



City Council Workshop Agenda Monday, January 03, 2022, 4:30 PM REMOTE MEETING PARTICIPATION

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 Participate Remotely:

OPTION 1 – Video & Audio (*able to public comment*)

via Zoom app: Meeting ID – 967 8280 6721; or click <https://zoom.us/j/96782806721>

OPTION 2 – Audio only (*able to public comment*)

via phone: 877-853-5257, Meeting ID – 967 8280 6721

OPTION 3 – Observe video & audio (*no public comment*)

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

For Public Comment:

1. via Zoom app - click the Raise Hand icon
2. via phone - hit *9 to "raise your hand"
3. via email - publiccomments@cityofcamas.us (400 word limit) routed to Council

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [Haight Reservoir Slope Stability Analysis](#)
[Presenter: Steve Wall, Public Works Director](#)
[Time Estimate: 5 minutes](#)
2. [Asset Management Demystified](#)
[Presenter: Steve Wall, Public Works Director](#)
[Time Estimate: 40 min](#)
3. [Draft Resolution Amending Resolution No. 20-005 Related to Public Comments](#)
[Presenter: Jeff Swanson, Interim City Administrator](#)
[Time Estimate: 5 minutes](#)
4. Buying American Discussion
[Presenter: Jeff Swanson, Interim City Administrator](#)
[Time Estimate: 20 minutes](#)

5. Staff Miscellaneous Updates
Presenter: Jeff Swanson, Interim City Administrator
Time Estimate: 10 minutes

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

ADJOURNMENT



Staff Report

January 3, 2022 Council Workshop Meeting

Haight Reservoir Slope Stability Analysis
Presenter: Steve Wall, Public Works Director
Time Estimate: 5 minutes

Phone	Email
360.817.7899	swall@cityofcamas.us

BACKGROUND: The City is partial owner of the Haight Reservoir and Dam located at the north end of NW Cascade Street just north of the intersection of McIntosh and NW 11th Avenue. Similar to the Lacamas Lake Dams, the Department of Ecology Dam Safety Office is the State agency responsible for ensuring dam owners meet the requirements identified in the Revised Code of Washington (RCW). The Dam Safety Office completed an inspection of the Dams in 2019. As part of that inspection, among other items, Ecology identified a need to complete a Slope Stability Analysis on the banks of the earthen dam. The City has used Stantec Consulting Services, Inc. to complete the annual inspections and other necessary work required by the Department of Ecology since receiving ownership of the Lacamas Lake Dams and for the Haight Reservoir.

SUMMARY: Stantec has provided the attached Scope of Work and Cost Estimate to complete the Slope Stability Analysis on the Haight Reservoir Dam. The work can not be completed until the ground is dry and stable enough to allow for the support of drilling equipment that will be used to complete the field work. As such, based on the schedule provided by Stantec in the Scope of Work, the final report will not be finished until August 2022. Results from the analysis will be shared with the City and Department of Ecology when complete. Any follow up analysis or work will be identified in the Stantec Report that will be completed as part of the Scope of Work.



Figure 1: Haight Reservoir Location

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

- Provide information to Council regarding the Haight Reservoir and inform Council of the need to perform a Slope Stability Analysis.

What's the data? What does the data tell us?

- The Department of Ecology is requiring that the work be completed.

How have communities been engaged? Are there opportunities to expand engagement?

- N/A

Who will benefit from, or be burdened by this agenda item?

- N/A

What are the strategies to mitigate any unintended consequences?

- Complete the Slope Stability Analysis to confirm the earthen dam is stable.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

- N/A

Will this agenda item improve ADA accessibilities for people with disabilities?

- N/A

What potential hurdles exists in implementing this proposal (include both operational and political)?

- No hurdles are anticipated.

How will you ensure accountabilities, communicate, and evaluate results?

- A technical report will be completed that will provide the City and Ecology with the information and condition of the dams.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

- N/A

BUDGET IMPACT: The cost to complete the work identified in the attached professional services agreement is \$65,244. There was money allocated in the 2021 adopted Budget to perform this work that will be carried over, or reallocated, in 2022.

RECOMMENDATION: This item is for Council's information only. Staff is proposing to include the professional services agreement with Stantec Consulting on the January 18, 2022 Regular City Council Meeting Consent Agenda.



CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT

616 NE 4th Avenue
 Camas, WA 98607

HAIGHT RESERVOIR – SLOPE STABILITY ANALYSIS

THIS AGREEMENT is entered into between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **Stantec Consulting Services, Inc.** hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. The Consultant is retained by the City to perform professional services in connection with the project designated as the **Haight Reservoir – Slope Stability Analysis**.
2. Scope of Services. Consultant agrees to perform the services, identified on **Exhibit "A"** attached hereto, including the provision of all labor, materials, equipment, supplies and expenses.
3. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this agreement by no later than **December 1, 2022** unless an 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 this Agreement.
4. Payment. The Consultant shall be paid by the City for completed work and for services rendered under this agreement as follows:
 - a. Payment for the work provided by Consultant shall be made as provided on **Exhibit "B"** attached hereto, provided that the total amount of payment to Consultant shall not exceed the amounts for each task identified in **Exhibit "A"** (Scope of Services) inclusive of labor, materials, equipment supplies and expenses. Consultant billing rates are attached as **Exhibit "C"**.
 - b. The consultant may submit vouchers to the City once per month during the progress of the work for payment for project completed to date. Vouchers submitted shall include the Project Number designated by the City and noted on this agreement. Such vouchers will be checked by the City, and upon approval thereof, payment will be made to the Consultant in the amount approved. Payment to the Consultant of partial estimates, final estimates, and retained percentages shall be subject to controlling laws.
 - c. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this agreement and its acceptance by the City.
 - d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.
 - e. The Consultant's records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the City and of the State of Washington for

a period of three (3) years after final payment. Copies shall be made available upon request.

