. Supply HDR with hydraulic boundary conditions at the headworks and effluent discharge and the flow rates to model through the WWTP
3. Provide reference documents and data required for HDR to perform modeling tasks
4. Provide comments on draft and final technical memorandum
5. Provide HDR with hydraulic data and measurements as needed for calibrating the model

Deliverables:

1. Review meeting notes, including decisions or actions from meeting, in Microsoft Word format
2. Hydraulic profile
3. Technical memorandum for Hydraulic Model in PDF format
4. Electronic Version of Visual Hydraulics model in native format.

Bidding Services

Objective: Provide bidding services prior to, during and following bidding for the WWTP improvements.

Approach: HDR will provide project description, answer questions during bidding, attend the pre-bid conference, assist with bid evaluation, and provide a bid award recommendation.

Consultant Services:

1. Provide project description for the advertisements and notices announcing or soliciting bids for the projects.
2. Up to two HDR staff will attend pre-bid conference remotely via web based/teleconference to answer question as appropriate. Some of the responses to questions and requests for additional information may require addenda.
3. As necessary and as approved by the City, prepare and issue up to three (3) Addenda to address bidder questions to the Bidding Documents.
4. Assist the City to evaluate bids received and determine contractor responsiveness and responsibility.
5. Provide a recommendation for award.

Assumptions: Assumptions are as follows:

1. One (1) 1-hour pre-bid conference will occur at a conference room provided by the City.
2. Electronic copies of the pre-bid conference agenda will be furnished to the City for printing and distribution at the conference.
3. Up to two (2) HDR staff will attend the pre-bid meeting via teleconference
4. One additional staff hour is required for preparation, attendance and summary preparation for pre-bid meeting for each attending staff.

5. 12-staff hours are required for preparation of addenda required to address bidding questions. HDR will send addenda response for publication/distribution by the City. Bidders will address questions to the City. HDR will only respond to questions as requested by the City.
6. 8 staff hours is required for evaluating bids received.
7. City to advertise and distribute Bid and Contract Documents including addenda to interested bidders.

City Responsibilities: City responsibilities are as follows:

1. Advertise project for bid.
2. Arrange and conduct pre-bid conference and site tour. Record meeting notes or make other provision for documenting the pre-bid conference, record all questions and requests for additional information, and issue copies of the meeting notes or other conference documentation to the conference attendees.
3. Distribute Bid and Contract Documents including addenda to interested bidders.
4. Attend pre-bid conference.
5. Coordinate City's legal representative with HDR regarding recommendations of award that may involve waiver of formalities or irregularities in the bid.

Deliverables: Deliverables are as follows:

1. Project description for advertisement (PDF format).
2. Suggested items for pre-bid conference agenda transmitted to City (PDF format).
3. Up to three (3) Addenda addressing bidding questions (PDF format).
4. Engineer's recommendation of award (PDF format).

Project Management

Objective: The purpose of this task is to manage and coordinate project technical resources to a level of service and responsiveness consistent with the project schedule and budget.

Approach: HDR shall organize, manage, and coordinate the disciplines required to accomplish the services required for this project. HDR shall coordinate with City staff, and encourage City staff involvement to a level desired by the City. The Consultant shall provide project management services to implement project goals, budgets, and schedules.

Consultant Services: The designated HDR project manager (PM) will prepare, monitor, and update the project work plan throughout the project. The PM will participate in monthly conference calls with the City and provide a brief cost and schedule status report for each task. The status report will include a description of progress to date, actual costs for each task, and potential cost variances.

The PM will coordinate team activities with the City in relation to scheduling site visits and meetings with City staff. The PM will also supervise the engineering team and review monthly invoices and project budget.

HDR will conduct specific activities including the following subtasks:

1. **Project Management Plan:** Prepare a Project Management Plan (PMP) following the NTP. The PMP shall identify the project scope, individual work elements, budget for each element, and responsible individuals for each work element, staffing plan, and schedule. The PMP will include a quality management plan and Job Hazard Assessment forms, including COVID specific requirements.
2. **Project Initiation Management Review:** Conduct a brief business review with senior management at project commencement to confirm/QC initial job set up (contracts, subcontracts, PMP, QMP), and discuss/cover job management approach to scope and budget.
3. **Data Requests Log:** Develop a log of data requests to the City.
4. **Project Schedule:** Develop a project schedule. Identify deliverables as milestones. Identify City input activities.
5. **Project Schedule Update:** Update the schedule monthly to define the status of each activity.
6. **Project Management Meetings:** The Consultant shall schedule one project meeting every month via conference call or virtual meeting. Participants in the project meetings will include the City project manager and the Consultant project manager. The purpose of the meeting is to track time and budget, work elements accomplished, work items planned for the next period, staffing needs, and scope issues.
7. **Decision and Action Items Logs:** Develop and maintain during the project separate logs tracking decisions and required actions.
8. **Invoices and Status Reports:** Prepare monthly project status reports that compare work accomplished with scheduled activities, provide support documentation for the invoices, compare expenditures with task budgets, and describe changes to the scope that have occurred. Reports shall be submitted to the City with the monthly invoices.
9. **Engineering Team Management:** Supervise the design team over the course of the project, and review technical content of work products. The project manager will monitor the team's work in terms of product, quality, schedule, and budget.
10. **Contract Closeout:** Close out the project.

