



## City Council Workshop Agenda Monday, March 04, 2024, 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](http://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/81399578006>

(public comments may be submitted to [publiccomments@cityofcamas.us](mailto:publiccomments@cityofcamas.us))

---

## **CALL TO ORDER**

## **ROLL CALL**

## **PUBLIC COMMENTS**

## **WORKSHOP TOPICS**

1. [Forest Management Plan Update](#)  
[Presenter: Rob Charles, Utilities Manager](#)  
[Time Estimate: 5 minutes](#)
2. [Lake and Sierra Intersection Improvement Professional Services Agreement Amendment 1](#)  
[Presenter: James Carothers, Engineering Manager](#)  
[Time Estimate: 5 minutes](#)
3. [Complete Streets Ordinance](#)  
[Presenter: James Carothers, Engineering Manager](#)  
[Time Estimate: 10 minutes](#)
4. [2024 Spring Omnibus Budget Presentation](#)  
[Presenter: Debra Brooks, Financial Analyst & Cathy Huber Nickerson, Finance Director](#)  
[Time Estimate: 15 minutes](#)
5. [Staff Miscellaneous Updates](#)  
[Presenter: Doug Quinn, City Administrator](#)  
[Time Estimate: 10 minutes](#)

## **COUNCIL COMMENTS AND REPORTS**

## **PUBLIC COMMENTS**

*These materials are archived electronically by the City of Camas. DESTROY AFTER USE.*

**CLOSE OF MEETING**



## Staff Report

March 4<sup>th</sup>, 2024 Council Workshop Meeting

Forest Management Plan Update

Presenter: Rob Charles, Utilities Manager

Time Estimate: 5 minutes

Phone	Email
360.817.7003	rcharles@cityofcamas.us

**BACKGROUND:** The Nakia Creek Fire that occurred in the City's Jones and Boulder Creek Watershed accelerated the timber harvesting schedule from the proposed plan outlined in the original Forest Management Plan (FMP) completed in 2012. The City's FMP was completed for a 40-year period of rotational harvesting and replanting of the 1,700 acres of watershed land. An updated FMP will reflect a new harvest and planting schedule over the next 40 years based on the changes caused from the Nakia Creek Fire harvest and other harvesting activities completed to date.

**SUMMARY:** AKS, the City's Forest Management Consultant, has worked closely with the City on managing all the contractors that are involved when harvests take place in the watershed. They are intimately familiar with the 1,700 acres in the watershed and how to best protect the natural resources, build roads for future harvest units, aid the City in permitting requirements, and maximize revenue for the City. Revenues over the 11-year harvest period to date have totaled \$8.14 million dollars and the Watershed property is healthier now than when the program started.

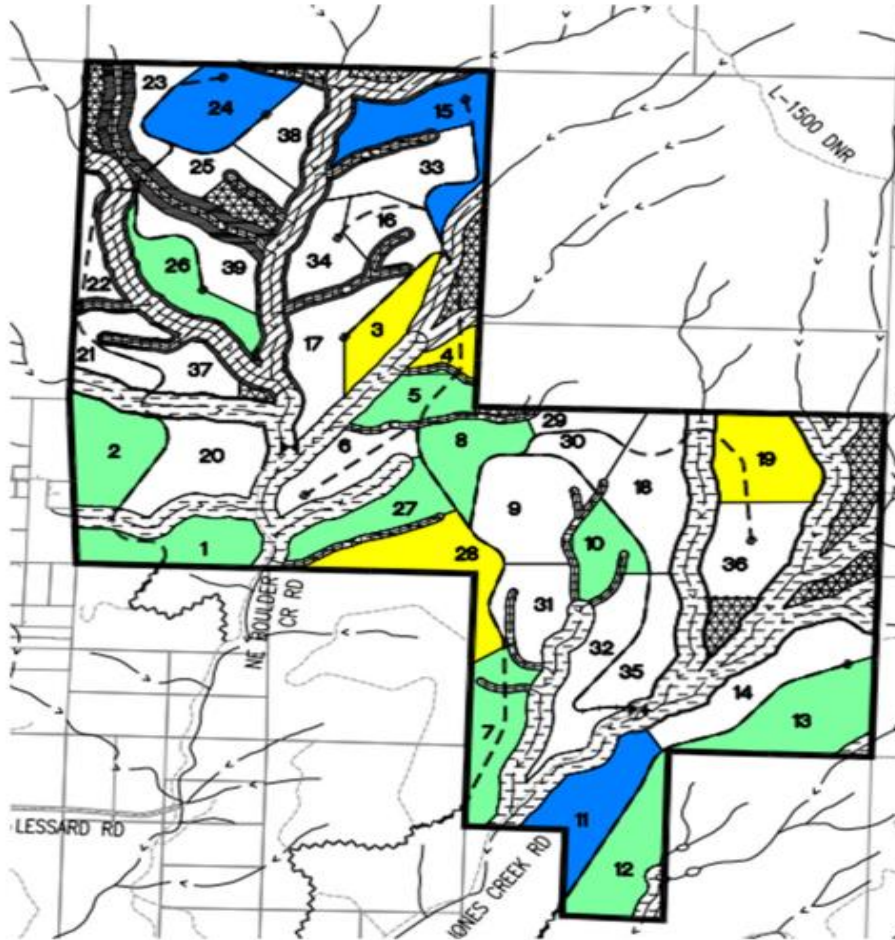


Figure 1: Original FMP Harvest Plan. Blue harvested within the last 5 years, green harvested more than 5 years ago, yellow planned harvest prior to Nakia fire, white future harvests.

**BENEFITS TO THE COMMUNITY:** By updating the FMP, the City will continue to be a good steward to the watershed and help reduce fire risks within and adjacent to the City's land.

**BUDGET IMPACT:** \$40,000 from the Water Fund, which will be covered by revenue from harvests on the land.

**RECOMMENDATION:** Staff recommends that this item be placed on the March 18<sup>th</sup>, 2024 Council Regular Meeting Consent Agenda.





**CITY OF CAMAS**  
**PROFESSIONAL SERVICES AGREEMENT**

616 NE 4th Avenue  
Camas, WA 98607

PROJECT NO. W1046

**Update Boulder Creek and Jones Creek Forest Management Plans**

THIS AGREEMENT is entered into between the City of Camas, a municipal corporation, hereinafter referred to as "the City", and **AKS Engineering & Forestry LLC**, 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 **Update Boulder Creek and Jones Creek Forest Management Plans**.
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 31, 2024**, 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 for an amount not to exceed **\$40,000.00** under this agreement as follows:
  - a. Payment for the work provided by Consultant shall be made as provided on **Attachment "A"** 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. Billing rates as identified in **Attachment "B"**.
  - 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.

All work product which may be produced or modified by the Consultant while performing the Services shall belong to the City, upon full payment of all monies owed to the Consultant 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 Consultant shall deliver all copies of any such work product remaining in the possession of the Consultant to 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 defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole 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 concurrent 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 Consultants 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.
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 Consultant agrees that all materials containing confidential information received pursuant to this Agreement shall not be disclosed without the City's express written consent. Consultant 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 Consultant before receipt of same from the City; or (b) becomes publicly known other than through the Consultant; 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.
14. Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion—Primary and Lower Tier Covered Transactions.
  - a. The Consultant, 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:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency.
  2. 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;
  3. 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
  4. 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 Consultant is unable to certify to any of the statements in this contract, the Consultant shall attach an explanation to this contract.
  - c. The Consultant 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 City.
  - d. The Consultant 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 Consultant 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 Consultant is unable to certify to any of the statements in this contract, such Consultant 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 City for assistance in obtaining a copy of these regulations.

15. Intellectual Property.

- a. Warranty of Non-infringement. Consultant represents and warrants that the Consultant 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. Consultant 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 Consultant 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 Consultant's ability to perform the Services. Consultant agrees to resolve any such conflicts of interest in favor of the City. Consultant confirms that Consultant 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 Consultant's selection, negotiation, drafting, signing, administration, or evaluating the Consultant'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:  
 Rob Charles  
 City of Camas  
 616 NE 4th Avenue  
 Camas, WA 98607  
 PH: 360-817-1563  
 rcharles@cityofcamas.us  
  
 Notices to Consultant shall be sent to the following address:  
 Bryce Hanson  
 AKS Engineering and Forestry, LLC  
 9600 NE 126<sup>th</sup> Ave., Suite 2520  
 Vancouver, WA 98682  
 PH: 360-882-0419  
 bryceh@aks-eng.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 hereof and such other provisions shall remain in full force and effect.
  22. Arbitration Clause. If requested in writing by either the City or the Consultant, the City and the Consultant 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 arbitrator's decision shall be final and legally binding and judgement 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 \_\_\_\_\_, 2024

CITY OF CAMAS:

AKS Engineering and Forestry, LLC.  
Authorized Representative

By \_\_\_\_\_

DocuSigned by:  
By John Meier  
27CF62AFAA5D48C...

Print Name \_\_\_\_\_

Print Name John Meier

Title \_\_\_\_\_

Title Member

Date 2/23/2024

## EXHIBIT “A” SCOPE OF SERVICES





January 2, 2023

Rob Charles  
City of Camas  
616 NE 4<sup>th</sup> Ave  
Camas, WA 98607

**RE: SCOPE OF WORK FOR PROFESSIONAL SERVICES FOR UPDATING THE 2012 BOULDER CREEK  
AND JONES CREEK FOREST MANAGEMENT PLAN**

Dear Rob:

Attached is the requested detailed scope of work to accompany the previously provided proposal agreement (dated 12/28/2023) for our professional services to update the 2012 Boulder Creek and Jones Creek Forest Management Plan (FMP). This update to the FMP became prudent following the aftermath of the Nakia Creek Fire. Our estimate includes all anticipated professional forestry and forest engineering consulting services.

The estimate is based on correspondence with you and our experience developing the original FMP and implementing the plan over the last 10-plus years. We can begin work upon receiving your authorization. If you have any questions or comments, please contact me at (360) 882-0419 or [bryceh@aks-eng.com](mailto:bryceh@aks-eng.com).

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

Bryce Hanson, Project Manager  
9600 NE 126<sup>th</sup> Ave., Suite 2520  
Vancouver, WA 98682  
360-882-0419 | [bryceh@aks-eng.com](mailto:bryceh@aks-eng.com)

## SCOPE OF WORK

Provide a comprehensive update to the adopted 2012 Boulder Creek and Jones Creek Forest Management Plan (FMP) in order to continue striving towards obtaining and maintaining the City's goals for the property while adhering to forest practice regulations: (1) protect and maintain water quality; (2) Generate periodic income from the sale of wood products; (3) Provide a permanent access/road network within the property for operational, maintenance, and asset protection purposes; (4) Improve forest health.

The following detailed list of tasks are included in order to provide a supplemental amended FMP deliverable.

### I. UPDATED PLAN/REPORT INFORMATION

Each table of contents section (side/below) from the original FMP will be addressed with updated information based on the last 10-plus years of implementation as well as the aftermath from the Nakia Creek Fire. Additional sections will be included to discuss the results of the first five harvest entries as well as the three fire salvage sales.