5. Ownership and Use of Documents. All documents, drawings, specifications, electronic copies and other materials produced by the Consultant (hereinafter "Work Product") in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Consultant's endeavors. The City agrees, to the fullest extent permitted by law, to indemnify and hold the Consultant harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any reuse or modification of the Work Product by the City or any person or entity that obtains the Work Product from or through the City.
6. Compliance with Laws. Consultant shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal state, and local laws, ordinances and regulations, applicable to the services to be rendered under this agreement. Compliance shall include, but not limited to, 8 CFR Part 274a – Control of Employment of Aliens, § 274a.2 Verification of identity and employment authorization.
7. Indemnification. Consultant shall indemnify and hold the City of Camas, its officers, officials, and employees harmless (but will not defend) from any and all injuries, damages, or losses including reasonable attorney fees, to the extent caused by the negligent acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the negligence of the Consultant and the City, its officers, officials, and employees, , the Consultant's liability, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Consultant's Liability Insurance.
 - a. Insurance Term. The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.
 - b. No Limitation. Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
 - c. Minimum Scope of Insurance. Consultant shall obtain insurance of types and coverage described below:
 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000.00 per accident. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
 3. Professional Liability insurance appropriate to the consultant's profession. Professional Liability insurance shall be written with limits no less than \$2,000,000.00 per claim and \$2,000,000.00 policy aggregate limit.
 4. Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.
 5. Verification. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, showing the City of Camas as a named additional insured, evidencing the Automobile Liability and Commercial General Liability of the Consultant before commencement of the work.
- d. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect to the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
 - e. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
 - f. Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.
 - g. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
 - h. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
 - i.
9. Independent Consultant. The Consultant and the City agree that the Consultant is an independent Consultant with respect to the services provided pursuant to this agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for

contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Consultant, or any employee of Consultant.

10. Covenant Against Contingent Fees. The Consultant warrants that he/she has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the City shall have the right to annul this contract without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. Discrimination Prohibited. During the performance of this Agreement, the Consultant, for itself, its assignees, and successors in interest agrees to comply with the following laws and regulations:
- Title VI of the Civil Rights Act of 1964
(42 USC Chapter 21 Subchapter V Section 2000d through 2000d-4a)
 - Federal-aid Highway Act of 1973
(23 USC Chapter 3 Section 324)
 - Rehabilitation Act of 1973
(29 USC Chapter 16 Subchapter V Section 794)
 - Age Discrimination Act of 1975
(42 USC Chapter 76 Section 6101 et seq.)
 - Civil Rights Restoration Act of 1987
(Public Law 100-259)
 - Americans with Disabilities Act of 1990
(42 USC Chapter 126 Section 12101 et. seq.)
 - 49 CFR Part 21
 - 23 CFR Part 200
 - RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the Consultant is bound by the provisions of **Exhibit "D"** attached hereto and by this reference made part of this Agreement, and shall include the attached **Exhibit "D"** in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

12. Confidentiality. The Contractor agrees that all materials containing confidential information received pursuant to this Agreement shall not be disclosed without the City's express written consent. Contractor agrees to provide the City with immediate written notification of any person seeking disclosure of any confidential information obtained for the City. The restrictions on the use and disclosure of the confidential information shall not apply to information which (a) was known to the Contractor before receipt of same from the City; or (b) becomes publicly known other than through the Contractor; or (c) is disclosed pursuant to the requirements of a governmental authority or judicial order, but only to the extent required to comply with the said requirements of the government authority or judicial order.
13. Work Product. All work product, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by the Contractor while performing the Services shall belong to the City, upon full payment of all monies owed to the Contractor under this Agreement. Upon written notice by the City during the Term of this Agreement or upon the termination or cancellation of this Agreement, the Contractor shall

deliver all copies of any such work product remaining in the possession of the Contractor to the City.

14. Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion—Primary and Lower Tier Covered Transactions.

- a. The Contractor, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
 6. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency.
 7. Have not within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 8. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this section; and
 9. Have not within a three-year period preceding the signing of this contract had one or more public transactions (federal, state, or local) terminated for cause of default.
- b. Where the Contractor is unable to certify to any of the statements in this contract, the Contractor shall attach an explanation to this contract.
- c. The Contractor agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the BOARD.
- d. The Contractor further agrees by signing this contract that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Lower Tier Covered Transactions

1. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
- e. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the BOARD for assistance in obtaining a copy of these regulations.

15. Intellectual Property.

- a. Warranty of Non-infringement. Contractor represents and warrants that the Contractor is either the author of all deliverables to be provided under this Agreement or has obtained and holds all rights necessary to carry out this Agreement. Contractor further represents and warrants that the Services to be provided under this Agreement do not and will not infringe any copyright, patent, trademark, trade secret or other intellectual property right of any third party.
- b. Rights in Data. Unless otherwise provided, data which originates from this Agreement shall be a "work for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the City. Data shall include, but not be limited to reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, films, tapes, and sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.
16. Assignment. The Consultant shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.
17. Non-Waiver. Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provision.
18. Conflict of Interest. It is recognized that Contractor may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor's performance.
19. City's Right to Terminate Contract. The City shall have the right at its discretion and determination to terminate the contract following ten (10) calendar days written notice. The consultant shall be entitled to payment for work thus far performed and any associated expenses, but only after the city has received to its satisfaction the work completed in connection with the services to be rendered under this agreement.
20. Notices. Notices to the City of Camas shall be sent to the following address:
 Steve Wall
 City of Camas
 616 NE 4th Avenue
 Camas, WA 98607
 PH: 360-817-7899
 CELL: 360-624-2763
 EMAIL: swall@cityofcamas.us
- Notices to Consultant shall be sent to the following address:
 Dick Talley, PE
 Stantec Consulting Services, Inc.
 601 SW Second Avenue, Suite 1400
 Portland, Oregon 97204
 PH: 503-220-5423
 EMAIL: richard.talley@stantec.com
21. Integrated Agreement. This Agreement together with attachments or addenda, represents the entire and integrated agreement between the City and the Consultant and supersedes all prior

negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both City and Consultant. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision herof and such other provisions shall remain in full force and effect.

- 22. Arbitration Clause. If requested in writing by either the City or the Contractor, the City and the Contractor shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by first entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration.in the Portland USA&M office in accordance with the applicable United States Arbitration and Mediation Rules of Arbitration. The artibrator’s decision shall be final and legally binding and judgment be entered thereon.

Each party shall be responsible for its share of the arbitration fees in accordance with the applicable Rules of Arbitration. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator’s award, or fails to comply with the arbitrator’s award, the other party is entitled to costs of suit, including reasonable attorney’s fee for having to compel arbitration or defend or enforce award.