Assumptions: Assumptions are as follows:

1. A single monthly invoice including labor costs and expenses for each task will be sent to the City for review and payment.

2. The contract duration is 12-months.

City Responsibilities: City responsibilities are as follows:

1. Facilitate and participate in monthly project management conference calls
2. Provide comments on meeting agenda and meeting notes
3. Review and approve monthly invoices and authorize payment

Deliverables: Deliverables are as follows:

1. Monthly project status report, in PDF format
2. Monthly invoices, in PDF format
3. Meeting notes, data request log, project schedules, and decision and action logs, in PDF format

Management Reserve

Objective: A management reserve is required so that the City has a discretionary task budget to cover additional professional services not currently included in this Scope of Services.

Approach: Services authorized under this task will be at the City's discretion. The Consultant shall provide additional on-call services for tasks not included in the project Scope of Services or for tasks not adequately budgeted. The Consultant shall provide additional services under this task only when written authorization is provided by the City.

Consultant Services: The Consultant will conduct specific activities including the following subtask:

1. **Additional Subtask:** Provide professional services at the request of the City as mutually agreed upon and defined.

Assumptions: Assumptions are as follows:

1. Agreement for the services to be performed under the contingency task and budget will be documented and agreed upon by the City and Consultant before proceeding.

City Responsibilities: City responsibilities are as follows:

1. Identify and request professional services deemed necessary that are not expressly included in this Scope of Services.

Deliverables: Deliverables are as follows:

1. To be determined and agreed upon by the City and Consultant

Fee Estimate for Professional Services

The estimated fee for the professional services identified in this Scope of Services is offered on a time-and-materials basis not to exceed \$169,900.00.

Professional services rendered in connection with this Scope of Services will be billed on a time-and-materials basis for actual hours rendered by Consultant employees up to the estimated

total contract amount in accordance with the terms and conditions outlined in the signed Agreement.



Staff Report

February 6, 2023 Council Workshop Meeting

Water Rights and Well Development Assistance

Presenter: Rob Charles, Utilities Manager

Time Estimate: 10 minutes

Phone	Email
360.817.7003	rcharles@cityofcamas.us

BACKGROUND: The City has nine wells which provide water to customers within the Water Service Area. To maintain water rights with Department of Health (DOH), there are reports on impacts to groundwater levels that must be provided on an annual basis. As the City grows, we also continuously strive to maximize water production to meet demand. Mott McDonald, formerly known as Pacific Groundwater Group, has been working with the City for over 20 years on water rights and well production and development.

SUMMARY: The attached Scope of Work from Mott McDonald's includes monitoring Washougal River water levels near the City's wellfield for reporting to DOH, water rights assistance, maximizing the Lower Washougal River Wellfield production by increasing yield at existing wells, and abandonment of a test well that was previously drilled at Parker's Landing. Additionally, there are hours included for general support on potential tasks that change depending on focus areas within the water division.

BENEFITS TO THE COMMUNITY: The City will continue to provide safe and affordable water to its customers while meeting regulatory requirements of DOH.

BUDGET IMPACT: Services associated with this agreement are \$79,502 which are budgeted out of the Water Fund. There is sufficient budget to cover these costs.

RECOMMENDATION: Staff recommends this item be placed on the February 21st Council Regular Meeting Consent Agenda for Council's consideration.



**CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT
Amendment No. 4**

616 NE 4th Avenue
Camas, WA 98607

Project No. W1025

HYDROGEOLOGIC SUPPORT SERVICES FOR 2023

THIS AMENDMENT ("Amendment") to Professional Services Agreement is made as of the 27 day of January, 2022, by and between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **Mott MacDonald** (formerly Pacific Groundwater Group), hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified. The City and Consultant may hereinafter be referred to collectively as the "Parties."

The Parties entered into an Original Agreement dated January 6th, 2020, by which Consultant provides professional services in support of the Project identified above. Except as amended herein, the Original Agreement shall remain in full force and effect.