### TABLE OF CONTENTS

<b>Executive Summary</b>	<b>1</b>
<b>1. Introduction</b>	<b>2</b>
Purpose	2
Management Goals and Objectives	2
Property Description	2
Location	2
General Description	2
Uses	3
Adjacent Ownership and Uses	3
Access	4
<b>2. Existing Resources Assessment</b>	<b>4</b>
Timber & Wood Products	4
Water Quality, Streams, Riparian Areas, and Wetlands	5
Fish and Wildlife Habitat	6
Threatened and Endangered Species	7
Roads	7
Soils, Site Index, and Site Class	8
Recreation	8
<b>3. Management Plan</b>	<b>8</b>
Harvesting Plan	8
Guidelines	8
Schedule	10
Prescriptions	12
Methods	13
Marketing, Sale Options, and Contract Administration	15
Resource Protection	16
Water Quality, Streams, Riparian Areas, and Wetlands	16
Fish and Wildlife Habitat	17
Road Plan	18
Guidelines	18
Locations	18
Design Standards and Specifications	20
Implementation Options	20
Maintenance	20
Access Easements	21
Reforestation	22
Site Preparation	22
Planting	22
Vegetation Management	24
Forest Health	24
Rehabilitation	24
Laminated Root Rot	25
Asset Protection	26
Access Restrictions	26
Signage and Monitoring	26
Hazardous Materials	26
Fire	26
Regulatory Compliance	28
<b>4. 2013 Harvest Plan</b>	<b>29</b>
Harvest Units	29
Road Construction	29
Access Easements	30
Sale Activities, Processes, and Administration	30
Pre-Sale	30
Sale	31
Post-Sale	31

## II. UPDATED APPENDICES

Each of the original appendices will be updated to provide the most current up to date information based on the last 10-plus years of implementation as well as the aftermath from the Nakia Creek Fire:

### A. GENERAL PROPERTY MAPS

Adjacent land ownership has changed, updated aerial imagery is available, and more accurate topography is available.

### B. Right-of-Way Maps

Permanent access easements have been procured for three different entry points into the property.

### C. Timber Volume and Valuation

Based on multiple timber cruises and valuations over the last 10-plus years, updated projections for volume removals and valuations will be provided.

### D. Stream Classifications & Site Class Map

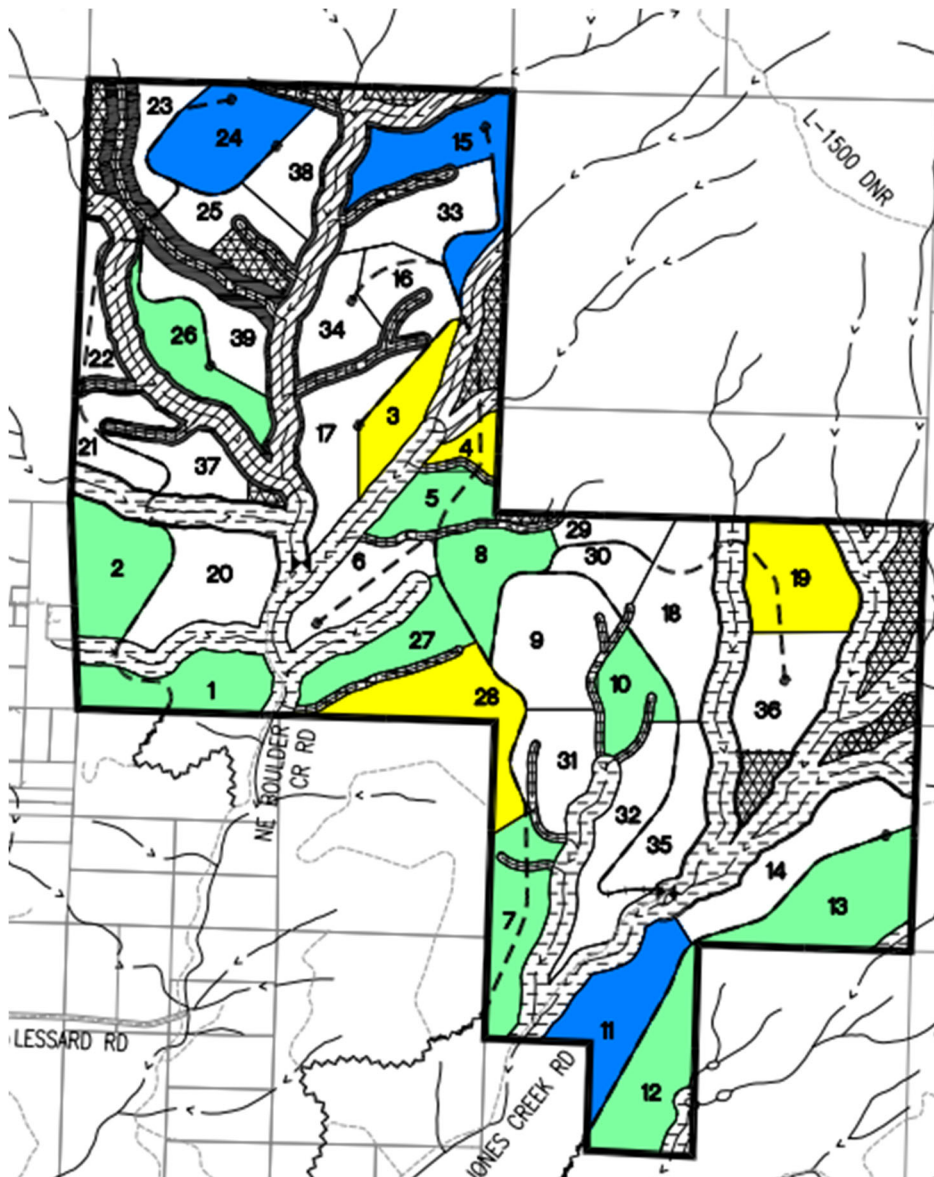
The majority of all on-site streams and wetlands have ground verified and will be compiled to provide an updated map for the full property.

### E. Harvest Maps

The original FMP outlined a 40-year schedule to be completed with 15 different harvest entries comprised of 39 harvest units. Due to the Nakia Creek Fire and plan adaptations over the last 10-plus years, this schedule is no longer valid and needs to be reassessed to guide future activities. Harvest unit areas have also changed based on field located critical areas and buffers as well as new road locations. Updated harvest maps will be prepared with a schedule of recommended harvest entries for the future. This is important for planning and ensuring compliance with forest practice regulations. See this page and the next page for the original schedule and an example of the originally proposed harvest entry for 2026.

UNIT	HARVEST YEAR	APPROXIMATE ACREAGE	APPROXIMATE % AREA BY TIMBER TYPE		
			TYPE 1	TYPE 2	TYPE 3
1	2013	33.8		100%	
2	2017	37.0	9%	91%	
3	2026	22.3			100%
4	2026	8.4	74%	26%	
5	2020	20.5	71%	29%	
6	2029	26.3	43%	57%	
7	2014	35.5	32%	68%	
8	2020	28.6	22%	11%	67%
9	2029	47.0	18%	66%	16%
10	2017	20.7	25%	75%	
11	2023	39.2	100%		
12	2014	39.3	64%	36%	
13	2017	48.5	100%		
14	2029	41.3	90%	10%	
15	2023	39.4			100%
16	2032	21.8			100%
17	2041	33.7			100%
18	2053	42.5	1%	99%	
19	2026	39.1	83%	17%	
20	2032	41.0	3%	97%	
21	2053	19.1		100%	
22	2032	15.0		100%	
23	2044	14.8	5%	95%	
24	2023	39.4		79%	21%
25	2047	26.3		30%	70%
26	2020	27.3		100%	
27	2014	26.1	31%	66%	3%
28	2026	40.8	42%	58%	
29	2035	12.5		100%	
30	2035	14.5	10%	77%	13%
31	2044	26.2	26%	74%	
32	2050	35.5	8%	92%	
33	2038	29.7			100%
34	2047	22.5			100%
35	2035	28.2		100%	
36	2041	35.6	51%	49%	
37	2044	17.5		100%	
38	2038	21.8		39%	61%
39	2050	23.4	4%	96%	

ENTRY	HARVEST YEAR	UNITS
1	2013	1
2	2014	7,12,27
3	2017	2,10,13
4	2020	5,8,26
5	2023	11,15,24
6	2026	3,4,19,28
7	2029	6,9,14
8	2032	16,20,22
9	2035	29,30,35
10	2038	33,38
11	2041	17,36
12	2044	23,31,37
13	2047	25,34
14	2050	32,39
15	2053	18,21



#### F. Resource Protection Map

With the majority of the ownership having ground verified streams and wetlands, this map will be updated to show the protected resources.

#### G. Road Maps & Standards

The majority of all planned roads have been designed and constructed. These roads as well as planned roads for future harvest entries will be displayed. Portions of the original road construction standards have also been revised/modified and will be described as applicable in this updated appendix.

#### H. Forest Practice Permit Application Instructions & Forms; RMAP Checklist

The permitting process has been revised over the past 10 years with the WA Department of Natural Resources. Updated documents will be provided.

#### I. Calendar of Activities

Slight modifications will be made for an updated general calendar of activities.

EXHIBIT “B”  
COSTS FOR SCOPE OF SERVICES

III. REIMBURSABLE EXPENSES

Reimbursable Expenses will include:

- Mileage
- Clerical, administration, and delivery services

Estimated Fees

I. Updated Plan/Report Information	
II. Updated Appendices	
III. Reimbursable Expenses	
TOTAL FEE:	\$40,000

**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 Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. **Compliance with Regulations:** The Consultant (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 Consultant, 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 subConsultants, including procurements of materials and leases of equipment. The Consultant 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 Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subConsultant or supplier will be notified by the Consultant of the Consultant'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 Consultant 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 Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant 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 Consultant'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 Consultant under the contract until the Consultant complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.

**Incorporation of Provisions:** The Consultant 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 Consultant 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 Consultant becomes involved in, or is threatened with litigation by a subConsultant, or supplier because of such direction, the Consultant may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Consultant 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 Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") 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 Consultants, 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

March 4, 2024 Council Workshop Meeting

Lake and Sierra Intersection Improvements Professional Services Agreement Amendment  
1

Presenter: James Carothers, Engineering Manager

Time Estimate: 5 minutes

Phone	Email
360.817.7230	jcarothers@cityofcamas.us

**BACKGROUND:** The NW Lake Road and NW Sierra Street intersection is a three-legged intersection with stop control on NW Sierra Street. This intersection serves as a critical link between the Southern Lake shore and upper Prune Hill area of the City. The Intersection has current traffic volumes of 15,500 vehicles per day (10,300 Lake Road, 5,200 Sierra Street) and is listed on the Six-Year Transportation Improvement Plan (STIP) as a priority project.

In July 2023 Staff entered into a Professional Services Agreement (PSA) with MacKay Sposito for professional engineering services to complete preliminary engineering including alternatives analysis of intersection improvement options. This process included looking at two options for improvements: signalized intersection or roundabout. In addition, staff analyzed the future performance of the intersection if no improvements were to be constructed (no-build scenario). The results of the completed Alternatives Analysis work was presented to Council on February 5, 2024. Staff sought feedback from Council on a preferred alternative. Council consensus was to have staff and the consultant prepare a PSA amendment to engage the public regarding intersection improvement options.