- 23. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Washington.
- 24. Venue. The venue for any dispute related to this Agreement or for any action to enforce any term of this Agreement shall be Clark County, Washington.
- 25. Remedies Cumulative. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law or in equity.
- 26. 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 _____, 2021.

CITY OF CAMAS:

CONSULTANT:

Authorized Representative

By _____

By _____

Print Name _____

Print Name Dick Talley

Title _____

Title Vice President and Area Manager

EXHIBIT “A” SCOPE OF SERVICES

Background and Understanding

Haight Reservoir is located near the center of the City of Camas (City). It is bound on the east by NW 12th Circle and NW 12th Avenue. The surface area of the dam is approximately 2 acres and impounds water with an earthen dam.

The dam falls under the jurisdiction of the Washington Department of Ecology (Ecology) Dam Safety Division. Ecology conducted an inspection in August of 2019 and identified several deficiencies as documented in the letter from Ecology to the City dated March 31, 2020. The City has requested that Stantec provide services to address item 3.- Main Dam and Saddle Dam Embankment Stability of this Ecology Inspection summary letter.

City agrees that Stantec assumes no responsibility for, and makes no representation or warranty, express or implied, that, such facilities are safe or is without latent defects or deficiencies. Consultant disclaims any liability for any latent defects or deficiencies which are not reasonably discoverable under generally accepted industry standards or that should reasonably have been identified pursuant to other applicable inspection criteria. Any assessments of the facilities are limited in terms of accuracy to the time, scope and purpose for which the assessment was prepared.

Stantec has prepared the following scope of services to accomplish the aforementioned goals and objectives and further has determined the following tasks are necessary to complete the work.

- Task 1 – Geotechnical Field Investigations
- Task 2 - Slope Stability Analysis
- Task 3 – Project Management

1.0 Task 1 – Geotechnical Field Investigations

1.1 Task Specific Objective

Complete field drilling, sampling and analysis of the embankment to determine soil characteristics needed for conducting a slope stability analysis.

1.2 Task Specific Services and Assumptions

Drill two (2) drill holes at the locations shown generally in **Figure 1**, the hole layout is intended to fill in gaps between pre-construction holes on each side of the overflow spillway.

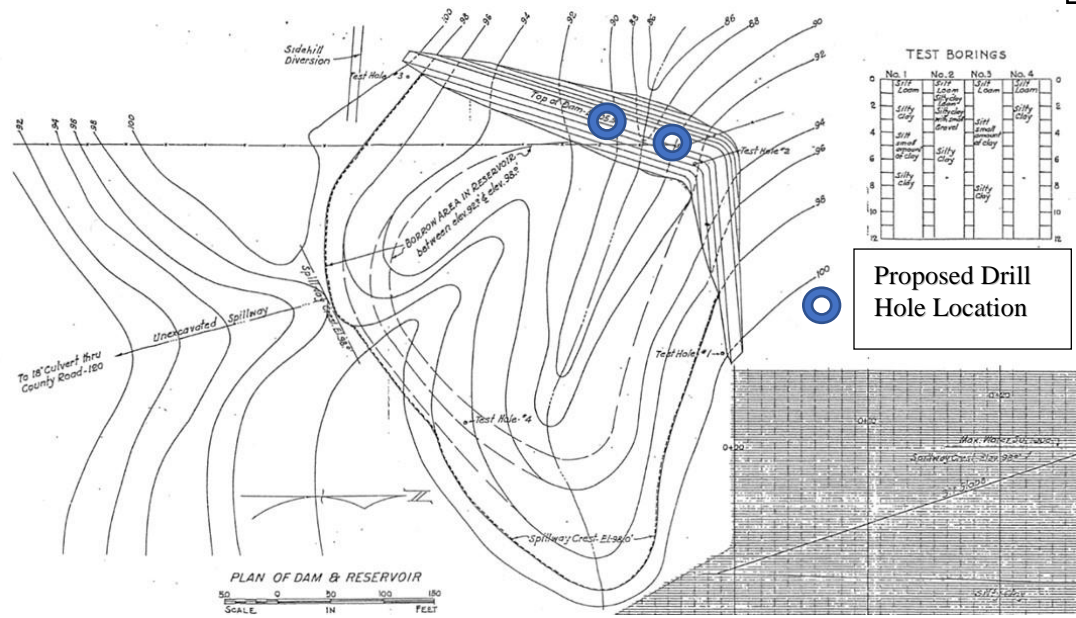


Figure 1: Proposed bore hole locations – Haight Reservoir

The holes will be advanced from the crest of the main dam through its embankment and extend about 20 feet below the embankment/cutoff trench foundation. A track-mounted drill rig will access the hole locations and use continuous flight hollow-stem augers to advance the holes to each Standard Penetration Test (SPT) test interval. Water will be routinely introduced into the hollow stem augers to be equal to or several feet above the static water level encountered in the borings and a center-plug bit will be used in the hollow stem augers while advancing the holes.

SPTs will be performed every 2.5 feet within the embankment and seepage cutoff trench. SPTs will be performed every 5 feet once the foundation contact is encountered in the boring. In addition to soil samples obtained from the SPTs, 2 thin-walled Shelby Tube samples will be attempted in each hole within the embankment material to obtain relatively undisturbed soil samples for strength testing. Within the foundation material, a thick-walled ring sampler with brass liners will also be advanced through the material to obtain relatively intact samples for laboratory testing.

Holes will be field-logged by a Stantec field representative and soil descriptions will be based in the field on visual and manual procedures. Final logs will be developed upon completion of laboratory testing.

Each hole created will be backfilled with cement-bentonite grout mixture tremie-placed from the bottom of the hole. Cuttings will be containerized and disposed of properly off-site. No instrumentation (such as open standpipe piezometers) will be installed.

In addition to these two drill holes, up to six (6) shallow (less than 5 feet) holes will be advanced from the dam crest using a 6-inch solid stem auger to obtain

disturbed “grab samples” of the main and saddle dam embankments to additionally characterize the soil materials types used to construct each structure. Soil samples obtained from the drilling investigation will be tested in a soils laboratory for soil index testing and soil engineering properties (strength testing only). The following laboratory testing schedule (**Table 1**) is currently planned and will be updated upon completing the field investigation.