1. Scope of Services. Consultant agrees to perform additional services as identified on **Exhibit "A"** (Amended Scope of Services) attached hereto, including the provision of all labor, materials, equipment, supplies and expenses, this is a no-cost Amendment.
2. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this Amendment by:

- a. ☐ Extended to December 31, 2023
- b. ☒ Unchanged from Original/Previous Contract date of December 31, 2023

Unless an additional extension of such time is granted in writing by the City, or the Agreement is terminated by the City in accordance with Section 18 of the Original Agreement.

3. Payment. Based on the Scope of Services and assumptions noted in **Exhibit "A"**, Consultant proposes to be compensated on a time and material basis per **Exhibit "A"** (Costs for Scope of Services) with a total estimated not to exceed fee of:

- a. Previous not to exceed fee: \$96,230
- b. Amendment No. 4: \$79,502
- c. **Total: \$175,732**

- d. Consultant billing rates:

- ☐ Modification to Consultant Billing Rates per **Exhibit "A"** attached herein
- ☒ Unchanged from Original/Previous Contract

4. Counterparts. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counter-parts, which counterparts shall collectively constitute the entire Agreement.

DATED this _____ day of _____, 20__.

CITY OF CAMAS:

By: _____

Print Name: _____

Title: _____

MOTT MACDONALD:
Authorized Representative

DocuSigned by:
By: Peter Schwartzman
1844F7765BC246B...

Print Name: Peter Schwartzman

Title: Principal Hydrogeologist

Date Signed: 1/27/2023

EXHIBIT “A”

AMENDED SCOPE OF SERVICES AND COSTS

Attachment A - Mott MacDonald Estimate for Camas 2023 General Services (1/24/2023)

Task/Description	PGG Hours at Rates Specified							PGG Labor	Expense Description	Expense Cost ¹	Task Totals
	Peter	Inger	Burt	Wayne/Mel	Caner	Cheyenne	Admin				
	\$260	\$210	\$185	\$180	\$150	\$130	\$90				
Task 1. Water Level Monitoring Assistance											\$19,282
1a River level monitoring	2	4						\$1,360	RM subcontract	\$5,782	
1b Groundwater level monitoring fieldwork (2 visits)	2	20						\$4,720	mileage	\$300	
1c Monitoring data management	2	12						\$3,040			
1d Monitoring data analysis	6	12						\$4,080			
Task 2. Water Rights Assistance											\$4,100
2a Assess value of Georgia Pacific wells for mitigation	0	0	0					\$0			
2b Other miscellaneous water rights assistance (assumed hours)	4	4	12					\$4,100			
Task 3. Production Well Performance Assistance											\$12,370
3a Discuss monitoring recommendations with Rob & Allen	4	2						\$1,460			
3b Work with City and S&B for SCADA data collection/management	8	4						\$2,920			
3c Assumed single visit to refine monitoring approaches		10						\$2,100	mileage	\$150	
3d Review changes in production well performance and provide memo	6	10					16	\$5,740			
Task 4. Total LWWF Yield Analysis											\$25,660
4a Assess additional yield at Wells 5, 6, 10, 14	24	4						\$7,080			
4b Assess additional yield at undeveloped areas within LWVG footprint	4	24			8			\$7,520			
4c Prepare total wellfield yield report	24	16	4	4				\$11,060			
Task 5. Miscellaneous Assistance for New Well Development											\$0
5a Provide input/planning on drilling strategies for new well near Wells 11/12	0	0	0					\$0			
5b Develop technical specifications and assist with bid package	0	0	0	0				\$0			
Task 6. Groundwater Quality Assistance											\$3,340
6a Assumed hours for groundwater quality assistance	4	4	4	4				\$3,340			
Task 7. Additional Miscellaneous Assistance											\$7,220
7a Assumed hours for additional miscellaneous assistance	8	8	8	4				\$5,960			
7b Arrange Parkers Landing Well decommission		6						\$1,260			
Task 8. Project Management											\$7,530
8a Assumed hours for project management	6	25					8	\$7,530			
Subtotal Dollars											
Hours Estimated	104	165	28	20	0	16	8				
Dollars Estimated	\$27,040	\$34,650	\$5,180	\$3,600	\$0	\$2,080	\$720	\$73,270		\$6,232	
Cost Estimate for Expected Tasks											\$79,502

Notes:¹Expenses include a 10% handling charge.

Task 2a - Assumes no substantial analysis required for GP water rights or wells in 2023.

Task 5 - Assumes that MM assistance with drilling a new well in the vicinity of Wells 11 & 12 under a separate contract.