**SUMMARY:** PSA Amendment 1 in the amount of \$62,183.52 is for a public engagement and community outreach campaign. The major objective of this campaign is to inform the public of the design alternatives while gaining feedback through engagement of the at-large community, public partners, and project stakeholders. This PSA Amendment includes, but is not limited to, project management and administration, Citywide public outreach campaign, Community and stakeholder engagement, stakeholder meetings, property owner meetings, a community open-house, community surveys, and online education campaign to educate and gather input on design alternatives.

**BENEFITS TO THE COMMUNITY:** This design task is to educate the community and gain feedback on design alternatives. The aim of this project is to reduce NW Sierra Street delays and increase intersection safety.

**POTENTIAL CHALLENGES:** While challenging for staff to ensure public engagement, PSA Amendment 1 is intended to provide several avenues for community members to participate.

**BUDGET IMPACT:** PSA Amendment 1 for public engagement totals \$62,184 (rounded). When adding this amendment to the original professional services, the total contract to date is \$156,530. This project has dedicated funding within the 2024 Biennial budget. Adequate funding is present for completion of public engagement and future design of a selected alternative. However, Additional funding will be needed for construction. Staff will report back on the updated cost of completion of the PSE design package after public engagement is completed and a selected alternative is made.

Contract Summary		
Description	Task	Amount
PSA	Alternative Analysis	\$94,346
<b>PSA Amendment 1</b>	<i>Public Engagement</i>	<i>\$62,184</i>
	<b>Total</b>	<b>\$156,530</b>
Budget Amounts		
Budget Year	Task	Amount
2023	Design	\$100,000
Unused 2023 Budget	-	\$(18,370)
2024	Design/Construction	\$500,000
	<b>Total Funding</b>	<b>\$581,630</b>
Remaining Funding		
	<b>*Total Funding Remain</b>	<b>\$425,100</b>

\*Assumes no carry-over of 2023 remaining budget.

**RECOMMENDATION:** Staff recommends this item be placed on the March 18, 2024 Council consent agenda for Council's Consideration.



**CITY OF CAMAS  
PROFESSIONAL SERVICES AGREEMENT  
Amendment No. 1**

616 NE 4th Avenue  
Camas, WA 98607

**Project No. STR23011 (T1052)**

**NW Lake Road and NW Sierra Street Intersection Improvements**

THIS AMENDMENT ("Amendment") to Professional Services Agreement is made as of the \_\_\_\_ day of March, 2024, by and between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **MacKay Sposito**, 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 **July 7, 2023**, 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, for an amount not-to-exceed \$62,183.52.

- a. ☐ Unchanged from Original/Previous Contract

2. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this Amendment by:

- a. ☒ Extended to December 30, 2025.

- b. ☐ Unchanged from Original/Previous Contract date of \_\_\_\_\_, 20\_\_\_\_

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 "B"** (Costs for Scope of Services) with a total estimated not to exceed fee of:

- a. Previous not to exceed fee: \$94,345.55

- b. Amendment No. 1 \$62,183.52

- c. **Total: \$156,529.07**

- d. Consultant billing rates:

- ☒ Modification to Consultant Billing Rates per **Exhibit "C"** 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 March 2024.

CITY OF CAMAS:

MacKay Sposito:  
***Authorized Representative***

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Derrick Smith

Title: \_\_\_\_\_

Title: President/CEO

Date: \_\_\_\_\_

## EXHIBIT “A” AMENDED SCOPE OF SERVICES

### 1. Project Management

#### 1.1. Project Administration

- Prepare monthly invoices and progress reports to accompany invoicing. Reports will include a budget summary, tasks completed within the invoicing period, and the schedule status of critical tasks.

#### 1.2. Project Scheduling

- Prepare and submit an activities list and schedule to the City following the Notice to Proceed. The schedule will show appropriate milestones for the Phase 2 scope of work.

#### 1.3. Project Team Meetings

- Schedule, prepare agendas and minutes (including task log updates), and lead check-in project team meetings with the City. This task includes an open house planning meeting and progress meetings. See Table 1 for meeting schedules.
- Organize and hold project coordination meetings with stakeholders.

<b>Table 1 - Meeting Schedule</b>				
<b>Type</b>	<b>Format</b>	<b>Frequency</b>	<b>Participants</b>	<b># Mtgs</b>
Open House Planning Meeting	Virtual	Once	Team Leads	1
Team Check-in Meetings	Virtual	Monthly	Team Leads	4
Public Outreach Results Presentation to City Council	In-Person	Once	Team Leads	1

#### 1.4. Subconsultant Coordination

- General coordination and management of the subconsultant team including contracting, invoicing, scheduling, and deliverables.

#### Deliverables

- Monthly Invoices and Progress Reports
- Baseline Phase 2 Project Schedule
- Meeting Agendas, Minutes, and Task Log Updates

#### Assumptions

- All meetings are assumed to be one hour in duration.
- Four-month Phase 2 project management duration
- One update to the Phase 2 project schedule

## 2. Public Outreach

JLA Public Involvement will lead public outreach for the consultant team with support from MacKay Sposito and DKS. MacKay Sposito's scope is outlined below. Please refer to Appendix 1 for JLA's scope of work and Appendix 2 for DKS's scope of work.

### 2.1. Public Outreach Support (Mackay Sposito)

- Project Meetings
  - Team coordination meetings to assist in preparing for outreach events and activities are included under the Project Management task.
  - Participate in interviews with key project stakeholders.
    - Camas School District
    - Bike and pedestrian groups, such as Ride Clark County, Vancouver Bike Club and Clark County Bike and Pedestrian Advisory Group
    - Lake Heights HOA
    - Lake Pointe HOA
    - Lacamas Shores Residents
    - Camas Washougal Fire Dept
    - Up to Four Impacted property owners
  - Prepare for, conduct and document up to four one-on-one conversations with impacted property owners.
  - Attend one in person open house.
- Outreach Material Support
  - Review and provide feedback for JLA prepared draft:
    - Mailers
    - Engage website content and survey materials.
    - Social media content
    - Project fact sheet
    - Open house poster
  - Prepare draft open house slides and submit to city staff for review. Update and finalize slides incorporating city staff comments.

### Assumptions

- City staff will lead a single up to two hour long open house with support from the consultant team.
- Two rounds of open house slide review comments from the city
- Up to six one hour long virtual stakeholder interviews
- All technical information for outreach materials will lean heavily on materials prepared during the alternatives analysis phase. No additional renderings or graphics are included in this scope.

### 2.2. Public Outreach Support (JLA)

Please refer to Appendix 1 for public outreach scope of work.

### 2.3. Public Outreach Support (DKS)

Please refer to Appendix 2 for public outreach scope of work.



EXHIBIT “B”  
AMENDED COSTS FOR SCOPE OF SERVICES

Project Name: NW Lake Rd at NW Sierra St Intersection Improvements Project Manager: Jason Irving MSi Job No.: 18190 Date: 02/26/24		MacKay Sposito, Inc.								
		ESTIMATED HOURS AND EXPENSES						SUBCONSULTANTS		Total Budget Amount
		Project Accountant	Senior Project Manager/PIC	Project Engineer	Public Involvement Coordinator	Expenses	Total	JLA	DKS	
1.0 - Project Management	1.1 - Project Administration	8.00	3.00	8.00			\$3,646.00			\$3,646.00
	1.2 - Project Scheduling		3.00				\$846.00			\$846.00
	1.3 - Project Team Meetings		12.00	13.00			\$6,010.00			\$6,010.00
	1.4 - Subconsultant Coordination		6.00	4.00			\$2,500.00			\$2,500.00
	Subtotal						\$13,002.00			\$13,002.00
2.0 - Public Outreach	2.1 - Public Outreach Support (Mackay Sposito)		21.00	9.00	4.00		\$8,180.00			\$8,180.00
	Subtotal						\$8,180.00			\$8,180.00
	2.2 - Public Outreach (JLA)*							\$26,834.11		\$26,834.11
	Markup							\$2,683.41		\$2,683.41
	JLA Subtotal							\$29,517.52		\$29,517.52
	2.3 - Public Outreach (DKS)*								\$10,440.00	\$10,440.00
	Markup								\$1,044.00	\$1,044.00
	DKS Subtotal								\$11,484.00	\$11,484.00
HOURS		8.00	45.00	34.00	4.00					
RATE		\$148.00	\$282.00	\$202.00	\$110.00					
TOTAL		\$1,184.00	\$12,690.00	\$6,868.00	\$440.00	\$0.00	\$21,182.00	\$29,517.52	\$11,484.00	\$62,183.52