Table 1 Planned Soil Laboratory Testing Schedule

Analysis	Quantity
In-Situ Moisture Content	10
In-Situ Moisture Content and Unit Weight	6
Atterberg Limits	6
Gradation (including hydrometer)	4
Percent Passing No. 200 Sieve	6
Three-Point TxCU/pp	3
TxUU	6

1.3 Task Specific Deliverables

A. Drill hole logs (2)

1.4 Task Specific Period of Performance

- A. Field Services - April 1 to April 15, 2022
- B. Lab Testing - April 15 to May 15, 2022
- C. Drill hole logs - May 15 to June 1, 2022

2.0 Task 2 – Slope Stability Analysis

2.1 Task Specific Objective

Conduct slope stability and analysis and prepare report.

2.2 Task Specific Services and Assumptions

Stability analyses will be performed on 2-D cross sections of the main dam and the saddle dam. The cross section analyzed for the main dam will be at the maximum height of the dam, currently assumed to be about 12 feet height (crest to downstream toe). The modeled cross section geometry will be based upon field measurements performed by Stantec along the cross section using field tape, survey staff, and hand-level. Information from previous surveys performed by the Department of Ecology for the 2019 Periodic Inspection Report will also be cross-referenced in developing the model geometry.

The stability analyses will be performed using the SLOPE/W suite of the Geostudio computer software package. SLOPE/W will perform limit equilibrium,

method of slices analyses using Spencer’s Method that is capable of satisfying equilibrium of both moment and shear forces between slices. The following loading conditions will be analyzed: long-term steady state seepage, rapid drawdown, flood condition, and seismic. A phreatic surface through embankment will be estimated and used in the analysis based on engineering judgement to reflect the water level during steady-state and flood seepage conditions. Flooding loading condition will be based upon reported values of maximum reservoir elevations estimated by Ecology in their preliminary hydraulic analysis of the overflow spillway.

A simplified seismic deformation analysis will be performed for the seismic loading condition. Procedures outlined by Makdisi and Seed in 1977 (“A Simplified Procedure for Estimating Earthquake-Induced Deformations in Dams and Embankment”) will be used calculate estimates of crest deformation during the selected earthquake ground motions. The ground motions (earthquake magnitude and peak ground acceleration) to be used in the analysis will be based on published USGS open reports presenting ground motions associated with annual exceedance probabilities in line with the appropriate Design Step for the dam’s high downstream hazard class (Class 1C). A site-specific seismic hazard analysis is not planned to be performed for the site to obtain these ground motions. However, Stantec will notify the City and advise on them on whether a site-specific probabilistic seismic hazard analysis is warranted prior to finalizing the results.

The results of the field investigation and stability analyses will be reported and evaluated with respect to required criteria presented in the Washington State Department of Ecology Dam Safety Guidelines- Part IV: Dam Design and Construction.

2.3 Task Specific Deliverables

- A. Slope Stability Analysis Report for Haight Reservoir

2.4 Task Specific Period of Performance

- A. Prepare draft report - June 1 to July 1, 2022
- B. City Review of draft report - July 1 to July 15, 2022
- C. Finalize and submit report - July 15 to August 1, 2022

3.0 Task 3 – Project Management

3.1 Task Specific Objectives:

The purpose of this task is to provide the administrative, project team management, and financial/schedule management activities associated with performing and completing this task of the project. This task also includes maintaining clear communication with the City to deliver the project.

3.2 Task Specific Services and Assumptions:

Invoices will be submitted on a monthly basis. A project report will accompany each monthly invoice and will detail task and subtask breakdown of cost and hours worked per staff person and percent spent/complete for each task and subtask. This monthly project status report will be included with each submitted invoice.

3.3 Task Specific Deliverables:

- A. Invoices
 - 1. One invoice will be submitted for monthly payment in PDF format.

- B. Project Status Report
 - 1. Submitted monthly with invoice in PDF format.

3.4 Period of Performance:

- A. Notice to Proceed is assumed to be April 1, 2022
- B. Task is assumed to be complete August 1, 2022

Schedule of Activities and Completion

Notice to Proceed	-	April 1, 2022
Task 1 - Geotechnical Field Investigation	-	April 1 – June 1, 2022
Task 2 - Slope Stability Analysis	-	June 1 – August 1, 2022
Task 3 - Project Management	-	April 1 – August 1, 2022

**EXHIBIT “B”
COSTS FOR SCOPE OF SERVICES**

Compensation for this Scope of Work will be on a time and materials basis with a not-to-exceed limit of **\$73,864** utilizing the labor rate schedule shown in **Table C-1** and Other Project Direct Costs shown in **Table C-2** located in Exhibit “C”.

See **Table B-1** for a breakdown of budgeted engineering fees by task.

Task	Hours	Labor Fee	ODC's	Total Fees
Task 1 –Geotechnical Field Investigation	63	\$11,120	\$19,744	\$30,864
Task 2 – Slope Stability Analysis	175	\$31,280	\$0	\$31,280
Task 3 – Project Management	20	\$3,100	\$0	\$3,100
Total Tasks 1 thru 3	258	\$45,500	\$19,744	\$65,244

**EXHIBIT “C”
CONSULTANT BILLING RATES**

**Table C-1
Professional Services Hourly Fee Schedule
Effective January 1 thru December 31, 2022**

Labor Classification	Hourly Billing Rate
Accountant/Admin	\$125
Designer	\$150
Staff Engineer	\$150
Project Engineer	\$175
Senior Engineer	\$195
Discipline Lead	\$235
Project Manager	\$275
Technical Expert	\$275

**Table C-2
Other Project Direct Costs Schedule**

ODC	Project Billing Rate
General Service and Administration (G&A)	12.5%
Sub Consultants	At cost plus G&A
Vehicle Mileage	Based on IRS Allowances for Vehicle Mileage plus G&A
Employee Expense (per diem, lodging and rental cars only)	At cost plus G&A
Reproductions, Copies and Scans	Included in Project Hourly Billing Rates
Health, Safety and Equipment	Included in Project Hourly Billing Rates
CADD	Included in Project Hourly Billing Rates

**EXHIBIT “D”
TITLE VI ASSURANCES**

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agree as follows:

1. **Compliance with Regulations:** The CONSULTANT shall comply with the Regulations relative to non-discrimination in federally assisted programs of the AGENCY, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the “REGULATIONS”), which are herein incorporated by reference and made a part of this AGREEMENT.
2. **Equal Opportunity Employer:** The CONSULTANT, In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Consultant or its selection and retention of sub-consultants, including procurement of materials and leases of equipment, of any level, or any of those entities employees, agents, sub-consultants, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.
3. **Solicitations for Sub-consultants, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of the CONSULTANT’s obligations under this AGREEMENT and the REGULATIONS relative to non-discrimination of the grounds of race, color, sex, or national origin.
4. **Information and Report:** The CONSULTANT shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by AGENCY, STATE or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the AGENCY, STATE or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the CONSULTANT’s non-compliance with the non-discrimination provisions of this AGREEMENT, the AGENCY shall impose such AGREEMENT sanctions as it, the STATE or the FHWA may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies, and/or;
 - Cancellation, termination, or suspension of the AGREEMENT, in whole or in part.

6. Incorporation of Provisions: The CONSULTANT shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any sub-consultant or procurement as the AGENCY, STATE, or FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY and the STATE enter into such litigation to protect the interests of the AGENCY and the STATE and, in addition, the CONSULTANT may request the United States enter into such litigation to protect the interests of the United States.

The United States Department of Transportation
Appendix A of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or Limited English Proficiency (LEP) in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

The United States Department of Transportation
Appendix E of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat.252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), prohibits discrimination on the basis of sex);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27;
 - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123, as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987, (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
 - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38.
 - The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



Staff Report

January 3, 2022 Council Workshop Meeting

Asset Management Demystified

Presenter: Steve Wall, Public Works Director

Time Estimate: 40 min

Phone	Email
360.817.7899	swall@cityofcamas.us

BACKGROUND: Historically, the City has taken a reactionary approach to its maintenance and operation’s needs, often times driven by the lack of resources and/or manpower. Over the last few years, staff has been attempting to focus more on preventative maintenance and slowly transitioning to a planned asset management approach.

SUMMARY: Staff will review the attached “Asset Management Demystified” presentation with the City Council. The goal of the presentation is to familiarize Council Members with the primary objectives of asset management and ensure that Council and staff have a common understanding of the terms and methods used in asset management.

There are multiple resources available for Council to review prior to and after the presentation in regard to asset management. The following are links to the American Public Works Association’s (APWA’s) “Road to Asset Management” and “Guide to Successful Asset Management” and the Environmental Protection Agency’s (EPA’s) asset management information. These resources, along with others, were used by staff in development of the presentation.

- [APWA Road to Asset Management](#)
- [APWA Guide to Successful Asset Management](#)
- [EPA Guide for Asset Management Tools](#)

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

- Educate Council and the general public regarding the terms and use of asset management.

What’s the data? What does the data tell us?

- Research throughout the world has shown that using an asset management approach maximizes resources and prolongs the life of all assets.

How have communities been engaged? Are there opportunities to expand engagement?

- N/A

Who will benefit from, or be burdened by this agenda item?

- N/A

What are the strategies to mitigate any unintended consequences?

- N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

- N/A

Will this agenda item improve ADA accessibilities for people with disabilities?

- N/A

What potential hurdles exists in implementing this proposal (include both operational and political)?

- Developing the policies and following through on each component of asset management will take time, discipline, and buy-in from both Council and staff over the long-term. Asset Management is an overall change in culture; a culture that Camas has not traditionally had.

How will you ensure accountabilities, communicate, and evaluate results?

- Updates will be provided to Council as staff develops asset management plans for each division of assets.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

- Asset Management is intended to maximize the City's assets and develop efficient and effective ways to maintain and prolong the life of those assets. Even though asset management may not be specifically identified yet in the City's planning documents, there are multiple goals and policies that would relate to the topic.

BUDGET IMPACT: Not applicable to this presentation.

RECOMMENDATION: This item is for Council's information only.

Asset Management Demystified

Overview

- Asset Management:
 - Why Asset Management (AM)?
 - Definition
 - Recommended Components & Foundational Elements

Key Message:

A good Asset Management System needs to be tailored to your organization

Typical Community Challenges

- Aging assets with increasing service expectations
- Loss of knowledge
- Long asset lives
- Increasing regulatory requirements
- Diverse user and community expectations
- Shrinking budgets
- Increasing costs
- Providing evidence
- Securing external funding



What is Asset Management?



Asset Management Myths

- AM is overly complex
- What works at “org. A” must work at “org. B”
- AM is a software system (exclusive to):
 - Maintenance Management
 - Personnel Management
 - Financial Management
 - Capital Planning
 - Financial Planning
 - GIS
- AM needs large financial resources

Asset Management is NOT new!



Changing the Culture of Service Delivery

- 180-degree Shift
 - Preventative vs. Reactive
- Planning Exercise
 - Not one simple item...



Asset

Anything that provides value

Differing Value Illustration



Value Drives Operations



Clear Management Expectations

Stakeholders

Staff



Stakeholder Value

Policy Makers

Stakeholders

Staff

Item 2.



Item 2.





© @dustystarling/Twitter

Value Illustration

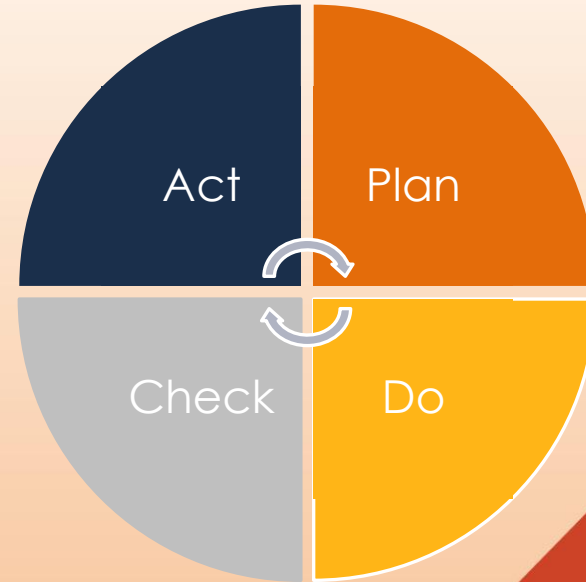


Asset Management is a Business Model

Alignment



Management Process



Foundational Elements of Asset Management

AM System – Foundational Elements



AM System – Foundational Elements



Ex. – “All physical infrastructure will be managed to obtain the lowest total lifecycle cost”

