



City Council Workshop Agenda
Monday, June 16, 2025, 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 <https://vimeo.com/event/5190731>

To participate in the meeting (able to public comment)

- go to <https://us06web.zoom.us/j/88548119347>

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

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [Professional Services Agreement for Lacamas Meadows Force Main Replacement](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 5 minutes](#)
2. [Professional Services Agreement for UV Disinfection and Equipment Building Construction Assistance](#)
[Presenter: Rob Charles, Utilities Manager](#)
[Time Estimate: 10 minutes](#)
3. [Council Policies and Procedures](#)
[Presenter: Council Member Tim Hein and Council Member Marilyn Boerke](#)
[Time Estimate: 60 minutes](#)
4. Staff Miscellaneous Updates
Presenter: Doug Quinn, City Administrator
Time Estimate: 10 minutes

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

CLOSE OF MEETING



Staff Report

June 16, 2025 Council Regular Meeting

Construction Award for Lacamas Meadows Force Main Replacement

Presenter: Rob Charles, Utilities Manager

Time Estimate: 5 minutes

Phone	Email
360.817.7003	rcharles@cityofcamas.us

BACKGROUND: The 0.6 mile force main (FM) from Lacamas Meadows Sewer Lift Station to Lake Road has ruptured and leaked 5 times over the last 5 years in several different locations. The city is unable to determine why the breaks keep occurring, but replacement of the pipe appears to be the best option to mitigate this continuing problem. The City has completed a design on 0.3 miles of the pipe where all of the breaks have occurred from the sewer lift station to Leadbetter Drive.

SUMMARY: Gradewerks Excavating has been awarded the construction contract. To aid in managing the construction, Consor Engineering is providing submittal review and construction assistance to the city as needed. City staff will be handling daily inspections on the project.

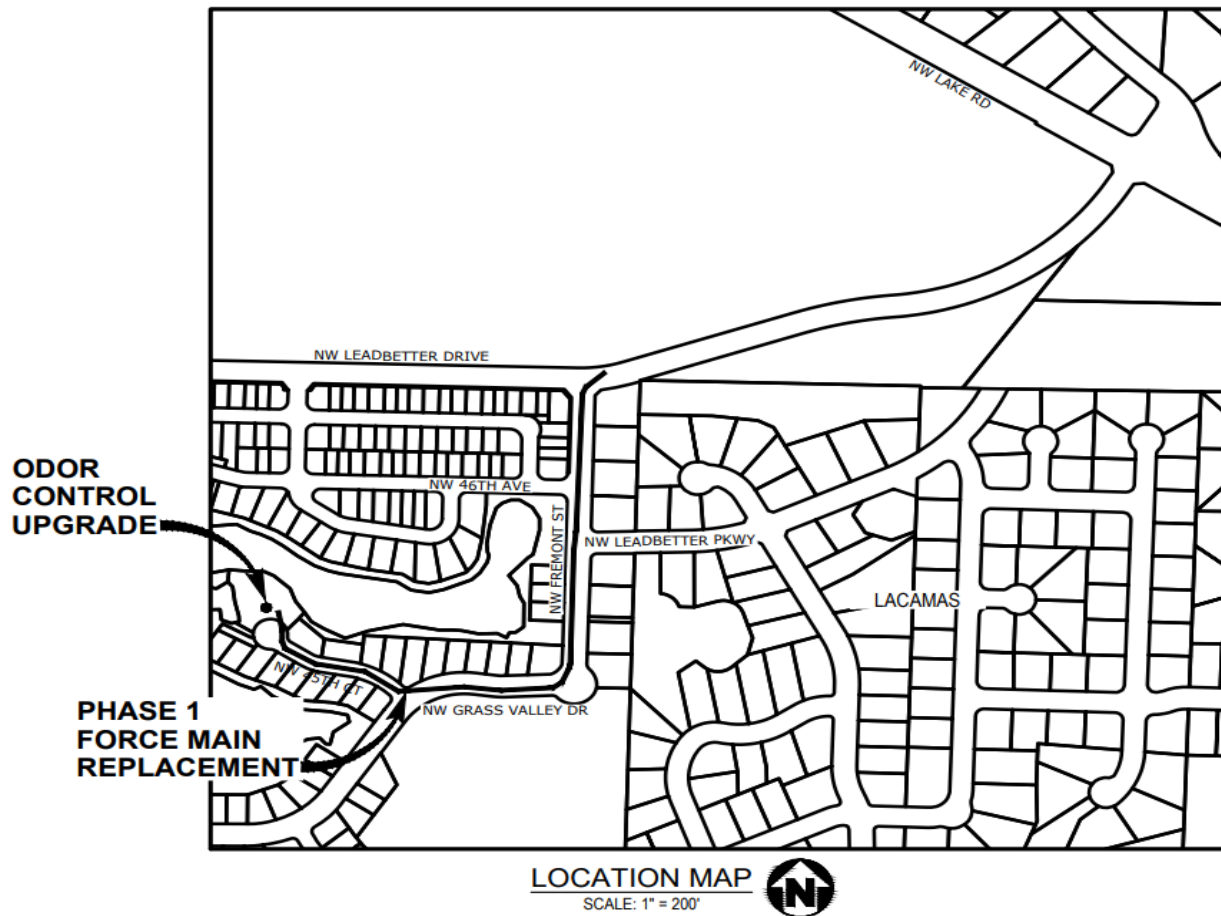


Figure 1: Lacamas Meadows FM Replacement

BENEFITS TO THE COMMUNITY: Reduced impacts to citizens along the FM route when the force main has had to be repaired.

BUDGET IMPACT: The cost for the work will be \$57,124 and there are sufficient funds in sewer to cover this expenditure.

RECOMMENDATION: Staff recommends this item be placed on the July 7, 2025 Council Regular Meeting Consent Agenda for Council's consideration.

EXHIBIT A

SCOPE OF WORK

LACAMAS MEADOWS FORCE MAIN REPLACEMENT AND PUMP STATION ODOR CONTROL DESIGN UPDATES AND CONSTRUCTION SUPPORT CITY OF CAMAS

Project Understanding

In February 2024, the City of Camas (Owner) executed a Professional Services Agreement with Consor North America, Inc. (Consultant) for Design and Bid Phase services supporting the Lacamas Meadows Force Main Replacement project. With bids opened in April and construction to begin in June 2026, the Owner requests the Consultant provide Construction Phase Services assistance for the project as outlined in this scope of work. This scope of work also includes supplemental revisions to the final Design and Bid Documents.

Scope of Services

Consultant will perform the following services..

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Activities

1.1 Project Management & Administration

Perform general administration and project management throughout the project construction phase to provide successful completion of all tasks and elements of the project within the established scope, schedule, and budget.

1.2 Invoices / Status Reporting

Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.

Monthly status reports to accompany each invoice, including progress report with description of work completed. Reports will also include milestone updates, cumulative expenditures, budget remaining, and percent complete by task.

Assumptions

- Project construction support is anticipated to be five (5) months; therefore, it is assumed that there will be up to five (5) progress payments/status reports.

Deliverables

- Consultant shall deliver to the City a monthly invoice and status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Potential impacts to submittal dates, budget shortfalls or optional services.

Task 2 – Final Design Updates

2.1 Final Design Updates

Preparation of the Final Design and Bid Documents included plan and specification revisions to reflect revisions to the box culvert crossing and overall pipe material and existing force main connection revisions.

Task 3 – Construction Phase Services

Objective

Provide engineering services during construction to assist the Owner's Representative with contract administration, submittal review, construction engineering, supplemental construction observation, and project closeout assistance. The intent is to ensure the Work is completed in accordance with the contract documents and satisfies permit requirements.

Activities

3.1 Construction Contract Administration Support

Assist the Owner's Representative with construction administration duties. Anticipated activities include phone check-ins and/or email correspondence with Owner's Representative.

3.2 Pre-Construction Meeting

Review pre-construction conference meeting agenda prepared by the City and attend meeting.

3.3 Submittal Review

Receive, review, and log Contractor submittals and shop drawings for the force main and pump station odor control improvements for conformance to the design requirements of the project. Provide draft review comments to Owner for substitute and "or-equal" items proposed for use by Contractor. Maintain submittal log and provide updates to the Owner and Contractor.

3.4 Construction Engineering

Respond to Contractor Requests for Information (RFIs) and issue necessary clarifications or interpretations of the contract documents. Review Contractor utility pothole data and prepare force main alignment revisions as required. Review and comment on contractor requests for change orders.

3.5 Supplemental Construction Observation

Consultant will provide targeted supplemental construction observation and prepare observation reports after each visit. Copies of the reports will be provided to the Owner. Site visits and observations by the Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work, but limited to spot checking, selective sampling, and similar methods of general observation of the work. Consultant does not assume responsibility for the means and methods of construction selected by the Contractor nor for any failure to furnish and perform the work in accordance with the Contract Documents. Based on information obtained during such visits and observations, Consultant shall determine in general if Contractor's work is proceeding in accordance with the Contract Documents, and keep the Owner informed of the progress of the work.

3.6 Final Inspection

Perform an inspection at substantial completion and prepare a punch list. Owner to coordinate completion of punch list items and certify project acceptance.

3.7 Record Drawings

Prepare and provide to the Owner record drawings representative of the "as constructed" work based on Contractor and Owner inspector redline drawings. Record drawings shall be provided to the Owner in digital format.

Assumptions

- Budget for Subtask 3.1 assumes up to six (6) construction check-in Teams meetings not attended under Subtask 3.5 supplemental construction observation visits.
- Budget for Subtask 3.3 assumes up to fourteen (14) submittals and two (2) resubmittals (total of sixteen [16] submittals) will be reviewed.
- Budget for Subtask 3.4 assumes up to four (4) RFI responses and two (2) change order requests will be submitted.
- Budget for Subtask 3.5 assumes up to four (4) construction observation visits will be performed by the Consultant. The budget assumes six hours for each visit to account for travel time, on-site inspection, and reporting.
- Hours are estimated as an average over the contract duration. The actual time required to perform the tasks included depends on Contractor competency, changed conditions, Owner staff availability and/or permitting agency requirements. If it appears that additional time will be needed to continue services through project completion, the Owner will be notified immediately.

Deliverables

- Monthly invoices and progress reports.
- Submittal review comments and maintain submittal log.
- Responses to Contractor RFIs and maintain RFI log.
- Construction observation reports.

- Substantial completion punch list.
- Record Drawings.

Owner-Provided Services

- Owner will provide a qualified construction inspector and project manager to be the Owner's representatives and serve as the primary daily contact for the Contractor and the Consultant.
- Owner will provide primary observations for erosion control, traffic control, site cleanup and security, right of way permit compliance, and force main / pump station odor control utility construction, testing, and pavement restoration.
- Owner will coordinate all required construction meetings and prepare meeting agendas and summaries.
- Owner will monitor and address issues related to cost and/or schedule, tracking contract time, monthly review of construction progress relative to the schedule, preparation of all required change orders, review of monthly progress payments, and compliance with Contractor BOLI submittals.
- Coordinate and pay for all third party inspections as required.

Budget

Consultant proposes to perform the Scope of Services on a time and expenses basis with a total not to exceed amount of \$57,124 (Attachment A) in accordance with the firm's current standard Schedule of Charges in effect at the time the work is performed (Attachment B).

ATTACHMENT A

LACAMAS MEADOWS FORCE MAIN REPLACEMENT AND PUMP STATION ODOR CONTROL - DESIGN UPDATES AND CONSTRUCTION SUPPORT
CITY OF CAMAS
PROPOSED FEE ESTIMATE

Item 1.

Staff Name	LABOR CLASSIFICATION (HOURS)														
	Principal Engineer III	Professional Engineer VIII	Engineering Designer III	Technician III	Project Coordinator III	Administrative III	Hours	Labor	Subconsultants	Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total	
									Industrial Systems						
\$300 GruberJam	\$252 MilesAnd	\$195 MartinKyl	\$174 McFaddinNic	\$170 CutlipEri	\$134 MaliziaWii										
Task 1 - Project Management															
Task 1.1 - Project Management and Administration	4	8			4	4	20	\$ 4,432		1.1	\$ -	\$ -	\$ -	\$ 4,432	
Task 1.2 - Invoices / Status Reporting	2	6					8	\$ 2,112		1.1	\$ -	\$ -	\$ -	\$ 2,112	
Task 1 Subtotal	6	14	0	0	4	4	28	\$ 6,544	\$ -		\$ -	\$ -	\$ -	\$ 6,544	
Task 2 - Final Design Updates															
Task 2.1 - Final Design Updates	4	38					42	\$ 10,776	\$ 500	1.1	\$ 550	\$ -	\$ -	\$ 11,326	
Task 2 Subtotal	4	38	0	0	0	0	42	\$ 10,776	\$ 500		\$ 550	\$ -	\$ -	\$ 11,326	
Task 3 - Construction Phase Services															
Task 3.1 - Construction Contract Administration Support	2	8					10	\$ 2,616		1.1	\$ -	\$ -	\$ -	\$ 2,616	
Task 3.2 - Pre-Construction Meeting	2	6					8	\$ 2,112		1.1	\$ -	\$ 21	\$ -	\$ 2,133	
Task 3.3 - Submittal Review	2	18	24				44	\$ 9,816	\$ 980	1.1	\$ 1,078	\$ -	\$ -	\$ 10,894	
Task 3.4 - Construction Engineering	2	24	8				34	\$ 8,058	\$ 1,000	1.1	\$ 1,100	\$ -	\$ -	\$ 9,158	
Task 3.5 - Supplemental Construction Observation		24					24	\$ 6,048	\$ 1,000	1.1	\$ 1,100	\$ 84	\$ -	\$ 7,232	
Task 3.6 - Final Inspection		8	4				12	\$ 2,796		1.1	\$ -	\$ -	\$ -	\$ 2,796	
Task 3.7 - Record Drawings		2	8	8			18	\$ 3,456	\$ 750	1.1	\$ 825	\$ -	\$ 144	\$ 4,425	
Task 3 Subtotal	8	90	44	8	0	0	150	\$ 34,902	\$ 3,730		\$ 4,103	\$ 105	\$ 144	\$ 39,254	
TOTAL - ALL TASKS	18	142	44	8	4	4	220	\$ 52,222	\$ 4,230		\$ 4,653	\$ 105	\$ 144	\$ 57,124	

City of Camas

Task Order 7

Construction Phase Services

Exhibit A - Scope of Services

March 2025



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Portland, OR 97204
(503) 423-3700

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Exhibit A – Scope of Services

Background

In the winter of 2025, HDR (Consultant) completed the design for the UV Disinfection Improvements project for the City of Camas (City). The design includes replacing the existing UV disinfection system, replacing grit classifiers, replacing and relocating the existing backup generator, replacing two aeration blowers, installing a centrifuge dewatering unit, and installing new HVAC units for the existing Equipment Building.

Task 100 Coordination and Project Management

Objective:

Consultant will monitor the project team's work including subconsultants; coordinate with City staff; monitor scope, schedule, and budget; and provide monthly status reporting, accounting, and invoicing services.

Consultant Services:

1. Prepare a Project Management Plan outlining the scope, team organization, schedule, safety, and communications information.
2. Coordinate and manage the project team.
3. Coordinate and manage project subconsultants.
4. Prepare monthly status reports describing the following:
 - a. Services completed during the month.
 - b. Services planned for the next month.
 - c. Needs for additional information.
 - d. Scope/schedule/budget status.
 - e. Schedule update and financial status summary.
5. Prepare monthly invoices formatted in accordance with contract terms.
6. Project Manager will have project management meetings with the client Project Manager to review project scope, schedule, and budget.

City Responsibilities:

1. Attend project management meetings.
2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

Assumptions:

1. The project duration is assumed to be 20 months for construction.
2. One project management meeting will be held per month, with 1.5 hours of Consultant's project manager time budgeted for each meeting (includes preparation, attendance, follow-up, and

notes). Meetings will be held on a web-based platform. Meeting duration is assumed to be 30 minutes, one Consultant staff member attending.

3. Invoices will be Consultant standard invoice format.

Deliverables:

1. Monthly reports and invoices (one copy with invoice can be mailed or e-mailed PDF file).
2. Monthly project schedule and budget updates included with invoice.
3. Project management meeting agenda and notes (e-mailed PDF files).

Task 200 Engineering Support during Construction

Objective:

Consultant shall furnish a Project Manager and City approved field staff to administer the construction contract and observe construction of the project. Consultant will administer the contract in accordance with the terms and conditions of the Contract.

Consultant Services:

Engineering Support during Construction

1. *Schedule of Values Review*: Compare Contractor's Schedule of Values (cost breakdown) to Engineer's Opinion of Probable Construction Cost to establish a reasonably balanced distribution of costs to the various elements of the total construction and serve as a basis for progress payments and determination of cost impact of changes.
2. *Submittal Review*: Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, results of tests and inspections, and other data the Contractor is required to submit. These shall be reviewed for conformance to the project design intent and compliance with the information in the Contract Documents.
3. *Request for Information (RFI)*: Provide responses to questions by the Contractor on the drawings, specifications, or other Contract documents.
4. *Change Proposal Requests*: Provide coordination and review to identify the need for changes to Work consistent with the design intent which require changes in Contract Price and/or Contract Time.
5. *Work Change Directives*: Provide a directive to Contractor when fair and reasonable pricing for a change item cannot be negotiated or when a change item is critical to the project schedule.
6. *Change Orders*: Coordinate the combining of change documentation into Change Orders for execution by Contractor and City.
7. *Pre-Construction Conference*: Attend a Pre-Construction Conference with the City and Contractor to:
 - a. Establish a working understanding among parties of the Work
 - b. Discuss the construction schedule and activities
 - c. Discuss the schedule of submittals
 - d. Discuss the schedule of values

- e. Discuss procedures for handling shop drawings and other submittals
 - f. Discuss procedures for processing applications for payment
 - g. Discuss requirements for maintaining records
 - h. Discuss impacts to existing utilities
 - i. Establish dates for substantial and final completion
 - j. Discuss other Contract Document requirements
8. **Document Management System (DMS):** Maintain an internal electronic DMS for receiving, logging, and tracking project electronic files. Electronic files to be included are field reports of project activities, digital photographs, audio recordings of meetings and conferences, meeting summary notes, material testing logs, work deficiency checklists, contractor payment certifications, submittals, RFIs, schedules, Field Orders, Change Proposal Requests, Work Change Directives, Change Orders, and correspondence between Consultant, Contractor, utility companies/agencies, other parties, and City.

Client Responsibilities:

- 1. Attend initial construction conferences, construction progress and other job related meetings, and Substantial Completion and final payment inspections.
- 2. Review and authorize issuance of Change Proposal Requests, Work Change Directives, and Change Orders.

Assumptions:

- 1. Submittal Review
 - a. Contractor will prepare a listing of submittals and dates of expected submittals, coordinated with supply contract schedules to allow adequate time for review, resubmittal, and review to meet the construction schedule. If Contractor fails to provide the submittal schedule and/or does not provide documents in accordance with the schedule, Consultant may be provided with additional time to review the submittal.
 - b. Consultant will not review or comment on submittals related to temporary items and construction aides such as shoring, formwork, and dewatering. Receipt of these submittals is to confirm compliance with the contract requirements for submittal only and Consultant will not review for the content, compliance, or calculations. Consultant is not responsible for the content of the submittal.
 - c. Consultant has not included staff or subconsultants to review geotechnical and hazardous material issues that may arise during construction other than the materials testing described in Task 600.
 - d. Reviews of requests for substitution are not included in this scope. If submitted by Contractor, the request will be sent to City for approval to proceed with review. Consultant's time to process, review, and respond to request will be billed to City as a separate, out-of-scope activity from which City can, at its direction, deduct the amount from Contractor's payment application(s).
 - e. Actual review time may vary depending on the complexity of the shop drawing or submittal. It is estimated that, on average, each submittal item will take 4 hours of Consultant team

member time to review and process and each re-submittal item will take 2 hours of Consultant team member time to review and process. Budget is based on 103 shop drawings or submittals (number derived from specifications) and 69 re-submittal events.

- f. If a submittal is determined incomplete when compared to requirements in Specification Section 01 33 00 – Submittals, it will be rejected.
 - g. Submittal reviews following one re-submittal will be billed to City as a separate, out-of-scope activity from which City can, at its discretion, deduct the amount from Contractor's payment application(s).
2. Request for Information
 - a. Consultant's review of RFIs regarding the design will be advisory and complementary to the design intent.
 - b. The fee for this sub-task is based on receiving and responding to up to 90 RFIs.
 - c. Actual review and response time may vary depending upon clarity and complexity of the RFI. It is estimated that, on average, it will take 2 hours of Consultant team member time to review and respond to each RFI.
 3. Change Proposal Requests
 - a. Negotiations between Consultant and Contractor are not binding until accepted by the City.
 - b. The fee for this sub-task is based on preparing, processing, and negotiating pricing of 15 Change Proposal Requests.
 - c. Actual preparation, processing, and negotiating time may vary depending on the complexity of the Change Proposal Requests. It is estimated that, on average, it will take 6 hours of Consultant team member time to prepare, process, and negotiate pricing for each Change Proposal Request.
 4. Work Change Directives
 - a. The fee for this task is based on preparing and processing 20 Work Change Directives.
 - b. Actual preparation, processing, and review time may vary depending upon the complexity of the Change Directive. On average, it is estimated that it will take 2 hours of Consultant team member time to prepare, process, and review each Change Directive.
 5. Change Orders
 - a. City has the sole responsibility to authorize all changes to the construction contract.
 - b. The fee for this task is based on preparing and processing 11 Change Orders – one every other month through substantial completion and one finalizing Change Order. Actual preparation and processing response time may vary depending on the complexity of the Change Order. It is estimated that, on average, it will take 6 hours of Consultant team member time to prepare and process each Change Order.
 - c. City will provide Consultant with copies of the fully executed Change Order after signed by City and Contractor.
 6. Pre-Construction Conference
 - a. Pre-Construction Conference will occur at City conference facility.

- b. Up to 10 hard copies of the Pre-Construction Conference agenda will be furnished by the Consultant.
 - c. Consultant has budgeted 10 hours for two Consultant staff members for preparation, attendance, and meeting note preparation.
- 7. Document Management System
 - a. Consultant will use Consultant's Newforma and Bentley ProjectWise for its DMS.
 - b. Consultant will not maintain a hard copy of documentation in addition to the DMS.
 - c. It is estimated that, on average, it will take 5 hours per week of Consultant team member time to maintain the DMS.
 - d. Consultant will provide City read access to the DMS.
- 8. Additional or extended services will be provided under a separate negotiated contract amendment if necessary due to circumstances beyond Consultant control.

Deliverables:

- 1. Submittal Review
 - a. Contractor's approved Shop Drawing Submittal Schedule transmitted to City and design team members via e-mail in PDF format.
 - b. Assembled comment sheets in each submittal file in the DMS.
 - c. Shop drawing responses transmitted to Contractor and City via e-mail in PDF format.
- 2. Request for Information
 - a. Response supporting information filed in the DMS.
 - b. RFI responses transmitted to Contractor and City via e-mail in PDF format.
- 3. Change Order Proposal Requests
 - a. Change Order Proposal supporting information filed in the DMS.
 - b. Change Order Proposal transmitted to Contractor and City via e-mail in PDF format.
 - c. Engineer's Decision transmitted to Contractor and City via e-mail in PDF format.
- 4. Work Change Directives
 - a. Change Directive supporting information filed in the DMS.
 - b. Work Change Directives transmitted to Contractor and City via e-mail in PDF format.
- 5. Change Orders
 - a. Change Order supporting information filed in the DMS.
 - b. Change Order, including supporting information for each Change Order, transmitted to Contractor and City via e-mail in PDF format.
- 6. Pre-Construction Conference
 - a. Draft Pre-Construction Conference agenda transmitted to City and Contractor via e-mail in PDF format.

- b. Final Pre-Construction Conference agenda transmitted to City and Contractor via e-mail in PDF format and hard copies delivered at conference.
 - c. Pre-Construction Conference notes transmitted to City and Contractor via e-mail in PDF format and filed in the DMS.
- 7. Document Management System
 - a. Filing system index transmitted to City via e-mail in PDF format, if requested.
 - b. Tracking logs for shop drawing transmittals, Requests for Information, Field Orders, Change Proposal Requests, Change Orders, and work deficiency checklists transmitted to City and Contractor via e-mail in PDF format.

Task 300 Field Services

Objective:

Determine substantial conformance of the completed construction with the requirements of the Contract Documents through observation of the Work.

Consultant Services:

This task includes services related to providing observation of field activities. Specific activities conducted by Consultant will include the following:

Construction Observation and Administration

1. Provide general observation including:
 - a. Observe, record, and report Contractor's daily work progress to determine the Work observed is in general conformance with the requirements of the Contract Documents for work associated with the project.
 - b. Document activities observed noting deficiencies and issues requiring resolution. Maintain work deficiency log in the DMS.
 - c. Create daily field reports defining specified work completed, Contractor work force figures, progress made on the controlling activity established by the approved construction schedule, job site visitors, and weather conditions.
 - d. Review approved shop drawings and apply them when conducting of observations.
 - e. Photograph construction to document progress or deficiencies, and log photos in the DMS.
 - f. Monitor the prequalification of soils and concrete materials, and coordinate in-place moisture and density testing and the sampling and testing of concrete (see Task 600).
 - g. Observe and document pressure testing of interior and exterior piping systems.
 - h. Review tagging of equipment to verify conformance with approved registers for equipment, valves, and other items designated to be tagged by the Contract Documents.
 - i. Coordinate training activities between Contractor and City.
2. Conduct or coordinate specified inspections and document results.

3. Notify Contractor when written verification from the Materials Testing subconsultant representative has been obtained stating that acceptable subgrade preparation is provided for structures and ready to receive concrete for foundations and structural slabs on grade.
4. Review stored materials and/or equipment for Contractor payment quantity determination and to verify that equipment and/or materials are adequately protected until installed. Consultant will notify Contractor if additional measures are required to protect the equipment.
5. Develop and provide Contractor with an ongoing list of items requiring correction to encourage correction of noted construction deficiencies, including:
 - a. Monitor and document construction throughout project duration and identify deficient items.
 - b. Provide Contractor with an updated list of non-conforming items at construction progress meetings.
 - c. As deficiencies are corrected, revise the list by indicating corrected status.
 - d. Use the deficiencies list to aid in identifying appropriate retainage amounts near project completion.
 - e. Issue Non-Conformance Reports for deficiencies not being acknowledged or addressed by Contractor with corrective measures or corrective action plans.
6. *Contractor's Application for Payment Review:* Review draft application for payment in comparison to progress of the work. Make notations of deficient work not recommended for payment until corrected; delete payment for stored materials and/or equipment which do not have approved shop drawings and/or proper invoices; reduce value for partially completed items claimed as complete.
7. *Contractor's Baseline Schedule and Updates Review:* Review Contractor's Baseline Schedule in accordance with Contract Documents. Review Contractor's monthly schedule updates in accordance with Contract Documents. Provide comments to Contractor through the Shop Drawing process.
8. *Field Orders:* Provide coordination and review to identify the need for minor changes in the Work consistent with the design intent which do not require a change in Contract Time or Contract Price.
9. *Weekly Construction Meetings:* Conduct weekly construction meetings with the Contractor's representative(s) and City's representative to assist in implementing the construction process. Prepare and e-mail agendas before the meetings and meeting notes after the meetings. Project Engineer and other design personnel will participate in the meetings by teleconference as necessary.

Client Responsibilities:

1. Attend initial construction conferences, design and construction progress and other job related meetings, and Substantial Completion and final payment inspections.
2. Provide Consultant with the findings and reports generated by the entities providing laboratory, inspection, or monitoring services other than those being provided by Consultant.
3. Additional or extended services will be provided under a separate negotiated contract amendment if necessary due to circumstances beyond Consultant control.

Assumptions:

1. Consultant's observation of the work performed under the construction contract shall not relieve Contractor from responsibility for performing work in accordance with applicable contract documents.
2. Consultant shall not control or have charge of, and shall not be responsible for construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction.
3. Consultant shall not be responsible for the acts or omissions of construction Contractor(s) or other parties on the project.
4. Observations will be performed in accordance with industry-recognized standard practices.
5. City agrees to include a provision in the construction contract that requires Contractor to list Consultant as an additional insured on Contractor's commercial general liability insurance.
6. Contractor is responsible for compliance with permit conditions; therefore, Consultant cannot ensure Contractor's compliance with permit conditions. Consultant will notify City of observed conditions and violations.
7. Monitoring removal and/or disposal of contaminated materials is not included.
8. The fee for construction observation is based on field observation from a single Resident Project Representative (RPR) for 87 weeks at 40 hours per week and 10 site visits for Consultant staff.
9. Budget includes expenses for lodging, vehicle, and travel. RPR will be reimbursed a Per Diem rate of \$236/day in addition to mileage billed at the GSA rate of \$0.70/mile. The days assumed for Per Diem are 609 days. Mileage assumes 30 miles per day for 435 days for RPR, five trips from Spokane and five trips from the Portland for Consultant team members.
10. Normal working hours for Consultant observation staff and Contractor will coincide with normal construction working hours: Monday through Friday, 7:00 am to 4:00 pm, unless a 4-10 schedule is mutually agreed upon.
11. Should Contractor elect to perform work outside of normal working hours, on Saturday, Sunday, or legal holiday, Consultant will require that City authorize field observation services prior to Consultant starting observation.
12. If additional labor and expenses for performing observation services outside normal working hours or beyond estimate included in this task are required due to increased construction duration, City will negotiate an increase in fee for this activity as a separate, additional fee activity which City could recover from Contractor through a construction contract change when appropriate.
13. When full-time observation is not required by contractor activities, RPR may assist with other activities such as shop drawing reviews, responses to RFIs, and review of change proposal pricing, when activities are within their capabilities and expertise as requested by the City.
14. Contractor's Application for Payment Review
 - a. The draft and final payment application requests will be submitted by Contractor each month on days agreed upon to meet City's processing schedule requirements.

- b. Consultant's recommendations for payment can be modified until final payment is approved and authorized by City.
 - c. Up to 20 payment applications may be reviewed by Consultant as requested by the City.
 - d. For estimating, it is assumed each payment application reviewed by the Consultant will take 1 hour of Consultant team member time to review and process.
 - e. Consultant will collect certified payroll information from Contractor and conduct payroll interviews. Certified payroll will be uploaded to the DMS.
- 15. Contractor's Baseline Schedule and Updates Review
 - a. Following the initial Baseline Schedule, the Contractor will submit monthly schedule updates.
 - b. Up to 20 project schedule updates may be reviewed by Consultant as requested by the City.
 - c. For estimating, it is assumed each schedule update review will take 1.5 hours of Consultant team member time to review and process.
- 16. Field Orders
 - a. Field Orders may be generated from responses to RFIs, design changes, Contractor-initiated changes, City-initiated changes, or unanticipated conditions.
 - b. The fee for this task is based on preparing and processing up to 10 Field Orders.
 - c. Actual preparation and processing time may vary depending upon the complexity of the Field Orders. It is estimated, on average, it will take 2 hours of Consultant team member time to prepare and process each Field Order.
- 17. Bi-Weekly Construction Progress Meetings
 - a. Bi-Weekly Construction Progress Meetings will occur at the Contractor's construction trailer at the project site; involve up to two Consultant team members; and last up to 1 hour each. One Consultant team member may attend by phone. Consultant has budgeted 3 hours for each Bi-Weekly Construction Progress Meeting for preparation, attendance, and meeting note preparation.
 - b. Consultant will prepare an agenda for the first Construction Progress Meeting. Notes from the previous meeting will be used as the agenda for subsequent meetings updated with current issues or concerns.
 - c. Construction Progress Meeting agendas will include current logs of outstanding shop drawing submittals, three-week look ahead schedule, and RFI responses. Agendas will also include time for Contractor to summarize work completed since the last Progress Meeting and work projected for the following month.
 - d. Up to 44 progress meetings are included for this task.

Deliverables:

- 1. Engineering Site Visitation Memoranda transmitted to City via e-mail in PDF format.
- 2. Photographs filed in the DMS.
- 3. Reports of property damage or personal injury accidents transmitted to City via e-mail in PDF format and documented in Daily Field Report.

4. Contractor's Baseline Schedule and Updates Review
 - a. Review comments on Baseline Schedule and Updates
5. Weekly Construction Progress Meetings
 - a. Construction Progress Meeting agenda transmitted to City and Contractor via e-mail in PDF format and filed in the DMS .
 - b. Construction Progress Meeting notes transmitted to City and Contractor via e-mail in PDF format and filed in the DMS.
6. Contractor's Application for Payment Review
 - a. Contractor's Payment Application Requests submitted via DMS with appropriate attachments, such as invoices for stored materials.
7. Field Orders
 - a. Supporting information filed in the DMS.
 - b. Field Order transmitted to Contractor, City, and Consultant's team members via e-mail in PDF format.

Task 400 Start-up and Commissioning

Objective:

Assess overall performance of equipment and systems installed as part of this project.

Consultant Services:

This task includes services related to training operations staff and testing the process systems to verify intended operation. Specific activities conducted by Consultant will include the following:

1. Monitor Manufacturer's Field Services and training of City personnel required by the Contract Documents to be performed by the Contractor.
2. Review and comment on Contractor-provided startup and commissioning plans to include review of the startup and commissioning plans for the following major pieces of equipment:
 - a. Centrifuge
 - b. Blowers
 - c. UV Disinfection
 - d. Grit Classifiers / Hydrocyclones
 - e. Primary Clarifiers
3. Provide startup and commissioning assistance for the five pieces of equipment above.
4. Review and provide comments for Contractor-provided equipment training agendas and training material outlines as provided by Contractor. Coordinate vendor training schedule with Contractor and plant staff.
5. Monitor vendor training for City's operations and maintenance personnel.

6. Provide field support as needed for equipment instrumentation and controls, support for OCD. Forty hours of staff time has been budgeted for supporting instrumentation and controls. It is anticipated that assistance will be needed for startup and integration of the new blower systems with the existing system.

Client Responsibilities:

1. Coordinate City staff schedules and availability for vendor training with Consultant.

Assumptions:

1. Monitoring field services assumes 8 hours per piece of equipment for a total of 40 hours for one staff member.
2. Review of startup and commissioning plans assumes 4 hours per plan for five pieces of equipment for one staff member.
3. Startup and commissioning assistance assumes 4 days at 8 hours each for each piece of equipment for a total of 160 hours. Another 55 hours are estimated for design staff assistance as needed.
4. 2 Consultant hours of staff time are provided for review and comment on each of the training materials and agenda for five pieces of equipment for a total of 10 staff hours.
5. Vendor training monitoring is provided at 2 hours per each piece of equipment, for five pieces of equipment, at a total of 10 staff hours.
6. 40 Consultant staff hours are provided for field support for I&C coordination and programming.
7. Backup generator and HVAC units are not included in the startup and commissioning assistance services.

Deliverables:

1. Review of startup and commissioning plans will provide the City and Contractor with review notes and markups for possible inclusion in the startup and commissioning plans.
2. Consultant will provide review comments on training materials and agenda consisting of redlines on Contractor-provided materials.
3. Consultant will review and monitor vendor training for compliance with startup and commissioning plans. Consultant will provide comments as needed on training.
4. Consultant will provide summary notes from meetings with I&C staff regarding field support of OCD and Contractor programming.

Task 500 Construction Close-Out

Objective:

Achieve an orderly, well-documented close-out of the construction contract.

Consultant Services:

This task includes services related to closing out the construction contract. Specific activities conducted by Consultant will include the following:

Substantial Completion Inspections:

1. Receive and review Contractor's required substantial completion submittal, and determine if project is ready for substantial completion inspection, including:
 - a. Develop substantial completion submittal checklist.
 - b. Verify submittal of required documents.
 - c. Review Contractor's punchlist and Consultant's progressive list of incomplete and deficient items and determine if the substantial completion inspection is appropriate in accordance with Contract requirements.
 - d. Schedule substantial completion inspection or notify Contractor that the Work has not progressed to point of substantial completion as defined by the Contract Documents.
2. Coordinate, conduct, and document the substantial completion inspection and issuance of the Certificate of Substantial Completion including:
 - a. Notify City and design team members of date of substantial completion inspection.
 - b. Prepare and distribute the punchlist format to the parties conducting the inspection.
 - c. Conduct the substantial completion inspection.
 - d. Compile the punchlist and identify the tentative date of substantial completion, and prepare and issue tentative Certificate of Substantial Completion to City for review and concurrence.
 - e. If there are multiple portions of the Work with different substantial completion dates, prepare a summary of the dates of expiration of the various Correction Periods.
 - f. Upon City concurrence, issue the definitive Certificate of Substantial Completion and punchlist setting the date of Substantial Completion.
3. Review progress of corrective action on punchlist items and periodically update and re-issue the punchlist and issuance of Certificate of Substantial Completion for the entire or designated portions of the Work.

Final Completion Inspection:

1. Receive and review Contractor's required final completion submittal.
2. Coordinate and attend the final inspection meeting and physical walk-through of the project, including:
 - a. Schedule the final inspection date and notify Contractor, City, and Regulatory Agencies.
 - b. Assemble the various final completion submittal documents, required by the Contract Documents, for the final inspection meeting and review them with the various parties.
 - c. Conduct, document, and distribute the final inspection findings.
3. Collect close-out documents required by the Contract Documents and forward the documents along with Contractor's Final Application and Certificate for Payment to City for processing by City.

Record Drawings:

1. Consultant will monitor the status of Contractor's as-built drawings every other week at the Construction Progress Meetings.

2. Consultant team members will document changes due to field adjustments in the record drawings as they occur.
3. Prepare final record drawings.

Client Responsibilities:

1. Review Substantial and Final Completion certificates prior to issuance.
2. Review and approve final Record Drawings.

Assumptions:

1. Substantial Completion Inspections and Final Completion Inspection will occur at the project site, involve up to two Consultant team members, and last up to 8 hours each.
2. Contractor will red-line a full size (24 IN x 36 IN) hard copy of the construction contract documents on a monthly basis to incorporate RFIs, Field Orders, Change Proposal Requests, submittal data, and changes based on records received from both Consultant and City.
3. Record drawings will be based on construction records provided by Contractor, City, and on-site resident project representatives and completed within 2 months of the date of receipt of the marked-up prints and other necessary data from Contractor.

Deliverables:

1. Certificates of Substantial Completion and punch lists transmitted to City and Contractor via e-mail in PDF format.
2. Certificate of Final Completion with Contractor's Final Application and Certificate for Payment transmitted to City and Contractor via e-mail in PDF format.
3. Provide City with electronic files (PDF format and AutoCAD or Revit formats), including a full-size hard copy and half-size hard copy Record Drawings.

Task 600 Materials Testing and Special Inspection Services

Objective:

Provide special inspection and testing services required by the International Building Code (IBC), project structural notes, and City Building Department for designated structural components of construction. Services will be completed in accordance with ASTM International (ASTM) test methods and applicable sections contained in the American Concrete Institute (ACI) Manual of Concrete Practice, and American Welding Society (AWS) Structural Welding Code.

Consultant Team Materials Testing and Special Inspection Services:

This task includes geotechnical-related services for the Project. Specific activities conducted by Consultant will include the following:

1. **Earthwork:** Includes periodic observation during soil improvement, site preparation, in-place density testing of structural fill placed a building floor slab, foundation grade, hot-mix asphalt (HMA) pavements, and within utility trenches.
2. **Reinforced Concrete:** Includes mix design review; periodic reinforcing steel placement inspection; field testing for slump, unit weight, entrained air and temperature; preparing

concrete test cylinders; and inspection during site-cast structural concrete placement for foundations, floor slabs, columns, and walls.

3. *Structural Steel Framing/Anchorages/High-Strength Bolts:* Review and inspect structural steel materials; high-strength bolts; anchor bolts and threaded rods; weld filler material; welding procedures and welder qualifications; framing requirements; reviewing high-strength bolting materials and procedures; and periodic inspection of field-welded structural steel connectors.
4. *Sample Retrieval and Laboratory Testing:* Collect and transport samples of on-site and imported soil that will be used as structural fill, concrete samples obtained from the project site to laboratory in Portland, Oregon or Vancouver, Washington. Laboratory services will include compaction tests and gradation analyses of structural fill, and curing and unconfined compression testing of concrete samples. HMA samples will be analyzed for theoretical Rice density, oil content, and gradation of extracted aggregate.
5. *Daily Field Reports:* At the completion of each site visit, Consultant's field personnel will prepare a preliminary field report to document field test results, observations, and discussions applicable to the project.
6. *Final Report:* At the conclusion of geotechnical services, provide a final letter report as required by IBC Chapter 17 to summarize observations and test results, and opinions regarding applicable Contractor's general compliance with the project plans and specifications.

Assumptions:

1. Subconsultant will perform testing in accordance with construction contract documents and other recognized/applicable standards.
2. Consultant has included a subconsultant fee of \$15,000.00 for materials testing and special inspections; however, actual cost will be based on actual time and materials required to conduct materials testing and special inspections.
3. Subconsultant will have a lab within 25 miles of the City of Camas Wastewater Treatment Plant.

Deliverables:

1. Summaries of daily reports, materials testing information, and special inspections.
2. Final report in accordance with IBC Chapter 17.

Task 700 Management Reserve

Objective:

To allow the City a discretionary task budget, to cover additional professional services not currently included in this scope.

Approach:

Provide professional services at the request of the City as mutually agreed and defined.

Consultant Services:

1. Conduct additional services as mutually agreed by the City and Consultant.

City Responsibilities:

1. Identify professional services deemed necessary that are not expressly included in this Scope of Services.
2. Provide authorization and approval to amend the scope and budget for additional services.

Assumptions:

1. Agreement for the services to be performed under this Management Reserve task and budget will be documented and agreed upon in writing by the City and Consultant prior to proceeding.

Deliverables:

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

Exhibit B – Schedule

The project schedule anticipates Notice to Proceed on May 14, 2025 with construction phase services completed by February 2027. Construction project duration is 20 months following issuance of Notice to Proceed. The basic project schedule is as follows:

Key milestones are listed below.

Milestone	Estimated Duration (weeks)	Date
Notice to Proceed	0	May 14, 2025
Notice to Proceed Construction	4	June 10, 2025
Completed Construction	87	February 9, 2027
Closeout	8	April 6, 2027

Exhibit C – Compensation

Consultant's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses, and subconsultant compensation shall not exceed \$1,780,286 without written authorization by the City. Expenses and subconsultants will be billed with a 5% Markup.

Task	Description	Labor Hours	Expenses	Subconsultant	Total Cost
100	Coordination and Project Management	679			\$ 175,951
200	Engineering Support during Construction	1,508			\$ 383,367
300	Field Services	3,722	\$ 157,469		\$ 1,000,400
400	Start-up and Commissioning	335			\$ 70,900
500	Construction Close-out	280	\$100		\$ 62,882
600	Materials Testing and Special Inspection Services	84		\$15,750	\$ 36,786
700	Management Reserve				\$ 50,000
Total		6,608	\$157,569	\$15,750	\$1,780,286



Staff Report

June 16, 2025 Council Workshop Meeting

Professional Services Agreement for UV Disinfection and Equipment Building
Construction Assistance

Presenter: Rob Charles, Utilities Manager

Time Estimate: 10 minutes

Phone	Email
360.817.7003	rcharles@cityofcamas.us

BACKGROUND: As equipment at the Waste Water Treatment Plant (WWTP) continues to age, it is necessary to upgrade and replace this equipment to keep the plant running efficiently and meeting permit requirements with the Department of Ecology. The equipment building houses multiple treatment components for the plant which will receive upgrades including two new aeration blowers, an additional centrifuge for solids drying, updated HVAC controls to help cool electrical areas and ventilate areas with high hydrogen sulfide content, and a new backup generator for the building. The septage receiving station and the ultraviolet (UV) components in a separate building will also be upgraded. Clarifier mechanisms in both of the primary clarifiers will be replaced with stainless steel components to prolong their life. Electrical controls will be replaced with newer technology. All these components need to be upgraded due to age of the equipment, older technology, lack of support from suppliers and vendors, or difficulty in obtaining replacement parts. The upgrades will allow the plant to operate more efficiently with less staff time devoted to repair of equipment or reduced down time when equipment is being repaired.

SUMMARY: At the regular council meeting, City Council will be considering awarding a contract to the low bid contractor for this work.

The City is proposing to have contract inspection completed by HDR, Inc. who have provided a scope of services perform full time inspection and construction documentation for the project. HDR, Inc have inspectors who have years of experience working and inspecting waster water upgrades.

It is important to have a full time inspector and project manager that are qualified to review the contractor's day to day, week to week and overall schedule so there are the least amount of impacts at the plant during construction. Weekly meetings, review of pay applications, and look ahead schedule coordination are critical to maintaining the overall project schedule.

The work involved with the contract is dictated by the contract specifications and requires that installation of equipment meets manufacturer recommendations for installation. The contractor

will also be required to have the plant treating wastewater during construction, which requires close coordination with the HDR team and city wastewater staff as older equipment is taken off line and replaced with new equipment. Start up of components is also a critical piece of the project to ensure that new and existing components of the plant are able to work together seamlessly.

Submittal review of equipment and materials, materials testing and special inspections will be provided by the HDR team. Construction Close Out Services includes review of contractor provided Operation and Maintenance Manuals for all new equipment and processes.



Fig.1 Centrifuge Room in Equipment bldg.



Fig.2 Blower Room



Figures 3-5: Corroded Metal in Primary Clarifier Basin



Fig. 6 Generator



Fig 7 Septage Receiving Station



Fig. 8 Electrical Room/ HVAC upgrades



Fig. 9 Ultraviolet (UV) Bank



Fig. 10 Septage Receiving Station

BENEFITS TO THE COMMUNITY: Ensure that the upgrades are installed per the engineer's and manufacturers recommendations to provide the longest life to the city.

BUDGET IMPACT: The cost for the HDR, Inc. project is \$1,780,286 and will be covered by revenue bonds being issued by the city in the amount of \$14,000,000 for this project.

RECOMMENDATION: Staff recommends this item on the July 7, 2025 Council Regular Meeting Agenda for Council's consideration.

Council Policies & Procedure Handbook 2025

City Clerk's Office



Per MRSC Article, Council Rules of Procedure:

"The motivation in adopting rules is to increase meeting efficiency and effectiveness and to manage or reduce conflict. The basic idea in adopting rules is to ensure that these meetings will run more smoothly and follow a generally accepted format. A well-organized and well-managed meeting does not necessarily guarantee good results, but it certainly helps."

City councils are authorized by RCW 35A.12.120 to determine their own rules and order of business and to establish formal rules for the conduct of council meetings.

My Resources ...

The following rules are made up primarily of excerpts from:

- 1) Examples provided by MRSC of other Code/Mayor-Council city's rules;
- 2) RCW 42.30, the Open Public Meetings Act;
- 3) MRSC Publication – Mayor and Council Members Handbook
- 4) Roberts Rules of Order – Newly Revised; and
- 5) Jurassic Parliament.

The goal being to ensure these rules are indeed "best practice" for the City of Camas.

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Camas City Council

Rules of Procedure

A. Regular, Workshop and Special Meetings

All meetings (Meetings) of the Camas City Council (Council) will be held in compliance with state statutes, including the Open Public Meetings Act (OPMA), RCW 42.30.

Members of public are welcome to observe and address Council during defined Public Comment periods; comments can also be taken by phone, mail or email. See the Resident Public Meeting handout on the City of Camas (City) [website](#) for further details. Public comments sent to publiccomments@cityofcamas.us within 24 hours prior to a Meeting will be saved to the Clerk's Meeting record.

1. Quorum

A majority (four) of the entire Council (seven) will constitute a quorum for the transaction of business at Council Meetings (Meetings). In the absence of a quorum, a lesser number may adjourn any Meeting to a later time or date with appropriate public notice.

2. Appearance of Fairness/Conflict of Interest

In all its dealings, Council and its Members will be governed by RCW 42.36 (appearance of fairness doctrine), RCW 42.20 (misconduct of public officers), and RCW 42.52 (ethics in public service).

3. Regular Meetings

Regular Meetings will be held on the first and third Mondays of each month beginning at 7:00 p.m. at City Hall unless otherwise rescheduled by notice of the Camas City Clerk (or designee). Regular Meetings will conclude no later than 10:00 p.m.,

subject to extension by Council.

If any Monday of this schedule falls on a legal holiday, the Meeting will be held the immediately following Tuesday.

4. Workshop Meetings

Workshop Meetings will be held on the first and third Mondays of each month beginning at 4:30 p.m. at City Hall unless otherwise rescheduled by notice of the Clerk. Workshop Meetings will conclude no later than 6:30 p.m., subject to extension by Council.

If any Monday of this schedule falls on a legal holiday, the Meeting will be held the immediately following Tuesday.

Workshops are devoted exclusively to the exchange of information relating to municipal affairs. No votes will be taken on any matters under discussion, nor will any Council Member(s) enter into a formal commitment with another member regarding a vote to be taken subsequently.

5. Special Meetings

Special Meetings will be called by the Clerk upon the written request of the Mayor of Camas, City Administrator, or a quorum of Members with at least 24 hours' written notice to each Member and the newspaper of local circulation. Special Meeting notices will state the purpose of the Meeting. No official action will be transacted at any Special Meeting of Council unless the item has been stated in the notice of such Meeting.

6. Remote Attendance/Virtual Meetings

Per Camas Ordinance 21-009 and Ordinance 22-

010, remote attendance would be considered as an alternative, relatively infrequently used method for participation, subject to the Member providing sufficient advance notice, and further subject to their demonstrating that satisfactory equipment will be available for their participation.

In an event of a proclaimed emergency by City, county, state, or federal officials, when a physically present quorum of Members is prohibited, prevented, or not required in order to conduct a Meeting, a quorum of Members will be obtained through other City-approved remote means. It will be noticed at all required locations and through all means of communication possible under the circumstances at the time.

To the extent possible and consistent with state law, Members may participate in a Meeting remotely. The use of a virtual platform will allow the Public to observe all activity, allow the recording of the Meeting and allow the Members, Staff and the Public to adequately hear the discussion, comments and any voting by the Members.

In limited instances, under normal conditions, the City would benefit by a Member's participation by means of remote communication. Council recognizes the benefits of fullest practicable attendance and participation by its Members.

Members will contact the Clerk to confirm arrangements.

At any time during a Member's remote attendance the signal is lost, the time will be noted as that Member's leaving the Meeting. At any time, a quorum is no longer seen or heard during a virtual Meeting, the Meeting will recess until their return or adjourn if unable to secure attendance.

7. Posting Requirements for Regular, Workshop and Special Meetings

Public notices (agendas) are to state the dates, times and places of Meetings and posted on the City website and City Hall (unless otherwise

directed under a proclamation of emergency).

- a. For a rescheduled Regular or a Special Meeting, a public notice stating the date, time, and place of the Meeting will be posted in all those locations at least 24 hours in advance.
- b. The notice described above is not required for a Meeting that is an emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the Public, when a two-thirds (5) Roll Call vote of Council determines that the delay would be detrimental to the City's efforts in responding to the threat.

8. Minutes of Meetings

The Clerk will attend the Meetings and record all the actions and resolutions of Council in accordance with the OPMA. In the absence of the Clerk, Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

Within 15 days of a Meeting the official record of the Meeting will be prepared by the Clerk and indicate the vote of the Members. It will be available for public review on the City's website.

9. Cancellation of Meetings

The City will provide notice of the cancellation to the Public in the same manner that notice is given for a Special Meeting under RCW 42.30.080. The Members *may* call for a future Special Meeting, after the conditions causing the cancellation are no longer an issue.

Consideration of canceling a future Meeting will be raised in a Meeting, and with consensus or a majority vote (4) of Council, the Clerk will issue the notice as soon as possible, ensuring it is a minimum 24 hours in advance of the canceled Meeting. Reasons for cancelling include, but are not limited to, a lack of agenda items, adverse

weather conditions, or an emergency.

If the Meeting to be canceled is a Regular Meeting and the Members are intending to take action that state law requires be in a Regular Meeting, the RCW 42.30.090's adjournment procedure will be used instead of cancellation, because the resulting rescheduled meeting will qualify as a Regular Meeting.

B. Conduct of Meetings

1. Meetings To Be Public

All Meetings, subject to the OPMA, will be open to the Public and the Public will have a reasonable opportunity to see and hear the proceedings, except when the Meetings may be closed to the Public and the media for clearly defined topics as defined in RCW 42.30, for executive and closed sessions. These sessions are arranged in conjunction with the City Attorney and City Clerk's Office.

All Meetings subject to the OPMA will be open to the media, freely subject to recordings services at any time, provided that such recording activity do not interfere with the orderly conduct of the Meeting.

2. Presiding Officer

The Presiding Officer (Chair) at all meetings will be the Mayor, Mayor Pro Tempore (Pro Tem), or the Mayor Pro Tem Alternate and will be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. Council will appoint annually one of its member's Pro Tem and Pro Tem Alternate, who will Chair the meeting in the absence of the Mayor. In the absence of the Mayor, the Pro Tem, and the Pro Tem Alternate, the member present who has the longest consecutive service on Council will be the Chair.

The Mayor, the current Pro Tem, and Pro Tem Alternate will discuss qualifications required of the

possible nominees for the successors. These qualifications may include institution knowledge, familiarity of Robert's Rules of Order, meeting attendance records, and the capacity to exhibit and remain impartial and fair while presiding over discussions and staff meetings. There will be a nomination for consideration which will allow Council discussion of qualifications followed by a vote. If the motion is voted down, at that time, any Council Member may make a nomination, followed by discussion and a vote until approved.

The Chair will recognize members requesting to speak; members are encouraged to:

- Speak one at a time taking care to remain germane to the topic at hand,
- Rebut opposing arguments only once,
- Speak only twice on the same subject after all others have had the opportunity to speak once,
- Wait for presentations to conclude before offering comment or asking questions, and
- Speak to the merits of an issue and avoid references to personalities.

When a Member serves as the Chair, the Member will have only those rights and will be governed in all matters and issues by the same rules and restrictions as other Members.

3. Agenda Preparation

The Administrator coordinates the development of Meeting agendas with the Mayor, City Clerk and Department Heads. They meet weekly to review and update the Council Calendar of items scheduled to go to Council.

Agendas for Meetings will be prepared by the Clerk at the direction of the Administrator and specify the time and place of the Meeting.

The Clerk will prepare to have the final Meeting agenda and materials available to Members and the Public by publishing them on the City's

website. Items for inclusion on an agenda, are to be provided at least four days prior to the Meeting for which the item is to appear. This allows sufficient time for review, initial research, and preparation of staff reports and accompanying materials.

If a Member wants to place an item on an agenda, they are to provide it to the City Administrator, who will reach out to the remaining Members to see if there is a total of at least three Members who are in agreement. The City Administrator will work with the Member, the Clerk and assigned staff person to prepare the item for discussion.

Weekly, the Clerk's Office distributes the Council Calendar of items scheduled for future Workshop, Regular, and Special meetings; Members may also request to review at any time.

Changes to an "established" Council Calendar, can be made by the Administrator and City Clerk in conjunction with the Mayor.

When adding or deleting any proposed agenda items, consideration should be given to ensuring the Meeting can be run efficiently and that the items that have been sufficiently prepared in order that an informed discussion can take place and it is in the best interests of the City.

To adhere to the OPMA, no more than three Members total should discuss a potential new agenda item outside of an open public meeting. Members will contact the City Administrator or Clerk to work with remaining Members for a consensus of a total of three Members to take up emergent items (or to schedule a Special Meeting).

In a Meeting, the Mayor, Administrator, or Members will have the right to add and remove items on agendas with a majority (4) vote of Council in accordance with state statute for placement on a future Council Meeting agenda.

Subject to Council's right to amend the agenda, no legislative item will be voted upon which is not

on the current Meeting agenda, except in emergency situations where the Public's health, safety or welfare are jeopardized (emergency ordinances require a vote of a majority plus one [5] of the whole Council and are effective upon adoption; it may not levy taxes, grant review, extend a franchise or authorize the borrowing of money).

During a Meeting, the Chair may rearrange, change the sequence, or add/remove items.

Legally required and advertised public hearings will have higher priority over other time-scheduled agenda items that have been scheduled for convenience rather than for statutory reasons.

Council is under no obligation to consider or act upon items that are presented without supporting information.

4. Regular Agenda

Regular Meetings are prepared with the following order of business:

- a. Call to order
- b. Pledge of Allegiance
- c. Roll Call of Council
- d. Public comment
- e. Consent agenda
- f. Mayor Announcements
- g. Meeting Items
- h. Executive Session (if applicable)
- i. Closing of the Meeting

5. Workshop Agenda

Workshop Meetings are prepared with the following order of business:

- a. Call to order
- b. Roll Call of Council
- c. Public Comment
- d. Workshop Topics
- e. Staff Miscellaneous and Reports
- f. Council Comments and Reports
- g. Closing of the Meeting

6. Consent Agenda

A consent agenda may be used to allow Council to act on numerous administrative or noncontroversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, financial write-offs, etc.

Upon request by any Member, an item may be removed from the Consent Agenda and placed on the Meeting Agenda for discussion and a stand-alone vote.

7. Agenda Distribution

The Clerk will provide Meeting agendas four days prior to the Meeting. The Clerk uses the City website newsletter-subscription feature to notify subscribers of its publication. The Public can sign-up to the distribution list by going to <https://www.cityofcamas.us/newsletter/subscriptions>, select "City Council Meeting and Workshop Agenda," and provide their email address. Meeting agendas are also posted at City Hall.

8. Attendance and Excused Absences

Election to Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the City. Attendance at Meetings is critical to fulfilling this responsibility.

RCW 35A.12.060 provides that if a Member has more than three **unexcused** consecutive absences, said member forfeits their office.

Members may be so excused by complying with this section. The member will contact the Mayor, Administrator or Clerk prior to the meeting and state the reason for his/her inability to attend the meeting. The Clerk's Office will inform the council of the Member's absence. The Member is announced "excused" in the meeting and if there is no objection, the Member is excused; and it will be noted in the meeting minutes. If there is an objection and subsequent majority vote that the absence is unexcused, it will be noted in the

meeting minutes.

There is an expectation that Members will make every effort to also attend Special Meetings, Workshops and any committees' meetings of which they are assigned.

When a Member is late to a meeting, it is noted in the meeting minutes as to their time of arrival.

9. Meeting Clerk's Duties

- a. Maintain the electronic recording during the Meeting.
- b. Take Roll Call.
- c. Records all votes taken. In instances of a Roll Call vote, the Clerk will call the name of each Member present in random order and will record the member's aye, nay, or abstention.
- d. Advisor to the Meeting body, and may raise administrative points - if an item is missed by mistake, seeking clarification of the motion, an amendment, or the result of the vote; or to make a Point of Order when a serious procedural error is in process or likely to occur.
- e. Prepare minutes at the conclusion of the Meeting. Prepare brief minutes for approval by the Members at the next regularly scheduled Meeting.
- f. The Clerk will not insert any directed or verbatim language unless requested by any Members, administration, or Staff.

10. Disorderly Conduct

The Chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person will be seated until the Chair determines whether the person is in order.

If the person so engaged in speaking is called out of order, they will not be permitted to continue to

speak at the same Meeting except by a majority (4) vote of Council.

If a disruption to the meeting occurs and order cannot be restored, the Mayor will call a 15-minute recess, with consensus of the Council.

Selected staff will work with any person(s) to ensure order can be restored and maintained, or they may proceed to use one of the options provided for in RCW 42.30.050¹ to ensure orderly continuation of the meeting. No person will be removed from a public Meeting *except* for an actual breach of the peace committed at the Meeting.

C. Public Comment Portion

In Washington State, Council Meetings are bound by parliamentary principles, which provide the rules and guidelines for the conduct of public meetings.

Each Regular and Workshop Meeting agenda will provide for reserved time for public participation.

If requested by a Member, the Chair will have discretion to allow the Public to speak at times other than the Public Comment period.

MEETING STRUCTURE

Mayor (Mayor Pro Tem or Pro Tem Alternate) is the Chair of the meeting

Agenda is to be followed, may be changed via Council consensus

Comments or behavior not allowed:

- Name-calling or personal attacks; obscene or indecent remarks; derogatory comments to

personalities

- Advertising or promoting the sale of products, services, or private enterprise
- Promotion of candidates running for public office, upcoming ballot measures, contest, or lotteries
- Comment periods are provided at the beginning of Council meetings as a forum to hear from residents – no sign-up or sign-in process required

PUBLIC COMMENT GUIDELINES

- Clearly state name and city of residence
- Address comments to Council as a whole; not individual members, staff, or audience members
- Keep comments to 3 minutes stating what you: support, oppose, suggest, or are calling attention to
- Handouts may be distributed to supplement your comment (presentations or digital aids are not allowed)
- Comment time may not be added to/donated to other speakers
- If a response is requested, state that during your comment and provide the preferred form of contact
- Per Resolution 20-005, no responses to comments or questions are provided during public comment
- Mayor will terminate comments beyond allotted time, or if there is a violation of the

¹ RCW [42.30.050](#) Interruptions—Procedure. In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media,

except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. Nothing in this section prohibits the governing body from stopping people from speaking to the governing body when not recognized by the governing body to speak.

comment/behavior guidelines

- To address Council outside of the public comment period of a meeting, email publiccomments@cityofcamas.us or mail/deliver comments to City Hall, 616 NE 4th Avenue

D. Executive Sessions

1. Purpose

Executive Sessions may be held during a Regular or Special Meeting to consider matters authorized in RCW 42.30.110. Primarily:

- Real property acquisition and sale
- Public bid contract performance
- Complaints against public officers and employees
- Personnel issues
- Litigation
- Other matters authorized by the chapter

Before convening into an Executive Session, the Chair will announce the purpose of the session, the anticipated amount of time needed, and that no decisions are allowed in Executive Sessions. If appropriate, the Meeting will reconvene to take action, or simply adjourn. The minutes will reflect the names of all attendees of the Executive Session.

2. Calling Executive Session

At a Meeting, the Members, by a two-thirds (5) Roll Call vote of Council may call an executive session under the conditions out lined in the OPMA. The Roll Call vote and purpose(s) for calling the executive session will be entered into the minutes of the public part of the Meeting at which the vote is taken.

Attendees of executive session will keep confidential all materials seen and verbal information provided in the session, and will comply with RCW 42.23.070(4), relating to the disclosure of confidential information: No municipal officer may disclose confidential

information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

E. Closed Meetings

The key difference between Executive Sessions and Closed Sessions are that the notice and other requirements of the OPMA do not apply to Closed Session conducted per RCW 42.30.140.

Closed Sessions may be held as needed and called by the Human Resources Director or the Clerk's Office.

For local governments that have union employees, the only purposes allowed for calling a Closed Session are to plan or adopt strategies or positions related to: (per RCW 42.30.110)

- Collective bargaining
- Professional contract negotiations
- Grievance or mediation proceedings
- Reviewing the proposals made in negotiations while in progress

The presider in Executive or Closed sessions is the Mayor or designee. The City Attorney's role is a legal advisor to his "client", the City – mayor, city administrator, city council, city staff, and boards and commissions.

Other staff may be invited as is necessary for the effective communication of the matter at hand.

F. Breach of Confidentiality Consequences

Any officer violating confidentiality is liable to the City for a penalty in the amount of \$500, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the Member by law.

In addition to all other penalties, civil or criminal, the violation by any Member of confidentiality may be grounds for forfeiture of his or her office.

G. Discussion and Voting

1. Conduct of Discussion

During Council discussion and debate, no member will speak until recognized by the Chair. After such recognition, the member will confine discussion to the topic at hand and to its merits and will not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member will speak more than once on the same topic unless every member desiring to speak to that topic will have had the opportunity to do so.

2. Ordinances and Resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, will relate to more than one subject, and that subject will be clearly stated in its title.

A vote on all ordinances and resolutions will be entered in the minutes. If the vote is unanimous, it will be necessary only to state so in the minutes, unless a Roll Call vote is required by law or by Council rules.

3. Roll Call

In all Roll Call votes, the names of Members will be called in random order.

4. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Members present at a Meeting will vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Member who is present and abstains or does not respond to a Roll Call vote will be counted as voting with the prevailing side and will be so recorded, unless otherwise excused or

prohibited by law from voting.

Conflict of interest, as defined by law, will be the sole reason for a member to abstain from voting. The opinion of the City Attorney will be binding on Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the Attorney.

The right to vote is limited to the Members present at the time the vote is taken. Voting by proxy is not permitted. Members may table an item if another Member is pending arrival or exercising a Point of Privilege, until they can participate in the vote in the same meeting.

All votes must be held and determined in public; no secret ballots are permitted.

5. Results of Voting

In all cases where a vote is taken, the Chair will declare the result.

It will be in order for any Member voting in the majority (4) to move for a reconsideration of the vote on any topic at that Meeting or at the next succeeding Meeting. When a motion to reconsider fails, it cannot be renewed.

6. Electronic Devices in Meetings

Members will not send or receive electronic communications concerning any matter pending before Council during a Meeting.

To ensure focus on the discussions during meetings, Members should only use the internet during meetings to access agenda packet information, Council resource documents, including but not limited to City policies, Robert's Rules of Order, or other research relevant to the discussion.

In deference to the Meeting at hand, Members should make every effort to refrain from sending or receiving electronic communication of a personal nature during Meetings, though it may sometimes be necessary to send or receive very

urgent/emergency family or business communications.

H. Miscellaneous

1. Adoption and Amendment of Rules of Procedure

These rules of procedure of Council will be placed on the agenda of the first Meeting following the seating of the newly elected Members for review and adoption. A copy of the rules adopted will be distributed to each Member.

Council may alter or amend its rules at any time by a majority (4) vote of Council after notice has been given of the proposed alteration or amendment.

2. Suspension of Rules

The Rules of Council may be suspended for a specified portion of a Meeting by an affirmative two-thirds (5) Roll Call vote of Council except that Council actions will conform to state statutes and to the State of Washington and the United States Constitutions.

3. Committees

Standing Committees of Council

The City will have the following standing committees:

- **CIVIL SERVICE COMMISSION 6-Yr Appt**
Adopts rules and regulations related to civil service testing procedures and other processes for Fire and Police Department employees.
Staff: Fire Department Administrative Assistant
- **DESIGN REVIEW COMMITTEE Ongoing Terms**
Citizens serve on this board, ongoing terms. Reviews and makes recommendations regarding development proposals as they relate to architecture, landscaping, and site design for compliance with City design guidelines and principles. Strong background in architecture, landscape design, and/or site design is highly desirable.

Staff: Community Development Director

- **LAW ENFORCEMENT OFFICERS AND FIRE FIGHTERS (LEOFF) DISABILITY BOARD 2-Yr Appt**
Adopts rules and regulations related to mandated benefits provided to law enforcement officers and firefighters hired under LEOFF I provisions.
Staff: Administrative Services Director
- **LIBRARY BOARD OF TRUSTEES 5-Yr Appt**
Adopts policies, approves expenditures, and advocates on behalf of the Library.
Staff: Library Director
- **LODGING TAX ADVISORY COMMITTEE Ongoing Terms**
Oversees city hotel revenues and reviews requests for tax dollars to be used for tourism projects.
Staff: City Administrator
- **PARKING ADVISORY COMMITTEE 4-Yr Appt**
Advises on City parking policy and program implementation within downtown commercial zone.
Staff: Community Development Director and Public Works Director
- **PARKS AND RECREATION COMMISSION 3-Yr Appt**
Advises the City Council on matters related to City parks, recreation, and open spaces.
Staff: Parks and Recreation Director
- **PLANNING COMMISSION 3-Yr Appt**
Conducts public hearings and makes recommendations to the City Council as to best methods of conservation utilization, planning, and development.
Staff: Community Development Director
- **SALARY COMMISSION 4-Yr Appt**
Reviews the relationship of salaries to the duties of the Mayor and City Council Members.
Staff: City Administrator

Staff support to committees includes:

- Preparation of a summary agenda
- Preparation of minutes
- Occasionally assist in research and reports

a. Citizen Appointments to Committees

Resident members of committees will be appointed by the Mayor, in conjunction with Staff supporting the committee, and finally subject to approval by a majority (4) vote of

Council. Unless stated otherwise, appointees must be residents of the City. Vacancies will be filled by majority vote of Council in the same way appointments are made.

4. Council Appointments to Boards and Commissions

Council Appointments are made annually to City, County, or Regional Boards and Commissions. These "Liaison" appointments are made at the direction of the Mayor. Consideration of a Member's interest in a particular subject or assignment will be made. The Appointee will serve for a term of one year, unless otherwise designated, and may be reappointed to the same Board or Committee from year to year. The Appointee will report objectively about any updates, of the group's activities, or discussions and considerations. These reports are provided during Council Updates in Council Workshop meetings. Members will avoid making duplicate reports and make every effort to be concise.

Liaison Appointment name definitions:

Alternate – Should the appointed Member to that Committee be unable to attend a particular meeting, the Alternate will instead.

Board Member – Seats on a board that are specifically established to be filled by an elected official of the City.

Committee Member – the Board or Committee is solely made up by Members of Council exclusively.

Observer – keep current with the group; communicate with leaders of the group; and report back to the Council to keep them informed of its current and/or future activities. Extreme care must be taken to avoid an Appearance of Fairness Doctrine violation or conflict of interest possibilities with groups or agencies.

Participant – Particular Boards or Committees are made up of non-Members, but the Committee invites the input or feedback from a Member of

Council.

When appropriate, Appointees will schedule with Council an annual presentation by the board or commission about programs, goals, and accomplishments.

Ad Hoc committees may be established for a specific period of time by the Mayor or by a resolution of Council which specifies the task of the ad hoc committee and the date of its dissolution.

Members of Ad Hoc Committees will be on a volunteer basis. All those who wish to serve will signify so in a meeting so the Clerk may take note. Outside the meeting, the volunteers are considered by the Mayor who will determine who the members will be. The Mayor will also designate the Member who is to be the Chair of the Committee. The Chair will report on the status of the Committee's progress on assigned tasks to Council from time to time. Final Committee findings will be reported to Council for final discussion and approval.

5. Relationship with City Attorney

The Attorney's Office serves as the legal adviser to the Mayor, City Council, City Clerk and all City departments with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City; represents and defends the City in legal matters; handles all suits initiated on behalf of the City and any of its departments; prosecutes violations of City ordinances; and provides counsel to elected officials on code interpretation and reform.

Although the Mayor or Administrator typically has more contact with the Attorney than the Members, the Attorney's job is to advise all city officials.

Ultimately the Attorney is legal guidance to all City Officials, and it is up to the Council to establish the procedures that direct that guidance.

A Member should consult with the Attorney to determine whether they should recuse themselves from a quasi-judicial discussion and decision. If a member is recused on the advice of the Attorney, they are to announce their intent under the Appearance of Fairness Disclosures and will leave the Chamber. They will be considered absent when voting occurs.

If a Member believes they may have a conflict of interest, they are encouraged to discuss the law and any potential conflicts with the Attorney prior to the meeting(s) at which the item will be discussed and/or voted on.

Outside of a meeting before requesting research or other action by the Attorney, Members are advised to consult with the Clerk or Administrator so that efforts are not duplicated.

The Attorney, along with the Administrator will call an Executive Session regarding any topics related to City Liability or current litigation so that there is a clear understanding of what may or may not be said when engaging those matters with members of the public.

The provision of the "Open Public Meetings Act" will not be applicable to any conference, discussion or deliberation between the legislative body and its city attorney concerning settlements, avoidance of, or contemplated litigation, settlement offers and like matters, all of which will be subject to the statutory and common law attorney-client privilege.

I. Respecting Roles and Responsibilities

The following will guide interactions between Members, administration, and Staff).

- a. Members, Administration, and Staff will continue to demonstrate mutual courtesy and respect towards one another and of their respective roles and responsibilities.
- b. Administration and Staff acknowledge Council as policy makers. Members acknowledge City Administration and Staff as subject matter

experts who provide consultation to Council and administer policies set by Council.

- c. Members honor Staff and their designated levels of authority and department operating rules. Any personnel concerns will be addressed with the Administrator.
- d. Member's requests for information or any need to discuss policy issues will be directed through the Administrator, who will work with appropriate Staff until resolved.
- e. Individual Members will not direct Staff.
- f. Members will not engage in coercing or influencing Staff to engage in any act that is in conflict with the performance of official duties.

J. No Surprise Rule

Members should use best efforts to:

- a. Contact the Administrator to advise of emerging issues as soon as aware of them.
- b. Provide the Administrator, and associated Staff whose item is in question, advance notice of any questions or concerns about the item prior to the Meeting. Staff responses to such requests will be provided to all Members.
- c. Provide the Administrator and Staff advance notice if planning to propose substantial amendments and/or revisions to any agenda item.

K. Code of Conduct

1. Purpose

The behavior of elected officials and public employees is often scrutinized by the Public and is the subject of many laws. Electeds and employees have the duty to serve all residents with care not to violate public trust, either in *appearance* or in *fact*.

Electeds and staff will hold themselves accountable to certain principles and code of conduct when engaging in City business, when

interacting with one another and when interacting with the Public.

2. Conduct with One Another

Council and staff are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each Member has chosen to serve in public office in service to the City. This common goal should be acknowledged even as Members may "agree to disagree" on contentious issues.

3. Civility and Decorum in Discussions and Debate

- a. Difficult discussion, challenges to a point of view, and criticism of ideas are legitimate elements of a free democracy in action. This does not allow, however, Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
- b. Members will preserve order and decorum during Meetings, and will not, by conversation or other actions, interrupt the proceedings or refuse to oblige the directives of the Presider. Members will, when addressing Staff or the Public, confine themselves to topics under discussion, will not engage in personal attacks, will not impugn the motives of any speaker, and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

4. Honor the Role of the Presiding Officer in Maintaining Order

It is the responsibility of the Presider to keep the comments of the Members germane during all Meetings. Members will honor the efforts of the Presider to focus discussions on current items. If there is a disagreement about the agenda or the

Presider's actions, those objections should be voiced politely and with reason, following a procedure consistent with parliamentary process.

5. Demonstrate Effective Problem-Solving Approaches

Members have a public stage to show how Members with disparate points of view can find common ground and seek a compromise that benefits all residents.

6. Code of Ethics

Members will conduct themselves as an example of good ethical conduct for all residents. Members will bear this in mind and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole.

7. Public and Private Presence

Technology allows words written or said without much forethought to be distributed wide and far. Members should keep in mind that written notes, voicemail messages, and emails should be treated as public communication and that such communications can potentially be subject to disclosure under the Public Records Act, RCW 42.56.

Elected officials are always on display— their actions, mannerisms, and language are monitored by people around them that they may or may not know.

Be mindful in conversations to clarify when Members are stating their own opinions, versus when it is the opinion of Council as a whole.

8. Member Conduct with City Staff

Governance of the City relies on the cooperative efforts of Members, who set policy, and Staff who implement and administer those policies. Every effort should be made to be cooperative and respectful of the contributions made by each

individual for the good of the City.

Members are to treat Staff as professionals using clear, honest communication that exhibits professionalism and respect for each individual's abilities and experience. Poor behavior towards Staff is not accepted.

Questions or requests for additional information to Staff, which would be of interest to all Members should include a cc to the Administrator. Materials or information supplied to any Member in response to a request will be made available to all Members so that all have access to the same information.

Members are not to get involved in administrative functions. Members will not attempt to unethically influence or coerce any Staff concerning either their desired actions or recommendations to Council about Meetings, personnel, purchasing, awarding contracts, selection of consultants, processing of development applications, or the granting of City licenses and permits.

While Members' connections with their constituents is important that it be honest, transparent and timely, it is important that Staff and Members present a united and consistent message; thereby building relationship and trust on all fronts – with Staff, with Council, and with the Public.

Members should not attend Staff meetings unless directed by the Administrator. Regardless of whether a Member says anything, a Member's presence implies support, or may show partiality, intimidate Staff, or hamper Staff's ability to do their jobs objectively.

In public meeting settings, if Staff direction is requested, make the inquiry with the City

Administrator along with seeking Staff feedback to determine the appropriate staff and next steps.

Members should refrain from publicly criticizing a Staff individual and concerns about the performance of the individual should not be voiced in public or to the individual directly. Comments about Staff performance are to be directed to the Administrator and kept private.

Members can work with the Clerk's Office directly if follow-up is needed on unanswered messages.

9. Members Conduct with the Public

Making the Public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of a Member toward any individual at all times. Every effort should be made to be fair and impartial in listening to members of the public.

In Meetings, Members should be welcoming to speakers and should address them with respect. Because personal concerns are often the issue of those coming to speak to Council, Members should remember that how they treat the speaker will either help or push emotions to a higher level of intensity.

Members are encouraged to practice active listening. It can be disconcerting to speakers to see members not look at them when they are speaking. While it is a standard practice in meetings to look down at documents or to make notes; doing so for a long period of time gives the appearance of disinterest. Be aware of any facial expressions that could be interpreted as "smirking," disbelief, anger, or boredom.

Members should not debate or engage in argument with Public Commenters. Only the

Presider (and not Members) may interrupt a speaker during Public Comment. If needed, a Member may ask the Presider for a "point of order" if the speaker is off topic or exhibiting behavior or language the Member finds disturbing.

Questions by Members to the Public and Staff should seek to clarify or expand information, never to appear to challenge or belittle; and never engage in personal attacks of any kind, under any circumstances. Be mindful of body language and tone of voice, and choice of words, so as not to appear intimidating or aggressive.

10. Correspondence

The following process will be used for incoming correspondence:

1. E-mail: Messages to citycouncil@cityofcamas.us or the administration inbox to the attention of Council, are automatically sent to each Council Member and City Administration including the Mayor's Office and the Communications Director.
2. Physical mail: All physical correspondence, unless marked "personal" on the outside envelope, will be opened, date stamped, scanned and e-mailed to the City Council distribution list, or, if addressed to a specific Council Member only, that Council Member(s). The original is filed with the City Clerk's Office. Any correspondence dealing with City business that is mailed or e-mailed to a Council Member at a personal address will be provided to the City Clerk's Office for normal processing, distribution and filing as noted above. by the Mayor's Office.

For correspondence sent to a specific Council Member, a response will be sent by that Council Member.

In providing a response, Council Members will:

1. Clearly state whether their statements reflect the official stance of the City Council or their

individual position;

2. State the official City Council position on an issue if responding on behalf of the City Council;
3. Consult with the City Attorney or City Administration on any topics that relate to City liability or current litigation so that they have a clear understanding of what may be communicated prior to responding.

Lastly, in the spirit of, "if one knows, all know", any correspondence that appears to purposefully exclude particular Members, Staff or Administration, will be forwarded to all those who were excluded.

11. Conduct in Unofficial Meetings

Members should make no promises on behalf of Council or Staff. It is inappropriate to "promise" Council or Staff action to do something specific (i.e., fix a pothole, replace flowers, fix a leak, etc.); refer them to the Administrator.

Situations may be brought to your attention that appear to require urgent or immediate attention. To ensure that double-work efforts are being conducted by multiple levels of Staff, bring it to the attention of the Administrator who may already be addressing or has already directed Staff to do so. It's an all too common instance, having heard just one side of a situation, to act before getting all needed information, or to begin to take matters up that may already be on their way to resolution.

Staff advise that all issues and concerns be addressed with the Staff directly responsible and if unresolved, be brought to the attention of supervisors. If further unresolved, then to the attention of administration and lastly Council.

Members should not make personal comments about other Members. It is acceptable to publicly

disagree about an issue, but it is unacceptable to make derogatory comments about other Members, their opinions, and their actions.

Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Members. It is a serious and continuous responsibility.

12. More than Guidelines

The code of conduct set forth in this section are more than mere guidelines. Members are expected to be aware of and adhere to the standards set forth in this section. In the event of violation, any penalties, remedies, or punishments available under equity or at law may be imposed as Council may deem appropriate.