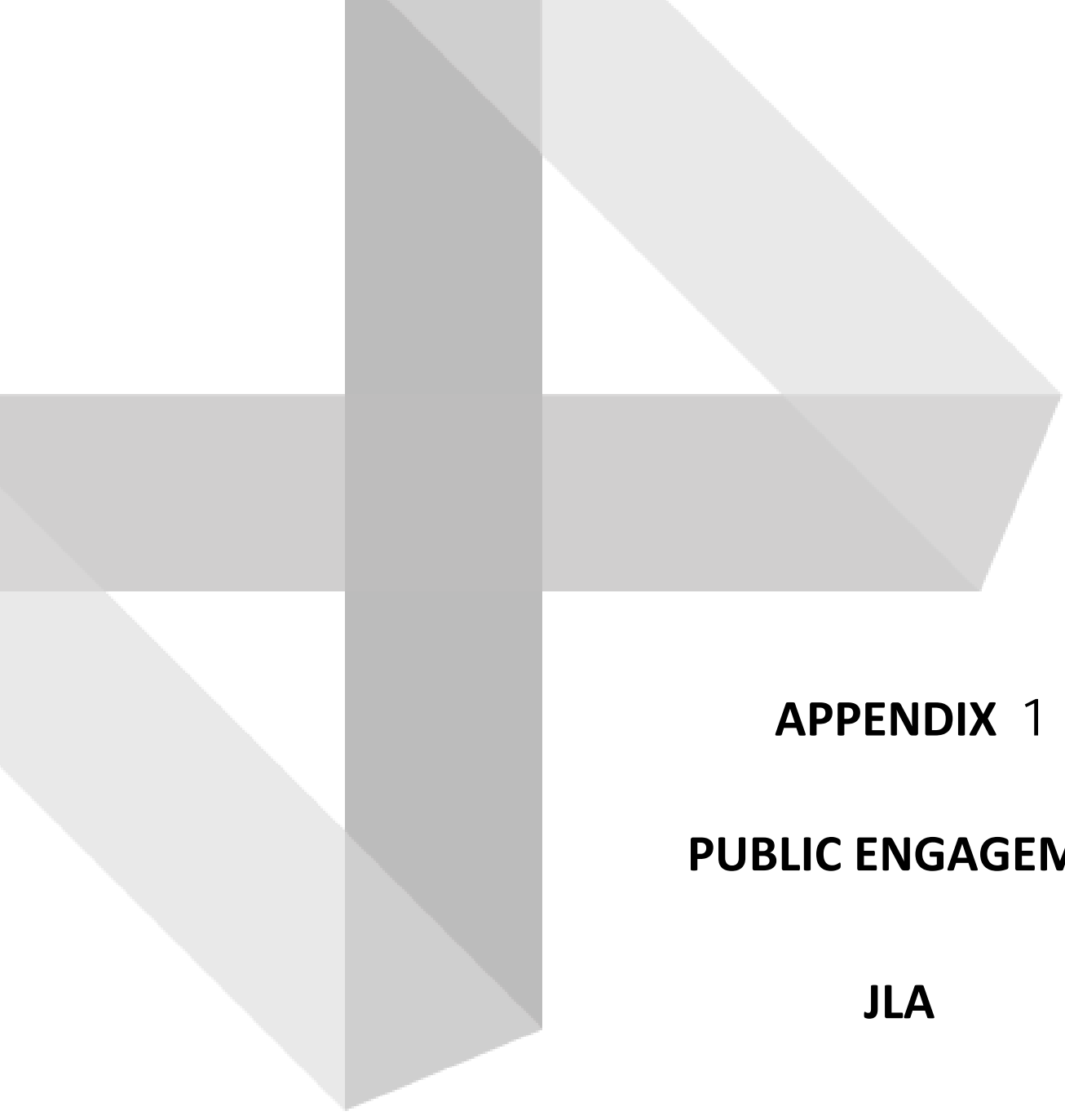
\*NOTE FOR SUBCONSULTANT BREAKDOWN SEE APPENDICES 1 AND 2

## EXHIBIT “C” CONSULTANT BILLING RATES

	<u>Regular</u>		<u>Regular</u>
Senior Principal	\$346.00	Administrative Assistant	\$106.00
Principal	\$282.00	Clerical	\$94.00
Engineering Manager	\$240.00	Survey Manager	\$220.00
Project Engineer	\$202.00	Project Manager – Survey	\$198.00
Engineer IV	\$186.00	Land Surveyor IV	\$178.00
Engineer III	\$168.00	Land Surveyor III	\$164.00
Engineer II	\$156.00	Land Surveyor II	\$156.00
Engineer I	\$136.00	Land Surveyor I	\$144.00
Project Manager – Design	\$216.00	Survey Technician IV	\$144.00
Project Controls Manager	\$244.00	Survey Technician III	\$126.00
Contract Administrator	\$182.00	Survey Technician II	\$118.00
Project Coordinator II	\$144.00	Survey Technician I	\$106.00
Project Coordinator I	\$132.00	Survey Aid	\$84.00
Design Technician IV	\$160.00	Survey Party Chief	\$156.00
Design Technician III	\$148.00	Survey Party Chief – <b>Out of Town</b>	\$161.00
Design Technician II	\$140.00	Survey Instrument Person	\$110.00
Design Technician I	\$118.00	Survey Instrument Person – <b>Out of Town</b>	\$115.00
Landscape Manager	\$206.00	GIS Mapping Specialist	\$156.00
Project Manager – Landscape	\$178.00	GIS Mapping Specialist II	\$164.00
Landscape Architect II	\$160.00	Public Involvement Associate/Mgr.	\$164.00
Landscape Architect I	\$140.00	Public Involvement Coordinator	\$110.00
Landscape Designer III	\$132.00	Creative Designer	\$106.00
Landscape Designer II	\$122.00	Stormwater Analyst	\$144.00
Landscape Designer I	\$110.00	Environmental Manager II	\$196.00
Land Development Manager	\$252.00	Environmental Manager I	\$174.00
Planning Manager	\$228.00	Environmental Principal	\$155.00
Project Manager – Planning	\$200.00	Environmental Supervisor	\$125.00
Senior Planner	\$182.00	Environmental Stormwater Vac Operator	\$125.00
Planner IV	\$176.00	Environmental Stormwater Vac Crew	\$115.00
Planner III	\$168.00	Environmental Crew Lead	\$105.00
Planner II	\$146.00	Environmental Maintenance Technician	\$95.00
Planner I	\$132.00	Environmental Administrative	\$100.00
Planning Technician	\$126.00	Natural Resource Specialist IV	\$156.00
Land Development Assistant	\$106.00	Natural Resource Specialist III	\$142.00
Accounting Manager	\$216.00	Natural Resource Specialist II	\$126.00
Project Accountant	\$148.00	Natural Resource Specialist I	\$116.00
Administrative Manager	\$148.00	UAV Pilot	\$160.00

The above rates cover salaries, overhead and profit. All other materials and expenses will be billed on an actual cost plus 10% basis. Overtime rates will be 1.5 times unless otherwise negotiated. These rates will be adjusted annually or as necessary to reflect market conditions. Sub-Consultants costs will be on actual cost plus 10% to compensate MacKay Sposito for Business Occupation Tax and administrative costs.

Per diem rates for travel within the continental United States will be billed in accordance with the rates published by the Office of Governmentwide Policy, General Services Administration (GSA) for the applicable fiscal year. Mileage will be billed in accordance with standard mileage rates published by the Internal Revenue Service. Engineering categories are in accordance with ASCE Classifications. Rates detailed above do not apply to Federal or State contracts with specific Wage Determinations or mandated prevailing wage/fringe benefits minimum.



# **APPENDIX 1**

## **PUBLIC ENGAGEMENT**

### **JLA**

**City of Camas**  
**Lake Road/Sierra Street Intersection Improvements**  
**JLA Scope of Work**  
**February 24, 2024**

**Purpose and Goals:** This project entails the development of design alternatives for an intersection improvement project at Lake Road and Sierra Street. The design alternatives will be developed with community outreach, along with review and approval by City Council. The major objectives of the public involvement program are to:

- Raise awareness and understanding of the project and engage local residents, road users and community partners through meaningful public outreach to inform design alternatives.
- Follow a phased process that engages the stakeholders at the right time, identifying when particular stakeholder groups will be interested in the project and/or be able to provide input to inform the project.

**Scope of Work:** Public Involvement will be overseen by Adrienne DeDona with assistance from JLA support staff. JLA will work collaboratively with the City and the consultant team to coordinate and deliver outreach and communication tasks.

The following tasks represent work to be completed by JLA.

***Task 1: Project Initiation & Management***

JLA will participate in periodic project coordination meetings, in-person or via video/phone conference, with City staff and the consultant team to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies. In addition, JLA will attend one open house planning meeting with the project team. This meeting is assumed to be virtual.

JLA will prepare for and present at one in-person Council workshop to share the outreach results.

JLA will produce monthly progress reports and invoices for submittal to the prime consultant.

***Deliverables:***

- Monthly invoices and progress reports
- Participation in up to four project check in meetings (virtual)
- Participation in one open house planning meeting (virtual)
- Participation in one in person Council workshop

***Task 2: Community Engagement***

The overall engagement program will focus on broad general awareness and understanding of the project purpose and need for the general public (“City-wide”). In addition, there will be focused engagement with key stakeholder groups. JLA will work with the City and the consultant team to reach out to a broad spectrum of residents and community partners to share information and gather input. The project team will work collaboratively with the City to craft the public involvement program to ensure a successful project for the City that garners broad community understanding. The following

tasks will be focused on both engagement with a broad, city-wide audience, and with impacted stakeholders.

- **Task 2.1: Consultation with Key Stakeholders:** JLA will coordinate with the city to coordinate and conduct discussions with the following groups at the outset of the project to understand expectations, gather feedback on intersection alternatives and hear the needs and desires for the improved intersection. Key stakeholders to engage in focused, virtual conversations include:
  - *Camas School District*
  - *Bike and pedestrian groups, such as Ride Clark County, Vancouver Bike Club and Clark County Bike and Pedestrian Advisory Group*
  - *Lake Heights HOA*
  - *Lake Pointe HOA*
  - *Lacamas Shore Residents*
  - *Camas Washougal Fire Dept*
  - *Up to Four Impacted property owners*

*Assumes the City will assist in providing contact information for key stakeholders. MSI and the City will coordinate and conduct meetings with impacted property owners regarding ROW.*

*Deliverables:*

- Identify key contacts and schedule meetings.
- Prepare for, conduct and document up to 6 stakeholder interviews (virtual).

- **Task 2.2: Open House and Online Open House/Survey:** With this project being on an arterial road all users will be impacted during construction. With this in mind, JLA will coordinate one open house with a corresponding online open house or online survey to engage a broad, city-wide audience. These events will provide the community with the opportunity to learn about the project and give feedback on the intersection design alternatives being considered by the City. A city-wide mailer will go out to all residents inviting them to participate, as well as social media posts.

JLA will compile comments and produce a summary report.

*Deliverables:*

- Prepare for and deliver one in-person open house, including informational displays, comment forms and sign-in sheets
- Develop one complimentary city-wide online open house or survey.
- Prepare public involvement summary.

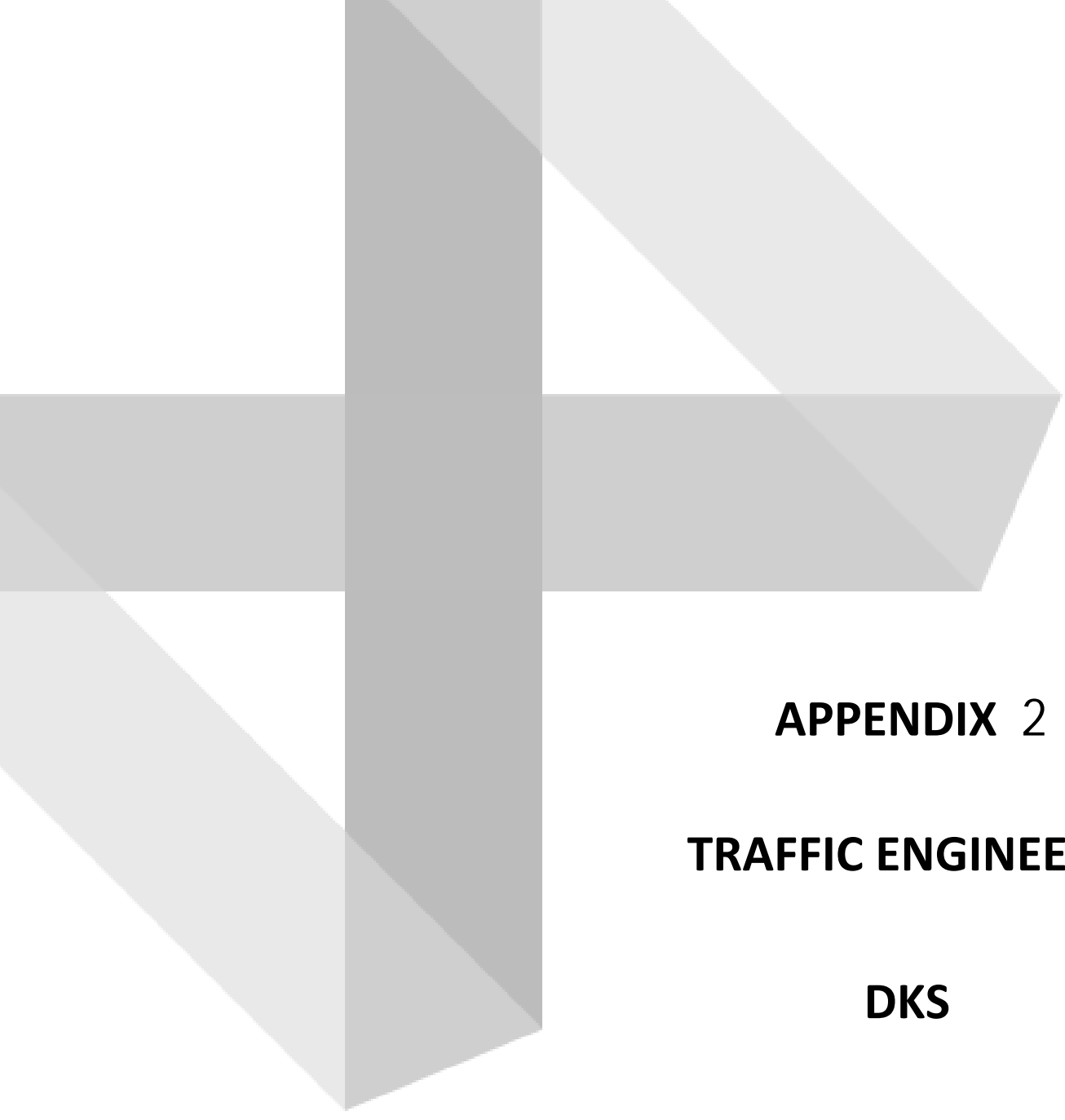
- **Task 2.3: Communications Materials and Content:** JLA will work with City staff and the consultant team to prepare communications materials, such as web content for Engage, social media content, a project fact sheet, two project mailers to go out to city-wide, signage/poster and powerpoint template. Assumes the City will be responsible for production, printing and distribution of all communications, including web and social media content.