AM System – Foundational Elements

AM Objectives

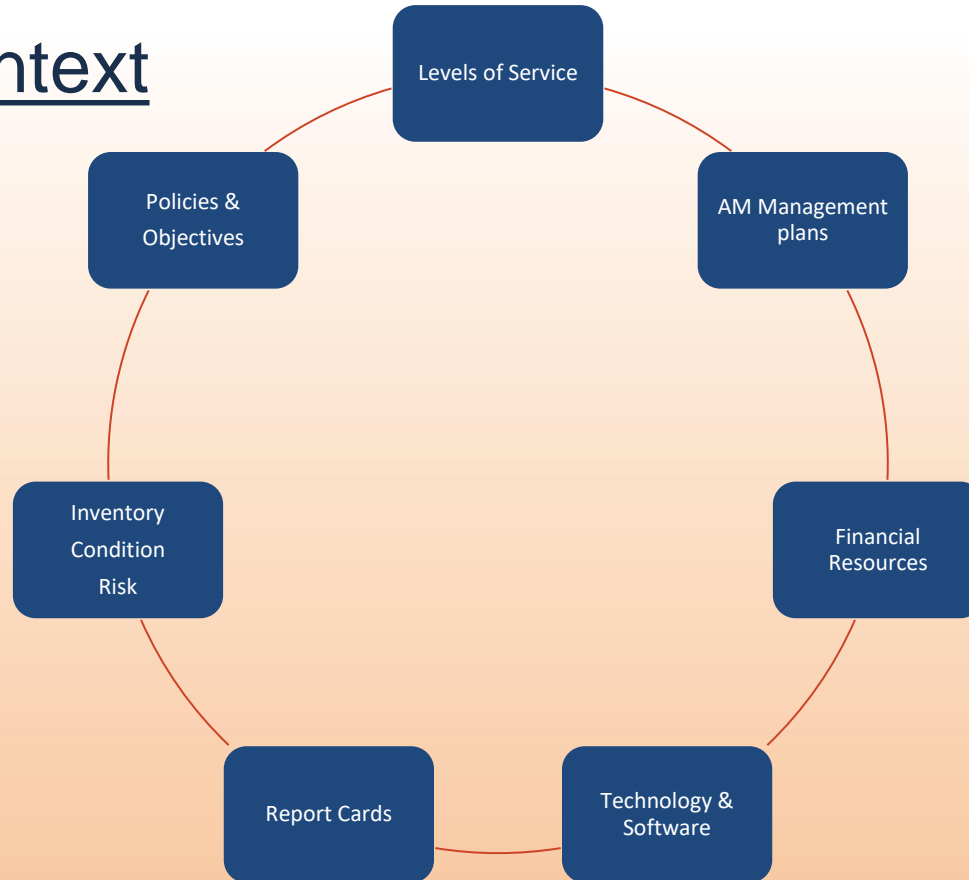
- Policy - All physical infrastructure will be managed to obtain the lowest total lifecycle cost
- Objective - Prior to acquisition, a life cycle cost analysis will be conducted on available alternatives and the lowest life cycle cost selected

AM System – Foundational Elements

AM
Plan(s)

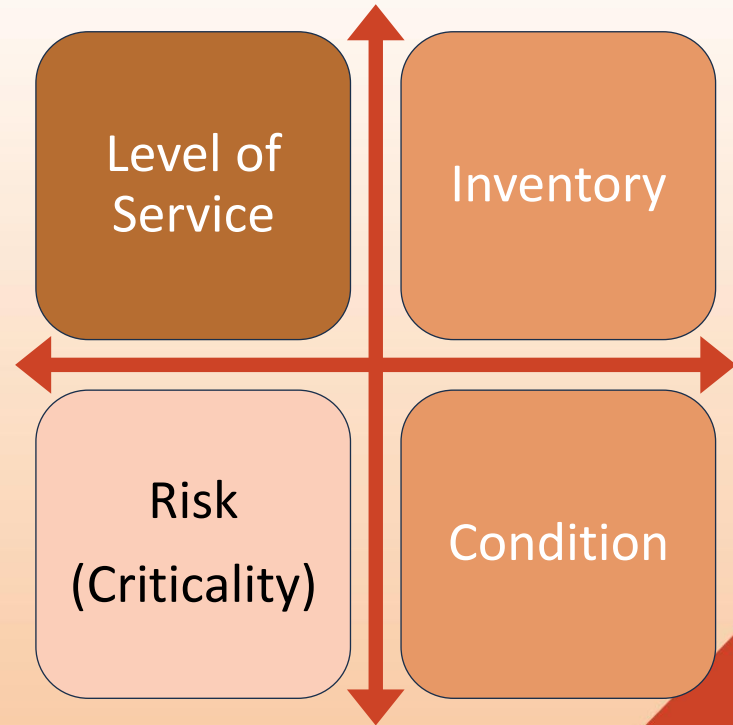
Specific details associated
with asset class designed to
meet objectives

System Context



AM Plan Considerations

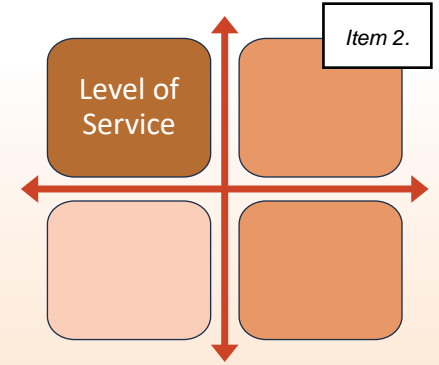
These are the key foundational elements that policies, objectives, and plans should incorporate.



Level of Service Considerations

- Cost (initial or total)
- Safety
- Reliability
- Appearance
- Resilience

Quantify
LOS



Cost Example

- Lowest Total Cost

LOS = \$/mile



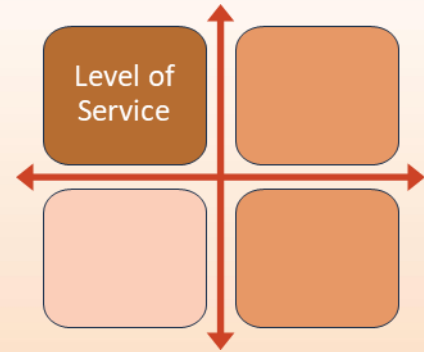
Appearance Example

Item 2.