Task 7b - assumes limited effort to negotiate site access with Bonneville Power, City will arrange site access with property owner and directly contract driller, no site work for PGG

Outdoor Seating

Parklet/Parkette, Street Eateries & Parking Lots

Request for Reimplementation



Parklets

Item 4.

Temporary seating platforms, placed flush with the curb, create an extension of the sidewalk by replacing one or two parking spaces with a small, new park.



Outdoor seating, whether in sidewalk cafes, parklets or street eateries, increases the use of a city's public space, expands business activity and can add vitality to an area.

Examples

Item 4.



Examples

Item 4.



Examples

Item 4.



Use in Downtown Camas

Camas staff approved permits for these outdoor areas to help increase seating capacity and provide flexible operating space for downtown businesses to remain open under the set of Statewide restrictions imposed in response to the spread of the COVID-19 virus.

- Temporary permits were issued for one year
- As COVID continued permits were extended
- Aug 2022 Mayor Hogan rescinded permits and areas were dismantled by Oct 31
- Mesa and Feast 316 requested City to allow reimplementation

Parking Advisory Committee

Parklets Workshop January 10, 2023



Main Ave. & 12th Ave.

Questions & Considerations

- Safety - Interaction with Traffic and Pedestrians
- Parking Availability – reduction in parking spaces
- Temporary (Seasonal) vs. Permanent
- Is use and maintenance Public or Private
- Who do they serve – Restaurants, Retail, Non-Businesses, Service Clubs, etc.
- Locations – Only 4th or other streets as well



Comments

Item 4.

- Mesa Owners – “Parklet was always packed.”
- C-W Chamber - Polled businesses in 2022 and “Parklets were not wanted.”
- Recent Unsolicited Emails
 - Support both sides (i.e. Allow/Don't Allow)
- Big Picture Perspective
 - Long-Term vision for Downtown?
 - Close 4th to traffic to create Walking Mall?
 - Downtown Sub-Area Plan



Council Input

- Topic that Council wants to explore?
- Considerations
 - Significant effort for well thought-out process
 - Other priorities of staff right now
 - Something else will have to give
 - Standalone Process
 - Workgroup to gather feedback from entire community
 - Parking Committee – iterative approach
 - Council Process
 - **Comprehensive Process - Downtown Sub-Area Plan**
 - Significant Public Outreach
 - Can help define limits and concepts
 - Establish vision w/ comprehensive approach
 - Follow up Design Guidelines and/or standards
 - Temporary based on Business Survey?

Parks & Recreation Commission

2022 Annual Report

2.06.23 Council workshop

Presented by:

Ellen Burton, Chair

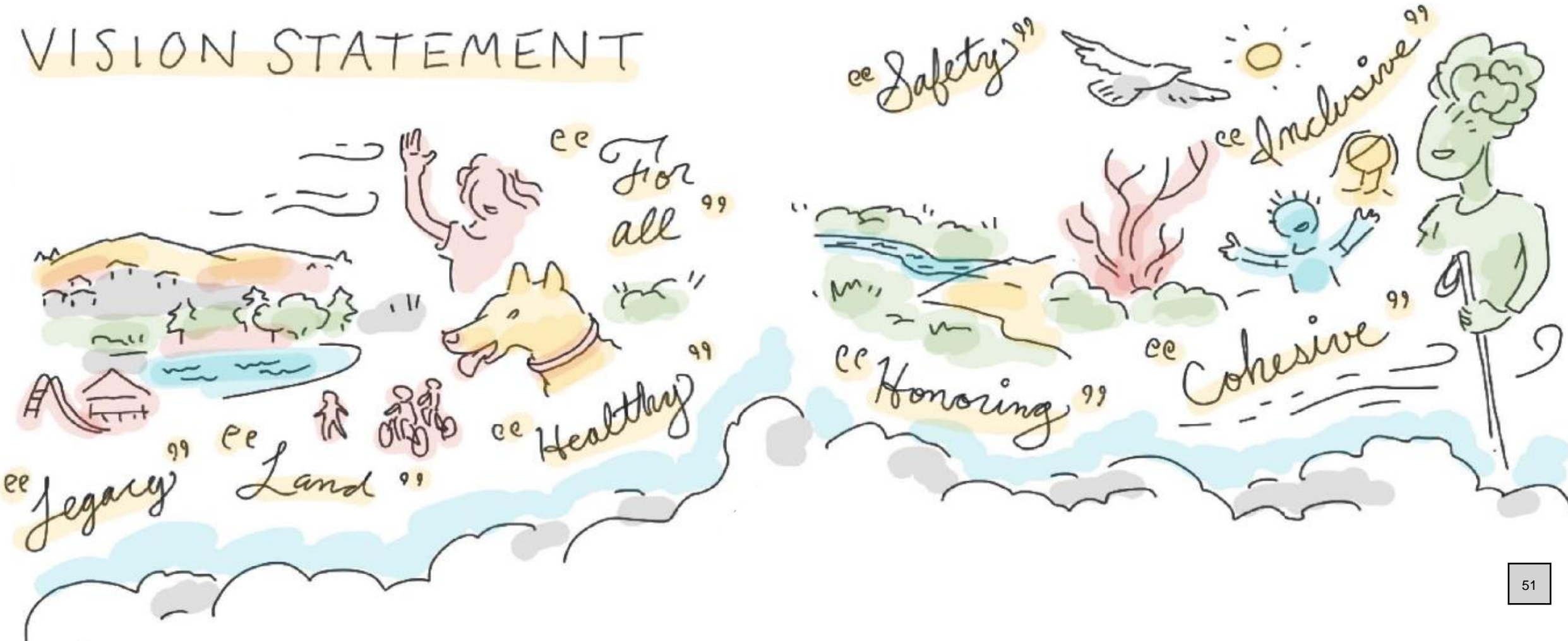
Steve Lorenz, Past Chair

Jason Irving, Vice Chair



We envision Camas as a thriving, cohesive community that honors a unique legacy coordinated parks, trails, natural areas and diverse recreation opportunities highlighted by our lakes, rivers and streams. Stewardship and thoughtful enhancement of these assets ensure a safe, healthy, active and balanced lifestyle for all.

VISION STATEMENT



People, Plans & Partnerships

- Congratulations to Steve Lorenz on his Florence B. Wager – The V-Formation Flyer award
- Welcome Jenny Wu to the Commission
- Council adoption of the 2022 PROS Plan and Capital Facilities Plan
- Thank you, Camas Parks Foundation for your partnership from fundraising to programs and events
- Ivy League celebrated 5-yr anniversary
- No Smoking Signs – Artwork from Camas elementary and middle school students



No Smoking signs with student art

Recreation Programs

- **THANK YOU, Volunteers** – 517 individuals contributed 2360 volunteer hours
- **Special Events back in full force** – 21 live events with 11,379 participants all made possible by staff + 1,303 volunteer hours and partners/sponsors donations (\$11,597 Cash and \$11,436 In-kind)
- **Recreation class offerings back to pre-COVID numbers** – 263 classes with 2,376 participants
- **Program and Scholarship donations** – Thank you to Camas Parks Foundation and Parks Foundation of Clark County for supporting programming and scholarships; and instructors for providing free summer pop-up classes in the parks.
- **Pilot Programs** – Summer Experiences & Enrichment for Kids (SEEK) Fund through the Association of Washington Cities awarded the City funds to pilot two summer camps with EatWell Camas and Lower Columbia Fish Enhancement Group.



Partnerships for Capital Projects

- **\$38,840 Fundraised for Skatepark Improvements**– Thank you to dedicated community members, local businesses and non-profit partners (Camas Parks Foundation, Norman C Danielson Foundation and Parks Foundation of Clark County)
- **Parks Foundation of Clark County awarded \$8,000** to Camas for future sand volleyball court
- **Green Mountain** – Thank you Clark County for awarding \$1.25 million from Conservation Futures program towards the acquisition of the Green Mountain property



Parks, Recreation & Open Space (PROS) Plan

2022 work plan outcomes

Welcoming for all



Stewardship of Land,
Parks & Programs



Plan For & Fill Known
System Gaps



Organizational
Excellence

PROS Plan includes:

- 4 Goal Themes
- 23 Goals
- 62 Actions

The 2022 Work Plan focused on 19 goals with 40 actions from the PROS Plan. ***Of the 40 actions, the Commission and staff prioritized six (6) Strategic Initiatives – all are implemented or underway and on-track.***

PARKS, RECREATION & OPEN SPACE PLAN

City of Camas

March 2022



What next?

Implementing the adopted 2023-24 budget:

- Complete existing projects – Skatepark, Crown Park, Louise Block bleachers, S. Lacamas Creek TH, T-3 Trails...
- Continue improving programs – Improve access to programs for all ages, grow water safety campaign, standardize signage...
- Initiate new projects – Sports Field Assessment, Bike Park, Open Space Management Plan, Community pool & Community Center planning, Legacy Lands Master Plan
- Recruit new staff positions – Parks Project Manager & Recreation Specialist

We envision Camas as a thriving, cohesive community that honors a unique legacy coordinated parks, trails, natural areas and diverse recreation opportunities highlighted by our lakes, rivers and streams. Stewardship and thoughtful enhancement of these assets ensure a safe, healthy, active and balanced lifestyle for all.