*Deliverables:*

- Web content for Engage (content to be provided to the City for posting)
- Up to three social media posts (content to be provided to the City for posting)
- One project fact sheet
- Two project mailers to be printed and distributed by the City (one to announce the open house and online open house and a second to announce the preferred alternative selection, next steps/timing and anticipated impacts)
- Posters to generate awareness of the project and invite people to participate in the open house or online open house. To be distributed by the City.
- Powerpoint template for use at community and Council presentations.

City of Camas Lake Road/Sierra  
Street Intersection  
Improvements  
Prepared by: JLA Public Involvement  
Date: February 2024

		Adrienne DeDona, Senior Associate 1 (oversight)		PI Spec. 3 (communications and web)		PI Spec. 2 (Support)		PI Specialist 4 (Graphics)		Admin 4		Add new staff here	Totals				EXPENSE DETAIL							
		\$ 213.85 /hr		\$ 116.22 /hr		\$ 108.46 /hr		\$ 144.20 /hr		\$ 116.16 /hr			Hours	Labor	Expenses	Cost	Task/ Subtasks	Communications	Printing & Copies	Mileage & Parking	Graphics	Other	Total Expenses	
Task #	Task/Subtasks	Hours/Ea	Cost	Hours/Ea	Cost	Hours/Ea	Cost	Hours/Ea	Cost	Hours/Ea	Cost		Hours	Labor	Expenses	Cost								
▼																								
1.0	Project Initiation and Management																1.0 Project Initiation and Management							
																	0.0							
	Invoices & Progress Reports <i>Assumes monthly invoices will be sent to MSI along with progress reports</i>	3	\$642		\$0		\$0	0	\$0	5	\$581		8	\$1,222	\$0	\$1,222	0.0 Invoices & Progress Reports	\$0			\$0	\$0	\$0	
	Project Team Coordination <i>Assumes participation in up to 4 project team meetings from July through December, plus one open house planning meeting and one Council workshop presentation. All meetings are assumed to be virtual with the exception of the Council workshop presentation.</i>	12	\$2,566	14	\$1,518		\$0	0	\$0		\$0		26	\$4,085	\$0	\$4,085	0.0 Project Team Coordination	\$0			\$0	\$0	\$0	
▲		15	\$3,207.75	14	\$1,518.44	0	\$0.00	0	\$0.00	5	\$580.80		34	\$5,306.99	\$0	\$5,306.99		\$0	\$0	\$0	\$0	\$0	\$0	
▼																								
2.0	Community Engagement																2.0 Community Engagement							
2.1	Stakeholder Consultation																2.1 Stakeholder Consultation							
	JLA will coordinate, conduct and document up to 6 one-on-one meetings with key stakeholders, such as the School District, EMS providers and neighborhood association.  <i>Assumes the city will assist with stakeholder identification and contact information. Assumes virtual meetings. MSI and the City will coordinate and conduct meetings with impacted property owners regarding ROW.</i>	8	\$1,711	12	\$1,302		\$0		\$0		\$0		20	\$3,012	\$50	\$3,062	0.0 JLA will coordinate, conduct and document up to 6 one-on-one meetings with key stakeholders, such as the School District, EMS providers and neighborhood association	\$0		\$50			\$50	
2.2	Open House and Online Open House/Survey																2.2 Open House and Online Open House/Survey							
	JLA will develop and summarize an open house and corresponding online event to engage the public and share intersection alternatives, pros and cons to consider from each and gather feedback.	16	\$3,422	35	\$3,796	15	\$1,627	6	\$865		\$0		72	\$9,710	\$300	\$10,010	0.0 JLA will develop and summarize an open house and corresponding online event to engage the public and share		\$150	\$50		\$100	\$300	
2.4	Communications Materials Content																2.4 Communications Materials Content							
	JLA will develop content and communications materials to include social media content, web content, one fact sheet, two mailers, one powerpoint template and one sign/poster) to be produced and distributed by the City  <i>Assumes the City will post social media and web content as well as distribute mailers and posters.</i>	10	\$2,139	25	\$2,712		\$0	25	\$3,605		\$0		60	\$8,455	\$0	\$8,455	0.0 JLA will develop content and communication s materials to include social media content, web content, one fact sheet, two mailers, one powerpoint template and one					\$0	\$0	
▲		34	\$7,270.90	72	\$7,809.12	15	\$1,626.90	31	\$4,470.20	0	\$0.00		152	\$21,177.12	\$350	\$21,527.12		\$0	\$150	\$100	\$0	\$100	\$350	
Add new task here													▲	▲	▲	▲								
		49	\$10,478.65	86	\$9,327.56	15	\$1,626.90	31	\$4,470.20	5	\$580.80	◀	186	\$26,484.11	\$350	\$26,834.11	◀Check	Totals	\$0	\$150	\$100	\$0	\$100	\$350
												◀	186	\$26,484.11	\$350	\$26,834.11	◀Check							
													Sum of all subtotals:		\$26,834.11	◀Check								



# **APPENDIX 2**

## **TRAFFIC ENGINEERING**

### **DKS**





## CAMAS LAKE AND SIERRA – PUBLIC ENGAGEMENT

DATE: February 26, 2024

TO: Jason Irving | MacKay Sposito

FROM: Justin Sheets | DKS Associates

SUBJECT: Camas NW Lake Rd and NW Sierra St Public Engagement  
Scope of Services

Project #A21x06-744

### SCOPE OF SERVICES

#### TASK 1 – PROJECT COORDINATION AND MEETINGS

DKS shall coordinate with the project team and attend the following meetings:

- One open house planning meeting
- Two team check-in meetings
- One city council meeting to present results of the public engagement

DKS shall prepare monthly invoices and progress reports in a format acceptable to the City.

#### TASK 2 – PUBLIC ENGAGEMENT SUPPORT

DKS shall support the project team and city throughout the public engagement process related to items such as traffic analysis and engineering. This includes preparing for and attending one open house, meetings with stakeholders, and providing support in communicating with the public and responding to comments and questions. DKS will also support the project team in providing information related to mailers, posters, and other content.

#### PUBLIC ENGAGEMENT MEETINGS

DKS will attend the following stakeholder meetings/interviews:

- Camas School District (one meeting)
- Bike and pedestrian groups such as Ride Clark County, Vancouver Bike Club, and Clark County Bike and Pedestrian Advisory Group (up to two meetings)
- Camas Washougal Fire Department (one meeting)
- One open house up to two hours long

## Camas Lake Road and Sierra Street Public Engagement

Proposed budget by task - DKS Associates

2/26/2024

	PIC \$300	QA/QC \$260	PM \$245	DE \$170	CAD \$125	Admin \$150	DKS Labor	Expenses*	Total
Task 1: Project Coordination and Meetings	1		7	8		2	\$3,675	\$0	<b>\$3,675</b>
Task 2: Public Engagement Support	1		19	8		1	\$6,465	\$300	<b>\$6,765</b>
<b>Total</b>	<b>2</b>	<b>0</b>	<b>26</b>	<b>16</b>	<b>0</b>	<b>3</b>	<b>\$10,140</b>	<b>\$300</b>	<b>\$10,440</b>

Legend:

PIC = Principal-in-Charge (Grade 50)

QA/QC = Quality Engineer (Grade 42)

PM = Project Manager (Grade 39)

DE= Design Engineer (Grade 24)

CAD = Drafter (Grade 15)

Admin = Project Administrator (Tech X)



## Staff Report

March 4, 2024 Council Workshop Meeting

Complete Streets Ordinance

Presenter: James Carothers, Engineering Manager

Time Estimate: 10 minutes

Phone	Email
360.817.7230	jcarothers@cityofcamas.us

**BACKGROUND:** RCW 47.04.320 directed the Washington State Transportation Board (TIB) to establish a Complete Streets Grant program to encourage local jurisdictions to adopt urban arterial retrofit street ordinances designed to provide safe access to all users including bicyclists, pedestrians and motorists. TIB has implemented this grant program and local agencies with adopted Complete Streets ordinances are eligible to apply for grant funds. This program funds retrofit projects that promote non-motorized mobility and safety on local urban arterial streets.

**SUMMARY:** Staff consulted with PBS for assistance with compiling the attached proposed Complete Streets ordinance. This draft was sent to TIB staff for their review of the content for ample requirements to meet grant eligibility. TIB staff has verified that this proposed ordinance meets the intent of the Complete Streets program. If adopted by Council, the City would be eligible to apply for the upcoming round of Complete Streets grant funding later this year.

Staff is seeking input from Council regarding this ordinance and consensus to set a public hearing date. The public will be engaged if Council wishes to advance this ordinance to a public hearing.

**BENEFITS TO THE COMMUNITY:** All roadway users will benefit from Complete Streets projects that would be funded through the TIB grant program. Potential projects may include sidewalk gap and curb ramp installations, enhanced crosswalk installation, added bicycle lanes and shared use paths.

**POTENTIAL CHALLENGES:** While the Complete Streets grant is a competitive program, successful local agencies may receive up to \$500,000 per grant round. TIB typically has a call for grant applications every two years.

**BUDGET IMPACT:** There is a minimal cost associated with a a public hearing and ordinance. Complete Streets Policy tracking will require minimal staff time. Successful grant projects would be included in future City budgets. Project grant funding may cover 80% to 100% of the project budget.

**RECOMMENDATION:** Staff recommends Council schedule a public hearing at the April 1, 2024 Regular Meeting to consider public testimony regarding this ordinance.

## ORDINANCE NO. 24-\_\_\_\_

AN ORDINANCE adding a new chapter 12.44 to the Camas Municipal Code establishing a Complete Streets Policy.

WHEREAS, the City of Camas is a non-charter code City duly incorporated and operating under the laws of the State of Washington; and

WHEREAS, RCW 47.04.320 directs the Transportation Improvement Board (TIB) to establish a Complete Streets Grant program to encourage local jurisdictions to adopt urban arterial retrofit street ordinances designed to provide safe access to all users including bicyclists, pedestrians, and motorists; and

WHEREAS, RCW 47.26.282, requires that any project funded by the Transportation Improvement Board must consider the land-use implication of the project including whether the project promotes the use of multimodal transportation; and

WHEREAS, a public workshop was held on March 4, 2024 to introduce and present this Complete Streets Policy; and

WHEREAS, a duly advertised public hearing was conducted before the City Council on *Month Date*, 2024 to facilitate public involvement and local community participation in the adoption process of the Complete Streets Policy;

THE CITY COUNCIL OF THE CITY OF CAMAS DO ORDAIN AS FOLLOWS:

## I

There is hereby added to the Camas Municipal Code a new Chapter 12.44 as provided in the attached Exhibit "A" to be entitled 'Complete Streets Policy'.

## II

This Ordinance shall take force and be in effect five (5) days from and after its publication according to law.

PASSED by the Council and APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2024.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney  
City of Camas Ordinance 24-\_\_\_\_  
Page 1 of 6

## Exhibit A

**Chapter 12.44 Complete Streets Policy**

<b>12.44.010</b>	<b>Purpose</b>
<b>12.44.020</b>	<b>Definitions</b>
<b>12.44.030</b>	<b>Policy</b>
<b>12.44.040</b>	<b>Exceptions</b>
<b>12.44.050</b>	<b>Intergovernmental Cooperation</b>
<b>12.44.060</b>	<b>Design Criteria</b>
<b>12.44.070</b>	<b>Implementation</b>
<b>12.44.080</b>	<b>Performance Measures</b>

**12.44.10 Purpose.**

This policy implements a Complete Street concept in the planning and design of street projects in the city of Camas. The purpose of this policy is to:

- A. Promote multi-modal transportation infrastructure, for all users including: pedestrians, bicyclists, automobiles, transit vehicles and riders, freight, and emergency services.
- B. Improve public safety, health, and efficient travel for all ages, abilities, and economic levels, which benefits not only each user but the vitality of the local economy.
- C. Incorporate multiple types of transportation methods across the urban landscape to foster a sense of unity amongst citizens and visitors who travel within and throughout the community by creating a complete, connected, network of transportation infrastructure.
- D. Promote the use of multimodal transportation to reduce traffic congestion and foster cleaner air quality conditions by providing more efficient use of public rights-of-way with expanded opportunities to use alternate transportation methods, thus reducing miles driven and greenhouse gas emissions emitted.

**12.44.020 Definitions.**

- A. "All users" means individuals of all ages and abilities including, but not limit to, pedestrians, bicyclists, public/paratransit users, people with disabilities, emergency responders, motorists, freight delivery/service personnel providers, commercial vehicles, and green modes (skateboarding, rollerblades, etc.)
- B. "Complete Streets" means a transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for all users regardless of their mode of transportation. Complete Streets allow for safe travel by those walking, cycling, driving automobiles, riding, transit, or delivering goods. Complete Streets are streets for everyone.
- C. "Maintenance activity" means ordinary repair designed to keep facilities in safe working condition, such as, but not limited to, cleaning, sweeping, spot repair, concrete joint repair, pothole filling, water, sewer and drainage or other utility installation or repairs.
- D. "Multimodal transportation system" means a single transportation system that

appropriately and adequately accommodates two or more modes of transportation.

#### **12.44.030 Policy.**

- A. The City of Camas will plan for, design, and construct all new transportation systems to provide appropriate accommodation for pedestrians, bicyclists, and persons of all abilities to accommodate the ease of movement for all users across the City's urban landscape regardless of age, ability, or economic standing.
- B. Complete Streets principals will be incorporated into City plans, rules, regulations and programs as appropriate to produce safer, more accessible streets.
- C. The City will integrate the Complete Street concept throughout all phases including design, planning, and rehabilitation of transportation facilities providing a fully connected network for all users.
- D. This policy will be implemented with hardscape infrastructure and, where appropriate, enhanced street-side landscaping. Such improvements may include, but are not limited to, sidewalk improvements, bicycle lanes, pedestrian buffering, grass and vegetation, signage and markings, and other streetscape features.
- E. The transportation network should be planned and built as a connected system that maximizes mobility and access for its users by providing multiple options for travel.
- F. Complete Streets design recommendations will be incorporated into all publicly and privately funded projects as appropriate. The following Complete Streets components must be evaluated and considered in all phases of transportation project planning, design, construction, and operation:
  - 1. Sidewalks and Crosswalks
  - 2. Roadway and pedestrian scale lighting
  - 3. Bicycle Accommodation
  - 4. Landscaping
  - 5. Use of Raised Medians for Traffic Safety, Traffic Flow and Pedestrian Refuge
  - 6. Adequate Buffer Areas for Pedestrian Safety, Drainage and Landscaping
  - 7. Lane Widths Appropriately Sized for Use and Context of Surrounding Land Uses
  - 8. On-Street Parking where Appropriate for Surrounding Land Uses
  - 9. Signage
  - 10. Level of connectivity to the existing transportation network

#### **12.44.040 Exceptions.**

- A. The City of Camas will incorporate Complete Streets principals into the early planning and design of transportation projects. However, not all roadways are suitable for all Complete Streets components; in some cases, a limited range of modal choices may be appropriate. Such circumstances include the following:
  - 1. Where the establishment of such facilities would be detrimental to public health or safety; or

2. Where there is no documented current or anticipated need for accommodation for non-motorized roadway users or the street is not a current or planned transit route; or
  3. Where the project involves a roadway on which non-motorized use is prohibited by law; or
  4. Where the cost for a particular Complete Street design recommendation would be excessively disproportionate to the need of that particular improvement, with due consideration given to future users; or
  5. Where the Complete Street design recommendation would cause additional property impacts/acquisition beyond that which is required by the City's corridor section; or
  6. Where there would be significant adverse environmental impacts to streams, wetland, steep slopes, or other critical areas; or
  7. Where their inclusion in a small, isolated project would create a very short section of improvements with problematic transitions on either end or that are in an isolated area unlikely to be followed by similar improvements at either end resulting in a facility that would have no connectivity for users; or
  8. Where the project is routine maintenance of the transportation network that does not change the geometry or operations, such as striping, cleaning, sweeping, crack sealing, spot repair and surface treatments such as chip sealing or other similar interim surface preservation measures.
- B. Exceptions 1-7 to this policy require documentation and supporting data to be approved by the City Engineer.

#### **12.44.050 Intergovernmental Cooperation.**

It is the goal of the City of Camas to foster partnerships with agencies that support or fund the concept of fair access to transportation regardless of its form or type including the: Washington State Department of Transportation (WSDOT), Southwest Washington Regional Transportation Council (RTC), Clark Communities Bicycle and Pedestrian Advisory Committee (CCBPAC), Clark County Public Works, Clark County Health District, Camas School District, Clark Public Utility District, as well as area citizens, businesses, and other interest groups.

#### **12.44.060 Design Criteria.**

- A. The City Engineer or designated professional, along with assistance from other City staff, shall interpret, evaluate, and review design standards and guideline criteria for proposed transportation infrastructure. The City Engineer or designated professional shall gauge these standards with the industry's best practices including the exceptions of this policy, to incorporate the Complete Street concept of accommodating all users. Street construction standards in the City of Camas Design Standards Manual Section III, Section IV, and Title 12 and Chapter 17.19 of the Camas Municipal Code (CMC).
- B. When applicable, the City will also use the best practices and design solutions developed by the following agencies and resources as guides: Washington State Department of Transportation (WSDOT), Washington State Department of Ecology,

American Association of State Highway and Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), National Association of City Transportation Officials (NACTO), Americans with Disabilities Act (ADA), Transportation Research Board, Smart Growth America, National Complete Streets Coalition, and the Clark Communities Bicycle and Pedestrian Master Plan.

- C. Situations will present themselves where alternatives may be preferred to allow conformance with existing conditions, to overcome adverse topography or to allow for more affordable solutions without adversely affecting safety, maintainability or aesthetics. Provisions have been made for exceptions to the Complete Streets Policy in section 12.44.040 CMC.

#### **12.44.070 Implementation.**

The City views the principals of this Complete Streets Policy as an essential component influencing decision-making in the planning and design of transportation facilities and improvements. To that end, the following actions are intended to implement this policy. The list in this section should not be considered as a limiting factor in meeting the transportation needs of the community.

- A. Review existing design standards to ensure that they facilitate consideration of and reference to the design recommendations in section 12.44.030 CMC.
- B. A sidewalk inventory and gap analysis will be completed as part of the City's Transportation System Plan.
- C. Consider the Clark Communities Bicycle and Pedestrian Master Plan recommendations for improving facilities for bicycles.
- D. Support and encourage planning staff, engineering staff, public works staff, and appointed and elected officials to attend trainings, workshops, and webinars to improve the understanding and implementation of Complete Streets principles.
- E. The application of the complete streets policy should be continuously evaluated for successes, to determine progress and effectiveness, as well as opportunity for improvement. The city should measure the success of this policy on an annual basis. The annual report shall include at a minimum qualitative and quantitative data categorized by mode to provide performance measurements frequency and severity of motorized and nonmotorized collisions, and exemptions approved from this policy.





## Staff Report

March 4, 2024, Council Workshop Meeting

2024 Spring Omnibus Budget Presentation

Presenter: Debra Brooks, Financial Analyst, Cathy Huber Nickerson, Finance Director

Time Estimate: 15 minutes

Phone	Email
360.817.1537	<a href="mailto:chuber@cityofcamas.us">chuber@cityofcamas.us</a>
360.817.7025	<a href="mailto:dbrooks@cityofcamas.us">dbrooks@cityofcamas.us</a>

**BACKGROUND:** This presentation will review the carry forward, administrative, and supplemental budget packages to amend the 2024 Budget.

**SUMMARY:** The 2024 Spring Omnibus are items which address unspent 2023 budget for capital projects, unforeseen budget requirements or unanticipated costs increases. This Omnibus Budget also includes administrative budget appropriations which generally are budget neutral, meaning there are additional revenues to offset the expenditures. The supplemental packages include unanticipated operating and capital expenditures.

**BENEFITS TO THE COMMUNITY:** This presentation will highlight changes to be made to the 2024 Budget to address budget items unanticipated revenue and/or expenditures in the 2024 fiscal year.

**POTENTIAL CHALLENGES:** The City has the resources to support these budget changes.

**BUDGET IMPACT:** The budget impact will be \$18.9 million with 2023 Budget carry forward to 2024; (\$157,000) in administrative budget items, and \$6.1 million in supplemental budget items. These items have funding identified and staff will present more detail during the Council Workshop on March 4, 2024.

**RECOMMENDATION:** The next step will be at the March 18, 2024 Council Meeting with the opening of the Public Hearing to consider public comment on the 2024 Spring Omnibus Budget which will remain open until April 1, 2024 Council Meeting.

# City of Camas 2024 Spring Omnibus Budget Packages

2/28/2024

Item 4.