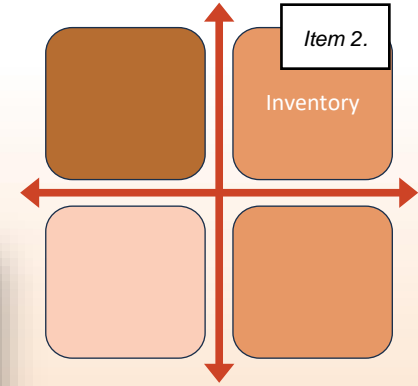
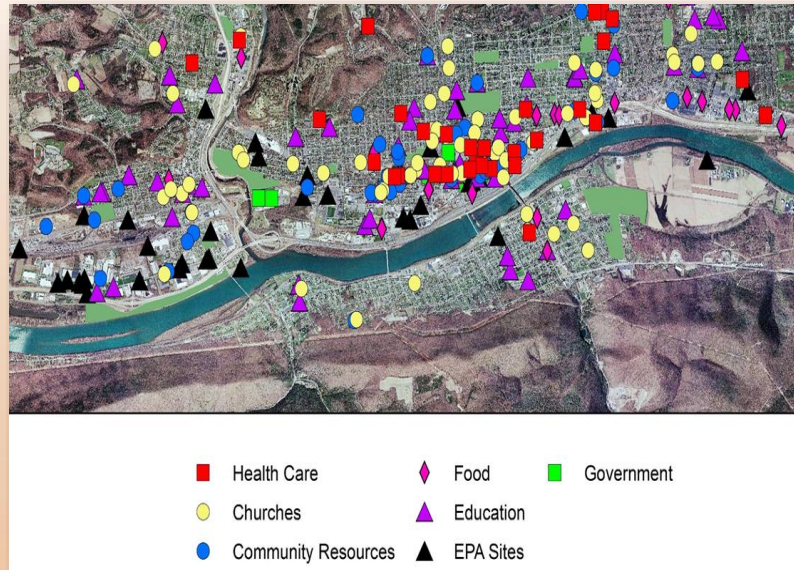
Identify Maintenance Service Levels

Levels of Service (Stakeholder Value)



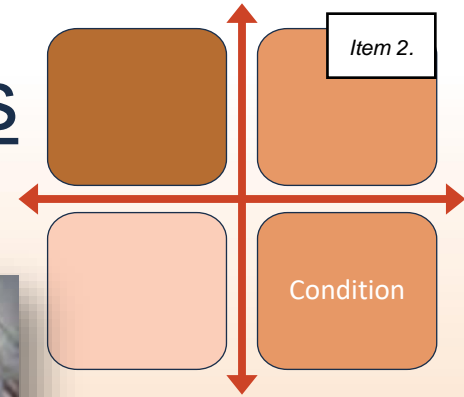
Inventory Considerations

- What's owned
- Function
- Location
- Attributes
 - Size
 - Material
 - Date Installed
 - Last Maintained
 - Etc.



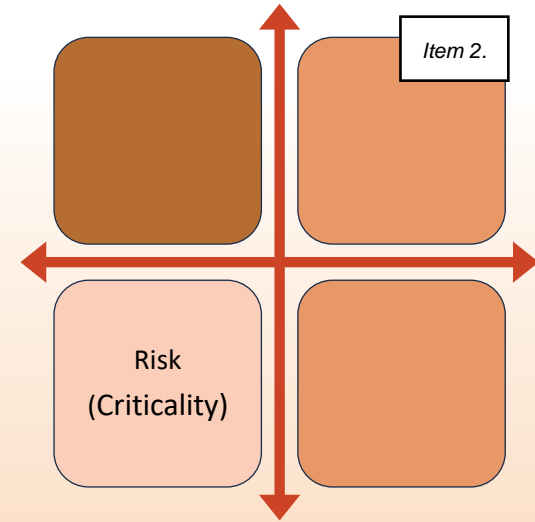
Condition Considerations

- Complete Assessment
- Remaining Lifespan?
- Costs?
 - Maintenance
 - Repair
 - Replacement



Risk/Criticality Considerations

- What does the asset mitigate?
- Risks of NOT achieving LOS or the intended value
- Undesirable events, occurrences, or conditions?
- Probability & Consequence and likelihood



Measuring Risk

Item 2.

Likelihood of Failure (LoF)

- Probability of failure based upon an asset's physical condition
- Condition rating systems (i.e. NASSCO, FHWA)

Consequence of Failure (CoF)

- Combination of direct and indirect impacts on the vicinity and community due to asset failure
- Direct impact = repair costs, emergency response costs, property damage, etc.
- Indirect impact = environmental, quality of life

$$\text{Risk} = \text{LoF} \times \text{CoF}$$

	Medium	High	High	Extreme
Low	Low	Medium	High	Extreme
Low	Low	Medium	High	High
Low	Low	Low	Medium	Medium
Low	Low	Low	Low	Medium

Develop Capital Improvement Strategy

- Determine Funding or long-term investment strategy
- What needs to be done and why? What is the Cost? Level of Service impact? Duration? How is it funded?

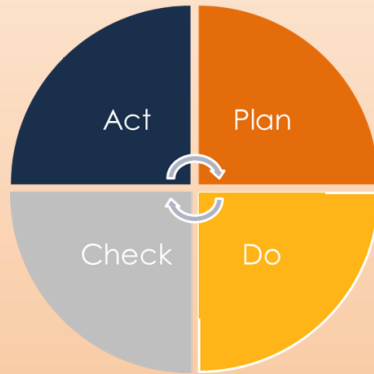
Sustainability = Balanced Decision Making



Transparency & Check-In

How do we communicate the value being received for the resources being expended?

Management Process



Item 2.