VISION STATEMENT



Thank you!

PARKS & RECREATION COMMISSION 2022 ANNUAL REPORT

COMMISSIONERS:

Ellen Burton	Katy Daane	David Dewey
Brittany Grahm	Jason Irving, Vice-Chair	Steve Lorenz, Chair
Jenny Wu		

CITY COUNCIL LIAISONS:

Tim Hein	Shannon Roberts (<i>Served January – July</i>)
----------	--

It was a busy and productive year for the Parks & Recreation Commission (Commission), the first ‘normal’, post-COVID year. With three new commissioners joining the group during the pandemic, in-person meets in 2022 provided the opportunity for group formation and personal interactions. The Commission continues to be a highly dedicated and productive group with meaningful participation by all commissioners and city staff involved. And most importantly, we are having a ton of fun!

Per Camas Municipal Code, Chapter 2.28.060 – Annual Report, we are pleased to present this report which provides a snapshot of the Commission’s and the Parks & Recreation Department’s (Department) work and accomplishments in 2022.

Key Highlights of 2022:

- **Steve Lorenz, Commission Chair, was awarded the Florence B. Wager Award – The V-Formation Flyer** by the Parks Foundation of Clark County for his caring, thoughtful leadership and advocacy work for Camas Parks and Recreation. And more importantly, Steve is inspiring the next generation to love the outdoors and care for our parks, trails and open spaces.
- **We welcomed, Jenny Wu to the Commission**, the newest member appointed by the Mayor in April 2022.
- **Parks, Recreation and Open Space (PROS) Plan** was approved by the Commission in February, adopted by City Council in March, and the Capital Facilities Plan was adopted per Ordinance 22-002 in April.
- **Camas Parks & Recreation special events** came back in full force in 2022 with 11,379 people attended twenty-one events throughout the year. Thank you to staff and volunteers for bringing our community together.
- We are grateful for the continued **partnership with the Camas Parks Foundation**. They have accomplished so much for us in 2022 from fundraising for the skate park to scholarship funds and from Ivy League events (that brought in 308 volunteers totaling 818 volunteer hours) to bringing back Turkey Bingo.



Steve Lorenz

The V-Formation Flyer

We not only have current park lovers, but through Steve, we are gaining a new generation of park users, advocates, and professionals. The Parks Foundation is honored to present the V-formation Flyer award to Steve Lorenz.



- In May, the **Ivy League celebrated their 5-year anniversary** of ‘pulling together’ to clear and maintain Camas parks, trails, and open spaces free of invasive English Ivy. **THANK YOU** for your service to our parks, trails and open spaces.
- Thank you to our volunteers for the **2360 volunteer hours** with the Department in 2022.
- Resolution 17-018, a voluntary no smoking/tobacco compliance program, was implemented in 2022. The **No Smoking signs** in our parks features elementary and middle students’ artwork.



No Smoking signs with student art



Ivy League 5-Year Anniversary celebration at Fallen Leaf Lake

Facilities Rentals:

Facility	Lacamas Lodge	Fallen Leaf	Community Ctr.
Total Reservations	894	82	843
# No Fee	0	0	228
# Rec. Classes	792	14	540
# Rentals	91	60	107
# Non-Profit Rentals	11	8	5
Total Gross Revenue	\$88,709	\$15,360	\$16,659

Recreation Programs:

Recreation Classes	# of Classes & Participants	Notables
Free classes – Pop-up in the Park & Self-defense	5 classes 110 participants	
Youth and Adult Classes	263 classes 2,376 participants	Class offerings back to pre-COVID numbers.
55+ Program Pilot	7 classes 45 participants	Extra marketing effort to kick-off first year pilot and discounts/scholarships were provided to help make classes affordable.

Special Events:

# of Events	# of Participants and Notables
Live Events	21 live events from April through December 11,379 participants Staff + 1,303 volunteer hours to makes these events come to life

Grants & Donations:

Organization or Program	Award Details
Camas Parks Foundation	Skatepark Improvements - \$27,620.44, plus \$10,000 donation to the Camas Parks Foundation from Norman C Danielson Foundation totaling \$37,620.44
Parks Foundation of Clark County	Skatepark Improvements - \$1,220 Sand volleyball court - \$8,000 Recreation (programs & scholarships) - \$976
Special Events	Cash Donations/Sponsorships/Grants - \$11,597.71 In-Kind Donations - \$11,436.62
Recreation Program	Donated Instructor Services - \$1,430 – for Pop-up in the Park & Self-defense classes In-Kind art supply donation - \$1,000 In-Kind wedding event décor/supplies - \$2,000
SEEK Funds - grant	The City was awarded \$14,820 from the Summer Experiences & Enrichment for Kids Fund (SEEK Fund) through the Association of Washington Cities to pilot two new outdoor programs over the summer. The Department partnered with EatWell Camas to provide the Growing Gardens Summer Camp and Lower Columbia Fish Enhancement Group to provide the Hope for Salmon Summer Day Camp. The programs spent \$6,197.64 of the awarded grant.
Clark County Conservation Futures -grant	The City was awarded \$1.25 million from Clark County's Conservation Futures grant program for the acquisition of Green Mountain.

Motions taken by the Commission in 2022:

MEETING DATE	MOTION
February 8 th	<p>Vote for Chair and Vice Chair of Parks & Recreation Commission:</p> <p>A motion was made by Marshall, seconded by Burton, and carried unanimously to make Steve Lorenz the Chair and Jason Irving the Vice Chair of the Camas Parks & Recreation Commission for 2022.</p> <p>2021 Annual Report to City Council:</p> <p>A motion was made by Marshall, seconded by Burton, and carried to approve the 2021 Annual Report with minor grammar and type-o edits and present it to City Council.</p>

February 23 rd	<p><i>Parks, Recreation & Open Space (PROS) Plan:</i></p> <p>A motion was made by Dewey, seconded by Burton, and carried unanimously to approve the Camas PROS Plan Update as is and move it forward to City Council for approval and adoption.</p> <p><i>No Smoking sign artwork:</i></p> <p>A motion was made by Grahn, seconded by Burton, and carried unanimously to submit the top eight posters to Camas School District for a final vote in the “No Smoking” signage artwork contest.</p> <p><i>Support letter for the Florence B. Wager nomination:</i></p> <p>A motion was made by Dewey, seconded by Irving, and carried unanimously to approve the Vice Chair to sign and submit a support letter to the Parks Foundation of Clark County, on Behalf of the Camas Parks & Recreation Commission, for the nomination of Steve Lorenz for the Florence B. Wager Award.</p> <p><i>Public comment period:</i></p> <p>A motion was made by Dewey, seconded by Burton, and carried unanimously to keep public comments at the beginning of the Parks & Recreation Commission meetings.</p>
October 26 th	<p><i>Mayor’s FY 2023-24 Proposed Budget – Commission Support letter:</i></p> <p>A motion was made by Dewey, seconded by Wu, and carried to approve the Parks & Recreation Commission Support letter as written and to forward on to City Council.</p> <p><i>Heritage Trail - Trail Bicycle/Pedestrian Courtesy Signage:</i></p> <p>A motion was made by Dewey, seconded by Grahn, and accepted to approve the verbiage of the “Announce, Be Aware” sign with enhanced graphic design.</p>
November 30 th	<p><i>Crown Park – 30% Design:</i></p> <p>A motion was made by Grahn, seconded by Dewey, and carried unanimously to proceed with design and construction for the entire park (i.e. full Master Plan) with value engineering to bring project cost down to align with the requested budget (in proposed FY2023-24 biennial budget).</p>

2022 Projects/Programs - Presentations, Discussions and Updates:

- *North Shore Subarea Plan* – In February, the Commission received a project presentation. Several Planning Commissioners were also in attendance, which provided an opportunity for a joint Q&A session with the project team. In addition, Jason Irving (primary) and David Dewey (alternate) represented the Commission on the project’s Steering Committee.
- *Crown Park* – Project surveys and open house were held in May. Nearly all Commissioners attended and staffed the “Meet your Parks & Rec Commissioners” table at the May 17 Open House. On December 5, City Council agreed with the Nov. 30 recommendation from the Commission to move the entire project forward with budget in mind.

- **Water Safety Pilot Campaign** – In year two of this pilot project, in addition to our partnership with the Camas School District we also engaged the Washougal School District. The Department provided safety posters to all schools in Camas and Washougal during May’s nation Water Safety Month. Posters included a code for discounts to swim lessons at the local Golds Gym. Additionally, water safety awareness was featured at our annual CamTown Youth Festival, where kids could meet their local firefighters and coast guards and get a free life jacket.
- **Lakes Management Plan** – Led by Public Works, with Parks & Recreation staff on the project team, Phase 1 of the Lake Management Plan kicked off in 2021 and Phase 2 in 2022. At the June 15 Open House, Commissioners staffed a table to engage attendees about recreational uses in and around the lakes. We are looking forward to completion of data collection, understanding the recommendations from the project team and continuing the recreational use conversation.
- **Recreation Programs** – With the goal of ‘continued improvement and inclusiveness for all’, in 2022 we:
 - added Mountain Tops fitness classes for individuals with developmental disabilities,
 - added new classes, lowered class cost by offering coupons, and completed additional outreach to reach and encourage participation from the 55+ community, and
 - special event staff updated our Egg Scramble event to create an inclusive egg hunt area for children with developmental and physical disabilities.
- **County-wide Parks & Recreation directors quarterly meeting** – Camas Parks & Recreation Director has been convening parks and recreation directors within Clark County for quarterly meetings. The meetings provide an opportunity to present project/program updates, share best practices, and discuss partnership opportunities.
- **2022 Parks & Rec End of Summer Meet & Greet event** – It’s been many years since the parks community in Clark County convened, and COVID compounded the social remoteness between jurisdictions. In September, with collaboration from the quarterly directors meeting, Camas Parks & Recreation coordinated and hosted a meet and greet event inviting Parks & Recreation Advisory Board/Commission members from cities and county parks departments within Clark County. This was an opportunity to meet, re-engage and build relationships, learn about each jurisdiction’s park system through staff presentations, and reflect on what’s working well and current challenges. The group plans to continue to convene annually, rotating host, location and discussion topics.



C-W Fire Dept. at CamTown's water safety booth



Parks, Recreation & Open Space (PROS) Plan – 2022 Work Plan outcomes

The Department initiated implementation of the 2022 PROS Plan immediately after adoption in March. In addition to the regular portfolio of programs and services the department provides, the 2022 Work Plan focused on 19 goals with 40 actions from the PROS Plan. Of the 40 actions, 31 were implemented or underway and on-track, and 9 were delayed due to staff capacity and/or unforeseen circumstances. These 9 delayed actions will move into 2023 for implementation. ***Of the 40 actions, the Commission and staff prioritized six (6) Strategic Initiatives – all are implemented or underway and on-track.***

2022 STRATEGIC INITIATIVES



Welcoming For All




Stewardship of Land, Parks & Programs

PROJECTS/PROGRAMS:	POLICY:
<p>GOAL: Actively communicate and improve outreach and marketing to increase participation.</p> <p>ACTION: Pursue opportunities for alternative outreach and education to diverse groups, such as piloting youth parks stewardship programs and active communication through faith groups and non-profit organizations that work with people of color and underserved communities.</p> <p>2022 WORK: Implement SEEK Grant - summer pilot programs thru LCFEG and EatWell Camas partnerships. Student recruitment thru CSD Family Community Resource Center. ✓</p>	<p>GOAL: Better understand funding gaps and funding alternatives.</p> <p>ACTION: Review and update the adopted six-year Parks Capital Facilities Plan (CFP) every two years to remain current with local recreational interests and account for the capital needs of the parks and recreation system.</p> <p>2022 WORK: Implement (FY 23/24) comprehensive biennial budget process with P&R Commission. ✓</p> <p>ACTION: Pursue alternative funding options and dedicated revenues, including engaging and exploring with the City of Washougal a feasibility study to assess the potential of establishing a regional financing tool for recreation service.</p> <p>2022 WORK: P&R proposing 2-3 RCO grant applications in 2022 grant cycle. ✓</p>



Plan For & Fill Known System Gaps

Organizational Excellence

PROJECTS/PROGRAMS:	ADMINISTRATIVE:
<p>GOAL: Design new parks, trails and amenities with environment, safety and accessibility in mind.</p> <p>ACTION: Incorporate sustainable development and low impact design practices into the design, planning and rehabilitation of new and existing parks, trails and facilities.</p> <p>2022 WORK: T-3 trail (east lake segment) - 30% Design ✓</p> <p>GOAL: Enhance outdoor recreation opportunities.</p> <p>ACTION: Prioritize implementation of existing master plans with consideration for service gap delivery and available financial resources.</p> <p>2022 WORK: 2018 Crown Park Master Plan - 30% Design ✓</p>	<p>GOAL: Promote and support Parks & Recreation Commission.</p> <p>ACTION: Promote P&R Commission meetings as forum to discuss parks and recreation topics.</p> <p>2022 WORK: Improve promotion of monthly Commission meetings & project/ program engagement processes. ✓</p> <hr/> <p>2022 Year-End Report:</p> <div> <p>✓ Implemented or Underway & On-Track</p> <p> Delayed or On-Hold & moving to 2023</p> </div>

In closing, 2022 was a very successful year for the Department and Commission. We greatly appreciate the support and engagement of the City Council and liaisons to the commission, commissioners, and City staff. The strong partnership and collaboration between the Department and Commission has helped us to achieve many of our 2022 goals and provide significant opportunities and value to Camas residents and visitors.