## Pkg # Carry Forward List

	Department	Description	Amount	Reason
CF-01	General Govt	Library Shelving	\$ 14,000	
CF-02	General Govt	Minor Library Repairs/Cleaning/Furniture	\$ 175,000	
CF-03	Streets	Traffic Controller Upgrades	\$ 205,000	
CF-04	Streets	Brady Rd/Grand Ridge Intersection	\$ 24,000	
CF-05	Streets	Everett St Corridor Analysis	\$ 80,000	
CF-06	Streets	NW 14th Ave	\$ 100,000	
CF-07	Streets	38th Traffic Cabinet Replcmt	\$ 180,000	
CF-08	Streets	Sierra Street Pvmnt Preservation	\$ 47,000	
CF-09	CWFD	CARES staff vehicle	\$ 42,000	
CF-10	CWFD	Air Bottle Refilling Station	\$ 108,000	
CF-11	Parks	Crown Park Imprv Ph 1 & 2	\$ 1,150,000	
CF-12	Parks	S Lacamas Creek Trailhead	\$ 600,000	
CF-13	Parks	Field Drainage & Restroom/Dugout Improvements	\$ 50,000	
CF-14	Streets	NW 38th Ave Ph. 3 - Construction	\$ 3,586,000	
CF-15	Facilities	Library HVAC	\$ 1,083,047	
CF-16	Facilities	Library Bldg Projects	\$ 340,883	
CF-17	Storm Water	Endicott CIPP Slipline Culvert	\$ 150,000	
CF-18	Water	Boulder Creek Intake	\$ 96,000	
CF-19	Water	Well 6/14 Wtrline Trans Main	\$ 1,000,000	
CF-20	Water	Pump Station R&R	\$ 1,910,000	
CF-21	Water	Lower Prune Hill Rsvr/Booster	\$ 5,300,000	
CF-22	Sewer	Gravity Sewer R&R	\$ 2,300,000	
CF-23	Sewer	WWTP R&R	\$ 350,000	
<b>Total</b>			<b>\$ 18,890,930</b>	

## Administrative List

	Department	Description	Amount	Reason
A-01	Community Dev	Comprehensive Plan	\$ (157,000)	grant funded
A-02	Streets	Horizontal Curve Improvements	\$ -	grant funded
A-03	CWFD	CARES Provider - 1 FTE	\$ -	grant funded
A-04	Water	Nakia Creek Timber Harvest	\$ -	timber harvest from Nakia Creek wildfire area
<b>Total</b>			<b>\$ (157,000)</b>	

## Supplemental List

	Department	Description	Amount	Reason
S-01	General Govt	Insurance Increase	\$ 420,084	
S-02	General Govt	Strategic Planning	\$ 150,000	
S-03	General Govt	Legal Services	\$ 50,000	
S-04	General Govt	Police Training	\$ 36,000	
S-05	General Govt	Animal Control	\$ 20,000	
S-06	General Govt	ERP Engagement Mgr Contract Extension	\$ 150,000	
S-07	General Govt	Engineering Overtime	\$ 10,000	
S-08	General Govt	Engineering Prof Services	\$ 100,000	
S-09	Parks	Tree Removal - Grounds Crew	\$ 40,000	
S-10	Streets	Street Light/Pole Replacements	\$ 50,000	
S-11	Streets	Snow/Ice Supplies	\$ 50,000	
S-12	CWFD	Contract Settlement IAFF	\$ 600,000	
S-13	CWFD	Fire Engine Outfitting	\$ 200,000	
S-14	Storm Water	Lake Management Storm "Dept"	\$ 260,000	
S-15	Storm Water	Crown View Storm/LS Generator	\$ 500,000	
S-16	Storm Water	Crown Park Regional Storm Treatment	\$ 687,889	
S-17	Storm Water	Downtown Regional Storm Treatment	\$ 687,889	
S-18	Storm Water	Lacamas Lake Treatment	\$ 687,889	
S-19	Storm Water	Storm Treatment Grants	\$ (1,748,667)	
S-20	Water/Sewer	Zone 343 Reservoir Design	\$ 750,000	
S-21	Water/Sewer	SR 500/NE 3rd St Waterline Relocation	\$ 400,000	
S-22	Water/Sewer	PFAS Eval and Well 13 Design	\$ 1,500,000	
S-23	Water/Sewer	Angelo Booster Station Design	\$ 500,000	
<b>Total</b>			<b>\$ 6,101,084</b>	

**Total Omnibus Budget Packages \$ 24,835,014**

# 2024 Spring Budget Amendment

Omnibus Packages Overview



# Budget Amendment Overview

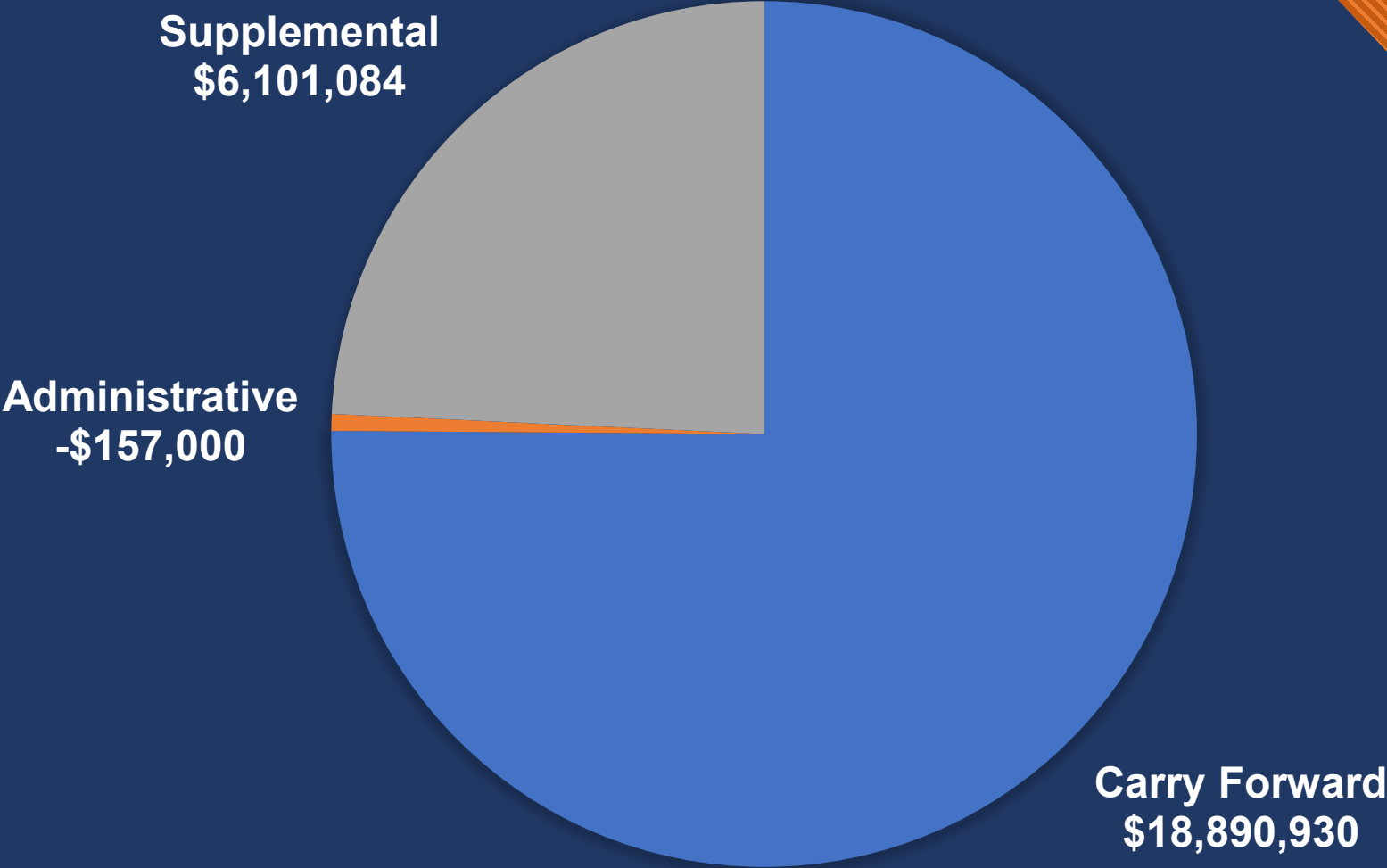
**All omnibus packages fall into three categories:**

**Carry Forward:** Items budgeted in the prior year that carried into the current year and have remaining budget to roll forward

**Administrative:** Items that are either budget neutral because there is a dedicated revenue source or technical in nature with a net neutral impact

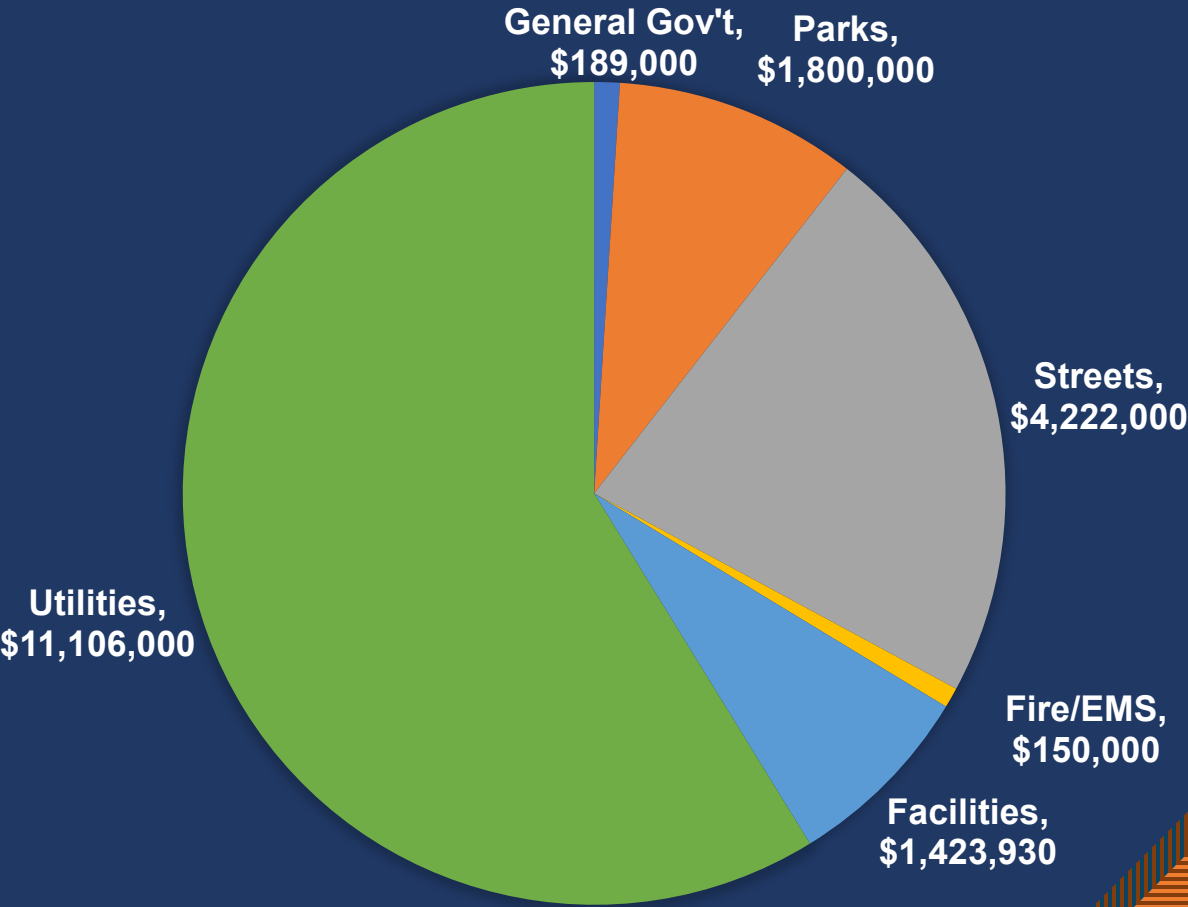
**Supplemental:** Items that are new

# Summary - \$24,835,014



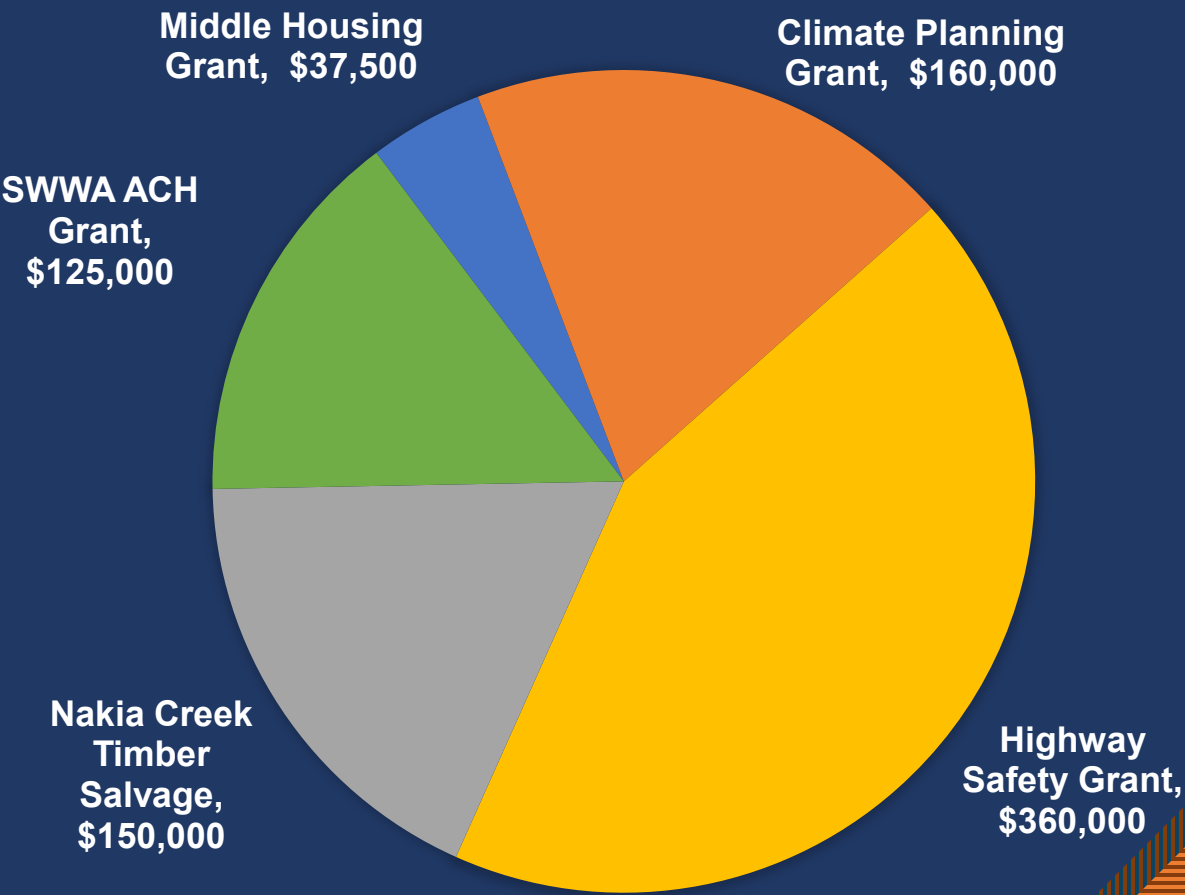
# 23 Carry Forward Packages

Resource Area	Description
General Govt	Library Shelving
	Minor Library Repairs/Cleaning/Furniture
Streets	Traffic Controller Upgrades
	Brady Rd/Grand Ridge Intersection
	Everett St Corridor Analysis
	NW 14th Ave
	38th Traffic Cabinet Replacement
	Sierra Street Pavement Preservation
Fire/Ems	NW 38th Ave Ph. 3 - Construction
	CARES staff vehicle
	SCBA (Breathing Apparatus) Replacements
Parks	Vehicle Extrication Tools
	Crown Park Improvements Ph. 1 & 2
	South Lacamas Creek Trailhead
Facilities	Field Drainage & Restroom/Dugout Improvements
	Library HVAC
Utilities (Storm)	Library Major Building Repairs
	Endicott CIPP Slipline Culvert
Utilities (Water)	Well 6/14 Waterline Transmission Main
	Pump Station Repairs and Replacements
	Lower Prune Hill Reservoir/Booster Station
Utilities (Sewer)	Gravity Sewer Repairs and Replacements
	WWTP Repairs and Replacements



# 4 Administrative Packages

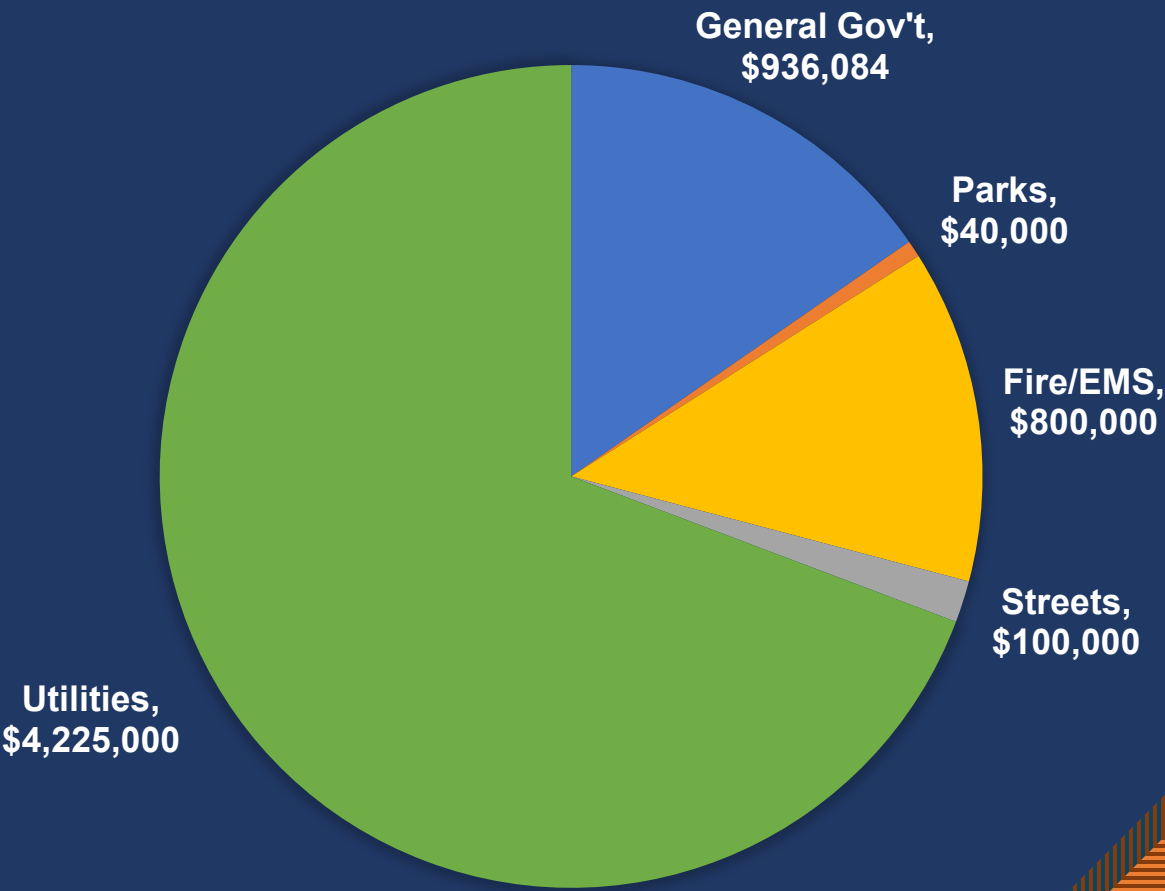
Resource Area	Description
General Govt	Comp Plan – Interlocal Climate Planning
Streets	Horizontal Curve Improvements
Fire/EMS	CARES Provider – 1 FTE
Utilities (Water)	Nakia Creek Timber Harvest



ADMINISTRATIVE REVENUE SOURCES

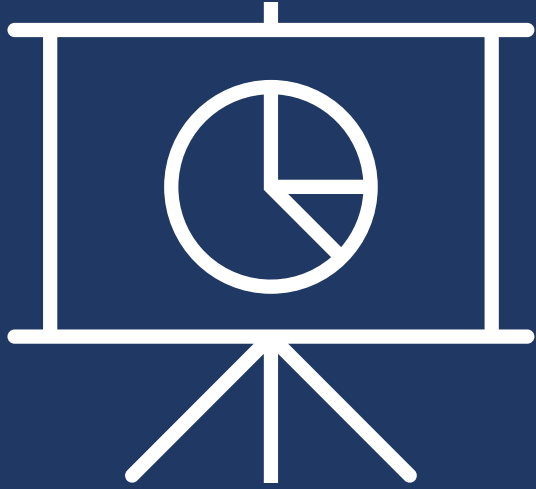
# 23 Supplemental Packages

Resource Area	Description
General Govt	Insurance Increase
	Strategic Planning
	Legal Services
	Police Training
	Animal Control Shelter Contract Increases
	ERP Engagement Manager Contract Extension
	Engineering Overtime
	Engineering Professional Services
Parks	Tree Removal
Streets	Streetlight/Pole Replacements
	Snow/Ice Supplies
Fire/EMS	Contract Settlement - IAFF
	Fire Engine Outfitting
Utilities (Storm)	Establishing Lake Management Program
	Crown View Storm/LS Generator
	Crown Park Regional Storm Treatment
	Downtown Regional Storm Treatment
	Lacamas Lake Treatment
	Storm Treatment Grant
Utilities (Water)	Zone 343 Reservoir Design
	SR 500/NE 3rd St Waterline Relocation
	PFAS Evaluation and Well 13 Design
	Angelo Booster Station Design





# Omnibus Timeline



Introduction & Overview

March 4, 2024 (tonight)



Open Omnibus Hearing

March 16, 2024



Close Hearing and  
Consider Adoption

April 1, 2024



# Questions

# COUNCIL WARDS

## CITY OF CAMAS, WASHINGTON

Item 5.