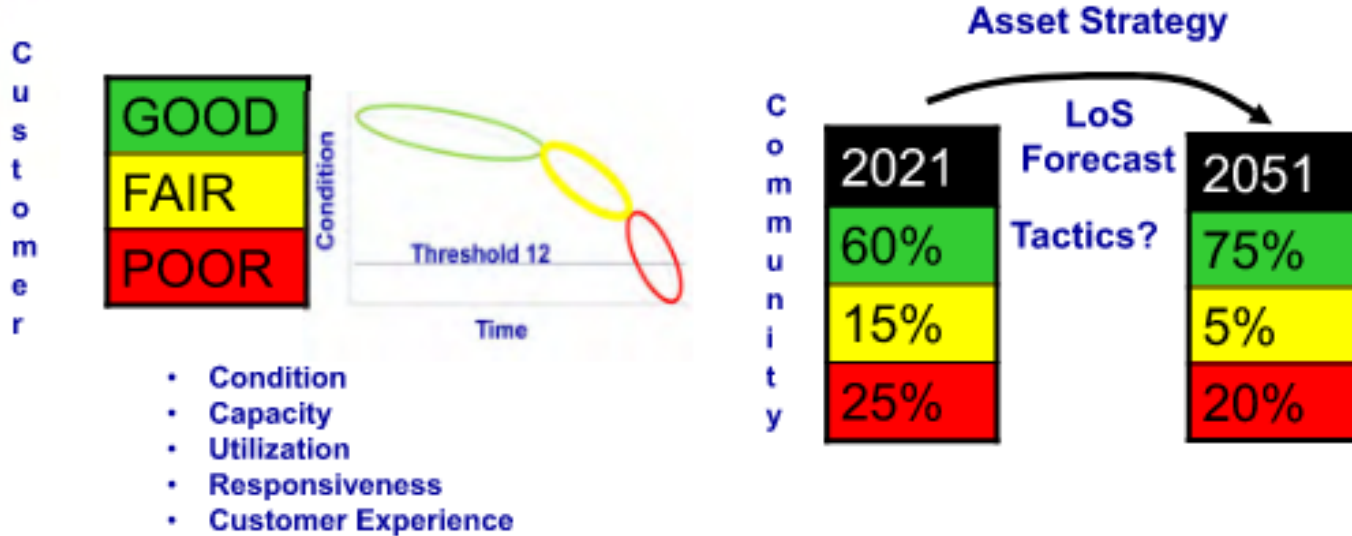


2018

Agency Infrastructure Report

Public Works Department

Asset Capability and Strategy



The purpose of spending money is to achieve
a measurable result in asset level of service

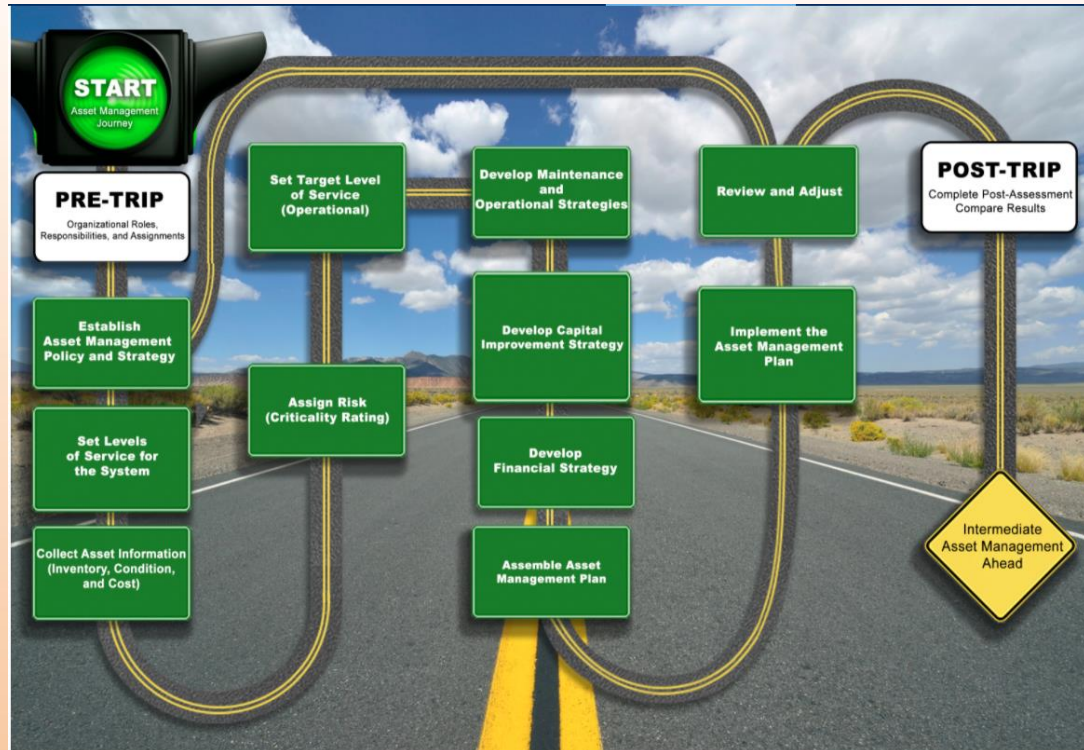
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An integrated capital and operating budget

Reminder!

- Asset Management starts before you even own the Asset!!
- Shift in the way we have traditionally done things.
 - Need to think about maintenance or life-cycle costs prior to making the decision to purchase!

The Road to Asset Management



Where is Camas at Today?

- Pavement Preservation
- Fleet
- WWTP
- Buildings
- Stormwater
- Parks, Water, Sewer

Operational Levels of Service/Strategies

Value and Level of Service

- Differing Value Illustration



Pavement Preservation

PAVEMENT PRESERVATION IS COST EFFECTIVE



Source: National Center for Pavement Preservation.

Fleet Example



Thank You!

Questions??

RESOLUTION NO. _____

A RESOLUTION amending Section IVB of Resolution 20-005 relating to public comments.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

Resolution 20-005 was heretofore adopted on March 16, 2020. This Resolution is intended to replace the terms of Section IVB only of said Resolution.

II

Section IVB of Resolution 20-005 relating to public comments is hereby amended to provide as follows:

B. Any person speaking shall state their name and city of residence for the record.

III

In all other respects Resolution 20-005 shall remain in full force and effect.

PASSED by the Council of the City of Camas and approved by the Mayor this _____ day of _____, 2022.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney