



City Council Workshop Agenda Tuesday, September 05, 2023, 4:30 PM Council Chambers, 616 NE 4th AVE

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

To observe the meeting (no public comment ability) - go to www.cityofcamas.us/meetings and click "Watch Livestream" (left on page)

To participate in the meeting (able to public comment) - go to <https://zoom.us/j/83054648980> (public comments may be submitted to publiccomments@cityofcamas.us)

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

WORKSHOP TOPICS

1. [Parks and Open Space Management Plan – DNR Grant Agreement and GreenWorks PSA](#)
[Presenter: Trang Lam, Parks and Recreation Director](#)
[Time Estimate: 15 minutes](#)
2. [Presentation – Clark County Solid Waste System Study](#)
[Presenter: Steve Wall, Public Works Director](#)
[Time Estimate: 25 minutes](#)
3. [Presentation – Water and Sewer Utility Rate Analysis \(2024-2028\)](#)
[Presenter: Steve Wall, Public Works Director and Sergey Tarasov, FCS Group](#)
[Time Estimate: 45 minutes](#)
4. [Presentation – City of Camas 2023-2024 Revenue Forecast](#)
[Presenter: Cathy Huber Nickerson, Finance Director](#)
[Time Estimate: 15 minutes](#)
5. Staff Miscellaneous Updates
Presenter: Doug Quinn, City Administrator
Time Estimate: 10 minutes

COUNCIL COMMENTS AND REPORTS

PUBLIC COMMENTS

CLOSE OF MEETING



Staff Report

September 5, 2023 Council Workshop Meeting

Parks & Open Space Management Plan – DNR Grant Agreement and GreenWorks PSA

Presenter: Trang Lam, Parks & Recreation Director

Time Estimate: 15 minutes

Phone	Email
360.817.7037	tlam@cityofcamas.us

BACKGROUND: In 2003, the City of Camas completed the "[Policy Guidelines For An Open Space Management Plan](#)" (2003 Plan). The 2003 Plan was intended to set the framework for development of a City's Open Space Management Plan. It identified nine management goals and eight policies to guide open space management. It also identified high-level issues related to land management and trail development in and through open spaces. The 2003 Plan acknowledged additional work was needed – "It should be noted and understood that it is intended that additional information and documents will be added to this Policy guidelines for an Open Space Management Plan in order to make it a fully functional Open Space Plan."

Since 2003, the City's open space network has grown by over 50% in terms of city-owned acreage, and an updated, more specific, and science-oriented open space management plan is required to better guide City staff in the care, maintenance, and stewardship of the natural resources in our parks, open space and forested lands. Today, the Camas community is fortunate to have retained several significant natural areas across the City. Over 700 acres of open space properties and natural lands are either owned or managed by the City, in coordination with the acreage of the developed park areas; totaling over 1,000 acres of parks and open space land. These open space properties include forested lands, riparian corridors, wetlands, and steep slopes across 31 different sites. In addition, the City has been working consistently to create a network of trails to connect important destinations and help create a more walkable community. In total, the City has about 40 miles of trails, of which, Camas owns and maintains 12 miles of trails dispersed across its park and open space system.

More recently, the City adopted the [Parks, Recreation and Opens Space \(PROS\) Plan](#) (2022). Virtually all respondents (97%) to the [PROS Plan community survey](#), which received nearly 1,400 responses, felt that local parks and recreation opportunities are important or essential to the quality of life in Camas. And the top two community priorities are to '*maintain what we have*' and '*fill gaps and improve trail connections*'. As a result of this community feedback, the PROS Plan and Capital Facilities Plan identified Open Space and Urban Forestry Plans as top priorities for the next 2-3 years.

In response to the priorities set out in the adopted PROS Plan and Capital Facilities Plan (CFP), staff issued a Request for Qualification (RFQ) process to seek a multidisciplinary consultant team

to oversee the delivery and execution of a Parks & Open Space Management Plan (POSMP). The POSMP serves as a management tool for the City to efficiently and cost effectively maintain and enhance its parks' and open spaces' natural resources (i.e., trees, shrubs, and vegetation) and establishes levels of service and priorities to support a sustainable maintenance program that aligns with the Parks & Recreation Department's value of STEWARDSHIP – *We consciously invest in park and natural spaces while continually preserving and protecting them to benefit future generations.*

SUMMARY: In early 2023, the Department of Natural Resources (DNR) awarded the City a Focused Technical Assistance (FTA) grant. The FTA includes direct technical assistance from DNR staff and a \$75,000 grant, with \$70,000 towards the POSMP work and \$5,000 towards City staff training. On May 23, 2023, the City and DNR facilitated a focus group to learn more about the current state and perceptions around urban forestry in the City of Camas. Key takeaways included:

What is working well?

- Dedicated staff
- Passionate community members
- Abundant community greenspace
- High environmental quality
- Small-town feel
- Vibrant downtown
- Engaged school district

What needs improvement?

- Capacity – staffing, funding, etc.
- Communication to & education of stakeholders (i.e. public, HOA's, developers, etc)
- Improvements to existing policies and ordinances

Staff incorporated the key takeaways from the May focus group session into the RFQ. The RFQ process was from Jun 20 through July 24. The team of GreenWorks, PlanIT Geo and ECONorthwest was selected to perform the work.

Staff is seeking Council approval of this Professional Services Agreement (PSA) with GreenWorks, PC in the amount of \$156,151.80 to be dispersed through the end of June 2024 to GreenWorks, PC, as work is completed. The PSA scope of work is attached as Exhibit A. The proposed services and the associated costs are summarized below:

Base Fee	\$153,090.00
Reimbursable Expenses	\$3,061.80
TOTAL FEES (Not to Exceed)	\$156,151.80

Staff is also seeking Council approval of the Grant Agreement with DNR in the amount of \$75,000.00. The Grant Agreement scope of work is attached as Exhibit B. The proposed grant is summarized below:

Grant – reimbursable for POSMP	\$70,000.00
Grant – City staff training	\$5,000.00
TOTAL GRANT	\$75,000.00

BENEFITS TO THE COMMUNITY: This Project meets the following City adopted plans:

Camas 2035 Comprehensive Plan

Citywide Land Use, Natural Environment Goal - LU-1.4.4:

- Develop an interconnected network of parks, trails, and open space to support wildlife corridors and natural resources and enhance the quality of life for Camas residents and visitors.

Natural Environment, Environmental Stewardship Goal – NE-1:

- To preserve Camas’ natural environment by developing a sustainable urban environment and protecting habitat and vegetation corridors.

Natural Environment, Landscape Enhancement & Tree Preservation Goal – NE-4:

- To protect Camas’ native landscape and mature tree cover.

2022 Parks, Recreation and Open Space (PROS) Plan

STEWARDSHIP OF LAND, PARKS & PROGRAMS:

Goal: Improve Asset Management.

- Action: Update levels of service standards and develop a per acre maintenance budget.
- Action: Develop an urban forestry program that articulates long-term strategy for tree protection, urban forestry management and education.
- Action: Develop and implement improved natural area management practices to enhance ecological health and remove invasive plant species

Goal: Continue to preserve, protect and restore natural area corridors, include shorelines.

- Action: Pilot environmental education program.

ORGANIZATIONAL EXCELLENCE:

Goal: Encourage staff innovation and creativity.

- Action: Provide professional development opportunities through training and affiliation with NRPA and WRPA, among others.

2022 Camas PROS Plan Capital Facilities Plan

Listed as top priority project in the next 2-3 years

- Open Space Management Plan – Develop Plan
- Urban Forestry Management Plan – Develop Plan

BUDGET IMPACT: The POSMP PSA with GreenWorks, PD is funded in the FY 2023-2024 Parks Budget and grant funding from the Department of Natural Resources.

RECOMMENDATION: Staff recommends the GreenWorks, PC PSA and DNR Grant Agreement be placed on the September 18, 2023 Council Regular Meeting consent agenda for Council's consideration and approval.

Exhibit A: Scope of Work

August 30th, 2023

Trang Lam
Parks and Recreation Director
City of Camas

Re: **Camas Parks and Open Space Management Plan**
Services Proposal

GreenWorks Consultant Team:

GreenWorks (GW): Prime Consultant and Project Management; Community Engagement, Parks, Trails, and Open Space Planning, Design and Management

Strategy Development and Synthesis

ECONorthwest (ECO): Economic and Operations Analysis Consultant

PlanIT Geo (PG): Geospatial Analyses and Urban Forestry Management

Scope of Services

Taks 1: PROJECT MANAGEMENT

1.1 Plan and Conduct Kickoff Meeting/Site Visit

The GreenWorks team will prepare for and conduct a kickoff meeting with the City to review project scope and schedule and clarify communication protocols; then explore representative parks, open space, and trail sites and adjacent public areas together. Attending will be representatives from GreenWorks, ECONorthwest, and PlanIT Geo. This will be an approximately four-hour meeting (split approximately equally between on-site(s) and in a meeting room). The GreenWorks team will prepare brief meeting notes for City review.

1.2 Bi-Weekly Call – Videoconference

The GreenWorks team will conduct a bi-weekly meeting with the City via videoconference to coordinate. There will be approximately 15 one half-hour calls. ECONorthwest and PlanIT Geo will attend as needed but anticipated to be approximately half of the meetings.

1.3 Team Coordination

GreenWorks will coordinate the consultant project team around key milestones for the project. Approximately eight one-hour meetings are anticipated with ECONorthwest and PlanIT Geo. Coordination includes preparation and additional coordination between meetings.

Task 1 Deliverables:

1. Meeting summary notes and action items

Task 2: COMMUNITY ENGAGEMENT

2.1 Prepare Public Participation Plan

The GreenWorks Team will prepare a draft Public Participation Plan and then meet with City staff to review and discuss. The plan will include two components: an overall community approach leading to an Open House, and an education strategy to engage with the high school biology club (and other potential pertinent clubs such as geography, environmental, or related), project-based learning, and/or high school AP science classes.

The community engagement plan will include staff and community members. GreenWorks will plan and conduct a staff focus group that will describe the POSMP goals and objectives and learn from staff their questions, concerns, and issues with the proposed work. Staff input will help shape management policies and actions. The main community approach will be the Open House. The Open House will be geared towards 1) Information Sharing and 2) Confirming the alignment of citizens' values with the POSMP, and where and how the City determines to spend and prioritize resources managing the 1,000+ acres of parks and open space. The GreenWorks team will prepare for and conduct the Open House at a city facility or school. The team will present the POSMP goals and objectives, preliminary findings, and proposed management policies and actions. City Communication staff will film the presentations and then post it to an appropriate location on the City website. People can attend the meeting or participate virtually for a two-week period after the Open House where they will share their responses to proposed management actions, and share questions they may have.

2.2 Prepare Education Strategy

In conjunction with 2.1 above, the GreenWorks team will meet with City staff and School District staff for a brainstorming work session to provide educate about the project for two different groups:

High school students – The education strategy will engage high school students in Camas to participate in a pilot tree inventory data collection program. The GreenWorks team will work with the City and the School District to engage through two potential venues: appropriate high school clubs, project-based learning or AP science classes. This pilot program may be replicated in future years to continue tree inventory data gathering.

The general public – Parallel to the Open House sharing session, The Greenworks Team will strategize with the City ways to format the final deliverables in a way that they can be used as educational tools for future outreach and education.

2.3 Coordinate Curriculum with School District

Concurrent with Task 2.2, the GreenWorks team will work with school staff to coordinate a training session for students and host one or two field sessions to guide the students' contributions to the tree inventory. Conduct a two-hour meeting led by PlanIT Geo via a videoconference. The session will include a high-level overview of the issues that the project is looking to address, as well as training on software that they can use to help with the inventory activity. It is anticipated that the student work will need to be completed by mid-November while leaves are still on to facilitate tree identification.

2.4 Prepare for and Conduct Open House

The GreenWorks team will prepare for and conduct a two-hour Open House Meeting at a City facility or school. The GreenWorks team will prepare a draft agenda and review and revise with the City Project Manager in advance of posting the meeting. This task will include preparing materials for several stations sharing existing canopy information, existing tree canopy information, relevant operations and capacity information, proposed POSMP goals and objectives, and the means to receive and record comments. An on-line version of the meeting and brief survey will allow polling for up to two weeks around the Open House to track the community's priorities. The GreenWorks team will prepare a brief summary memo.

2.5 Prepare for and Make PowerPoint Presentation to a Joint Parks & Recreation Commission/ Planning Commission and City Council Meeting

The GreenWorks team will prepare a draft presentation and share with the City Project Manager for comments and then revise. This will be a virtual presentation.

Task 2 Deliverables:

1. Public participation and open house plan
2. Open House presentation
3. Education training plan and presentation
4. Open House summary memo
5. Two Presentation to the City of Camas

Task 3: BACKGROUND INFORMATION

3.1 Gather Existing Plans, Reports, Guidelines and Summarize Relevant Information

The GreenWorks team will review previous existing plans, reports, and guidelines that City staff share with the consultant team. We will perform this work to describe the status of the existing park and open space system.

Greenworks Landscape Designer and Certified Arborist, Anya Moucha, will gather and combine information into pertinent plans, reports, and guidelines. She will summarize the historical information in a concise illustrated document. This document will include the status of parks and open space policies, resources, and management, as well as the history and land use changes, environmental conditions, existing vegetation communities, tree canopy status, published environmental and health disparities, and documented community values and concerns. This document will describe the physical and environmental conditions, and it will include the cultural, historical, political, and budgetary context that staff interviews reveal.

3.2 Assess Policies, Resources, and Management

The GreenWorks team will assess policies, resources and existing management structure and staffing for the parks and open space mission and identify where gaps exist for management of the system. The consultant team will share their observations with the City Project Manager via videoconference, and then prepare a brief draft memo with findings for review by the City Project Manager. The GreenWorks team will review the draft memo with the City Project Manager and revise to create a final memo.

3.3 Map Land Use, Environmental and Tree Canopy Changes Over the Last 12 Years

The GreenWorks team will conduct a comprehensive urban tree canopy assessment as an important step in better understanding current conditions of tree canopy, rate of change in urban tree canopy due to development and growth, its distribution and value, and the tree canopy potential for the study area. Consultant team member PlanIT Geo's detailed assessment will use high resolution land cover mapping with greater than 95% accuracy that will encompass the entire City.

The technical approach will include mapping the City's land and tree canopy cover, QA/QC of derived data, analysis of canopy cover and change in canopy cover, estimation of plantable space within various planning scales, tree equity analysis, an accuracy assessment following protocols developed by the U.S. Forest Service, and a project report. The land cover map will serve as the foundation of all other tasks included in this project.

The consultant team will identify the percentage of land cover for six land cover classes including tree canopy, herbaceous, vegetation, water, impervious and dry land. We will identify how canopy has changed from 2010-2022, where 2022 is the most recent high quality data imagery available. We will be able to break down canopy change by any geography available, from census block groups down to parcels and anything in between.

3.4 Prepare Summary Status and Trajectory Memo

The GreenWorks team will prepare a memo to summarize findings of the canopy assessment and provide estimates of how the coverage might continue to change over time. This will influence the goals and recommendations in other tasks.

3.5 Interview Park and Operations Staff Re: Priorities and Context

Concurrent with Task 2.1, the GreenWorks team will facilitate a Focus Group meeting with City staff. This in-person, two-hour meeting is anticipated to include staff from Parks & Recreation, Community Development, Public Works, Communication and Finance. Members of the consulting team will interview Parks and Operations staff to determine the priorities and goals of the current operations and management program, as well as to gain insight into the cultural, historical, political, and budgetary context. The GreenWorks team will prepare a draft agenda and meet via videoconference with the City Project Manager to review and revise the agenda. The team will also incorporate information from the May 2023 DNR/Camas stakeholder focus group.

Task 3 Deliverables:

1. Tree Canopy displayed visually in our [CANOPY](#) software tool temporarily for the project to visualize changes in canopy over time. This data will also be summarized into spreadsheets for analysis by the PlanIT Geo team.
2. Summary Status & Trajectory memo
3. Focus Group and Staff interview notes
4. Existing Plan and Policy memo

Task 4: OPERATIONS STATUS

4.1 Complete POS Audit & SWOT

Based on the information gathered in the preceding tasks, the GreenWorks team will conduct an assessment of the existing Parks and Open Space program and portfolio developing a summary of program and asset inventory, cataloging funding sources, and identifying potential gaps and areas of potential overlap and/or duplication, identifying key strengths and weaknesses of the existing Parks and Open Space program and portfolio. It will focus on current management practices and allocated resources.

The Greenworks Team will use feedback gathered from previous outreach to DNR to provide direction to the work. Client to provide feedback to incorporate.

4.2 Assess Current Management Practices and Allocated Resources

The GreenWorks team will review overall current management practices and allocated resources, including the roles and responsibilities of various departments in policy development, operations, and management, and permitting. It is expected to include:

- A summary of the program and asset inventory, developed through the work in Task 4.1, likely inclusive of park asset management and recreation programming, and
- Identification of areas where coordination of regulations, funding, processes, and/or geography overlap.

The GIS team may assist in identification and presentation of meaningful canopy data highlights as well as other geospatial analysis of gaps and overlap.

4.3 Provide Recommendations for Cost Effective Improvements

The GreenWorks team will provide recommendations and identification of opportunities for improved service delivery and may include a description of interagency or intergovernmental coordination necessary for improved service delivery.

Task 4 Deliverables:

1. Assessment Memorandum with recommendations for improvements and SWOT analysis summary

Task 5: DATA GATHERING & CONDITIONS ASSESSMENT

5.1 Assess Strengths and Opportunities for Canopy Enhancement

The GreenWorks team and PlanIT Geo will identify strengths and weaknesses in the tree canopy cover based on existing conditions and future projections. The canopy assessment will be able to identify areas of the city that have lost canopy cover and conversely, those that have grown canopy. We can utilize this data to identify positive and negative trends, under which geographies and conditions they exist. The team can come up with industry standard recommendations, as well as novel ideas, for improving tree canopy cover within the city boundary, with specific recommendations focusing on parks and open space properties.

5.2 Gather City-owned POS Tree Canopy and Vegetation Data With Representative POS Sampling

GreenWorks and PlanIT Geo will develop a sample tree inventory data set utilizing existing maps and layers. This sample data set will ideally represent a variety of city-owned properties with a focus on parks, open spaces, trails, and other vegetative areas.

5.3 Research POSMPs and LOS in the Pacific Northwest

This task includes research and analysis of best practices in the Pacific Northwest and elsewhere. The Greenworks Team will select case-study cities, park districts, or other special districts using recent experience by the PlanIT Geo team to understand strategies to address similar challenges and opportunities in the region for urban forestry management.

Task 5 Deliverables:

1. Recommendations for improving canopy cover, including ways in which the city can reduce canopy loss or encourage canopy growth, which includes ideas from best practices research.
2. Sample inventory data set of 2,500-3,500 trees with a breakdown on species diversity, health conditions and other important metrics. Can be displayed in TreePlotter tool temporarily and/or downloaded as a .csv or shapefile.
3. Summary of best practices and case studies research.

Task 6: FRAMEWORK

6.1 Establish Frameworks and Long-term Strategy

In concordance with Task 3, GreenWorks and its sub consultants will utilize existing canopy and tree inventory data to identify current trends, as well as make some projections based on ideal planting scenarios or tree preservation planning. With this information, the consultants can better guide Camas on its long-term strategy for maximizing the health of its urban forest and related natural systems. The frameworks will be guideposts by which Camas can better manage its current assets and those that it may have in the future.

6.2 Develop Goals & Priorities for POSMP including Climate Change, Pests, Native Plants, Diversity

The sample inventory and, to some extent the canopy assessment, will show the current diversity of tree species within the city both for parks and open spaces as well as developed areas and rights-of-ways. With the presence of a devastating beetle pest, Emerald Ash borer, it is critical for the city to know how many Ash trees it has both on developed and undeveloped land. In addition, utilizing ideas such as the 10-20-30 rule (no more than 10% of any one species, 20% of any one genus, 30% of any one family) can help guide the city towards a more diverse, resilient, and healthy urban canopy.

The team will also provide some high-level goals and strategies for addressing resilience across natural systems. These may include guidance on topics such as habitat and plant communities, water conservation, wildfire prevention, and other means of supporting the ecosystem services that parks and open spaces provide.

6.3 Coordinate Joint meeting with Parks & Recreation, Public Works, Community Development, Communication & Finance

Task 6 Deliverables:

1. Parks and Open Space resiliency goals and priorities deliverable

Task 7: PLAN DEVELOPMENT

7.1 Synthesize All Information into Draft POSMP with Recommendations & Implementation Strategies

The GreenWorks Team will prepare a Draft POSMP by synthesizing canopy, tree inventory, and park and open space operations information collected during preceding tasks. The draft will include recommendations and implementation strategies. This will be a comprehensive management plan that meets the City's long-term vision for its parks and open spaces.

7.2 Develop Monitoring Plan with Performance Metrics

The GreenWorks Team will develop a monitoring plan with performance metrics. The monitoring plan and metrics will be customized for Camas in terms of existing parks and open space assets, human resources, and City policies.

7.3 Complete Draft Plan and Submit to Camas and DNR for Review

The GreenWorks team will submit the Draft POSMP to the City for initial review.

7.4 Revise Draft Plan per Camas and DNR Comments

The GreenWorks team will meet with the City via videoconference to review comments on the Draft POSMP. The consultant team will share questions about comments and work through any misunderstandings to revise the document to share with the Parks & Recreation Commission.

7.5 Present Draft POSMP to Parks & Recreation Commission

The GreenWorks team will present the Draft POSMP to the Parks & Recreation Commission via videoconference.

7.6 Prepare Draft Final POSMP based on Parks & Recreation Commission Comments

The GreenWorks team will prepare the Draft Final POSMP based on comments from the Parks & Recreation Commission meeting.

7.7 Complete Minor Revisions to POSMP for City Council Presentation and Adoption

The GreenWorks team will complete minor revisions to the POSMP for City Council presentation and adoption via videoconference.

Task7 Deliverables:

1. Two presentations to the Parks & Recreation Commission and City Council
2. Draft and Final Reports compiling and summarizing all task items

TERMS OF AGREEMENT

Fee Schedule

Professional fees for the scope of work are as follows:

TASKS	SCOPE OF WORK	FEE TOTALS
1	PROJECT MANAGEMENT Task 1 Deliverables: 1. Meeting summary notes and action items	\$23,032.00
2	COMMUNITY ENGAGEMENT Task 2 Deliverables: 1. Public participation and open house plan 2. Open House presentation 3. Education training plan and presentation • High School pilot program • General public 4. Open House summary memo 5. Two Presentation to the City of Camas	\$25,046.00
3	BACKGROUND INFORMATION Task 3 Deliverables: 1. Tree Canopy displayed visually in our CANOPY software tool temporarily for the project to visualize changes in canopy over time. This data will also be summarized into spreadsheets for analysis by the PlanIT Geo team. 2. Summary Status & Trajectory memo 3. Focus Group and Staff interview notes 4. Existing Plan and Policy memo	\$30,998.00
4	OPERATIONS STATUS Task 4 Deliverables: 1. Assessment Memorandum with recommendations for improvements and SWOT analysis summary	\$16,442.00
5	DATA GATHERING AND CONDISIONS ASSESSMENT Task 5 Deliverables: 1. Recommendations for improving canopy cover, including ways in which the city can reduce canopy loss or encourage canopy growth, which includes ideas from best practices research. 2. Sample inventory data set of 2,500-3,500 trees with a breakdown on species diversity, health conditions and other important metrics. Can be displayed in TreePlotter tool temporarily and/or downloaded as a .csv or shapefile. 3. Summary of best practices and case studies research.	\$8,425.00
6	FRAMEWORK Task 6 Deliverables: 1. Parks and Open Space resiliency goals and priorities deliverable	\$16,453.00
7	PLAN DEVELOPMENT Task7 Deliverables: 1. Two presentations to the Parks & Recreation Commission and City Council 2. Draft and Final Reports compiling and summarizing all task items	\$35,756.00
	REIMBURSABLE EXPENSES	\$3,061.80
	PROJECT TOTAL	\$156,151.80

This total base fee of **\$156,151.80** will be billed monthly on a time and materials (T&M) basis, not to exceed the total fee stated above, and includes reimbursable expenses.

Hourly Rates

This proposal is based upon the hourly rates for the current calendar. If this proposal is accepted or work begun in the following calendar year, our fees will be revised to incorporate the billing rates then in effect. If work continues into subsequent calendar years, we reserve the right to revise and update our fees.

GREENWORKS, PC:

Principal / Technical Director	\$195.00
Landscape Architect IV/Project Manager	\$145.00
Landscape Architect III	\$140.00
Landscape Architect II	\$125.00
Landscape Architect I	\$120.00
Landscape Designer III	\$115.00
Landscape Designer II	\$110.00
Landscape Designer I	\$100.00
Clerical / Administrative	\$85.00

ECONorthwest:

Senior Advisor	Project Director	Associate	Analyst
(\$310/hr)	(\$260/hr)	(\$145/hr)	(\$105/hr)

PlanIT Geo:

Technical Director	Urban Forester	Project Staff
(\$175/hr)	(\$150/hr)	(\$100/hr)

REIMBURSABLE EXPENSES

Project expenses such as mileage, delivery services, printing and reproductions, supplies, and communication will be billed at cost.

Payment

Invoices are payable upon receipt, and Client shall not back charge or withhold payment from Landscape Architect for any charges, costs, or expenses without Landscape Architect's specific written consent. Invoices not paid within twenty (20) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. In addition, Client shall pay Landscape Architect's reasonable costs incurred in collection of any delinquent amounts, including attorney fees and costs of preparing and filing liens, regardless of whether suit or action is instituted.

Additional Work

Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project schedule or budget or to the Project's scope may require Additional Services of Landscape Architect. Fees for additional work, beyond the scope of work as outlined in this agreement, will be invoiced as provided above, or according to our regular rates in effect at the time. We will notify you before performing additional services. We will notify Client before performing any additional work.

Plan Processing

GreenWorks, P.C. will not be responsible for submittals to City or County agencies. GreenWorks, P.C. will cooperate with the person responsible for obtaining required approvals.

Contract Time Limit

Client accepts this Contract by returning this Proposal signed below to Landscape Architect or by accepting any part of Landscape Architect's performance under this Proposal. Upon acceptance, Client agrees to be bound by the Terms and Conditions printed above. If acceptance fails to occur within 90 days of the date above, this Proposal will be void unless accepted by Landscape Architect. If this proposal meets with your approval, kindly return one signed copy to our office.



Paul Agrimis, PLA, PE
Principal
GreenWorks, P.C.
503-222-5612 | pagrimis@greenworkspc.com

Accepted By

Trang Lam, City of Camas	Signature	Date
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INTERAGENCY AGREEMENT
DEPARTMENT OF NATURAL RESOURCES (DNR)
Urban and Community Forestry
NO. 93-106001

PI: 248

Funding Source: State

Grant Funded: ☐ Yes ☒ No

OMWBE: ☐ Small Business ☐ Veteran Owned ☒ Not Applicable

Procurement method: ☒ Exempt DES Policy DES-140-00 Section 5., Item 2. Exceptions to the competitive solicitation requirement, listed under RCW 39.26.125, RCW 39.26.125(10) Contracts related to collaborative research

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as DNR or Agency, and the below named firm, hereinafter referred to as City of Camas or Contractor.

DNR and City of Camas enter into this Agreement under Chapter 39.34, Interlocal Cooperation Act.

City of Camas

616 NE 4th Avenue

Camas, WA 98607

Phone: 360-817-7037

Email: lamt@cityofcamas.us

WA State UBI Number: 062-000-007

Federal Taxpayer Identification Number: 91-6001233

Statewide Vendor # (SWV): SWV0016796

IT IS MUTUALLY AGREED THAT:

1.0 Purpose. The purpose of this Agreement is to support improvement of urban forest management practices in the City of Camas, WA. Activities include, but are not limited to, urban tree canopy analysis, tree inventory, audits of ordinances and policies, community engagement, and staff training.

2.0 Scope of Work. The City of Camas shall furnish the necessary personnel, equipment, material, and/or services and otherwise do all things necessary for or incidental to performing work set forth in the Exhibit A – Scope of Work/Deliverables.

Technical assistance will be for trees growing on public lands including street rights of way, public parks, public facilities, and community natural areas. All technical assistance provided will be performed by an arborist certified by the International Society of Arboriculture, or an individual with the ability to become certified within six (6) months of the date of the signed agreement.

Work will be performed in Clark County, Washington. Work may be expanded to additional counties if approved in writing by the DNR Program Manager.

3.0 Period of Performance. The period of performance under this contract will be from the date of execution through May 31, 2024.

4.0 Payment. Total compensation, including approved expenses, shall not exceed Seventy-Five Thousand Dollars (\$75,000) and shall be based on the rates and terms described in Exhibit B – Budget.

Unless otherwise determined by DNR, funding for this contract is provided by the Washington State 2023-2025 Capital (Climate Commitment Act Fund) Budget, DNR Program Index 248.

Expenses

Contractor shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by the Agency as reimbursable. The maximum amount to be paid to the City of Camas for authorized expenses shall not exceed One Thousand, Five Hundred Dollars (\$1,500), which amount is included in the contract total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates. Expenses related to travel will be reimbursed as follows:

- Meals = @ per diem, broken down per meal (do not provide receipt, meals will be paid at the current state per diem rate, not actual costs)
- Car Rental = @ actual (attach receipt)
- Gas for Car Rental = @ actual (attach receipt)
- Hotel = @ actual but no more than state allowed lodging rates (attach receipt)
- Personal vehicle mileage = @ state allowed mileage rate (no receipt needed)

5.0 Billing Procedures. City of Camas shall submit invoices up to twice per year. City of Camas shall only submit invoices at the completion of each activity, task, and/or deliverable clearly identified in Exhibit A – Scope of Work/Deliverables. Invoices containing partially completed work will be rejected.

Payments for approved goods and/or services will be made within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 10 days after the end of that fiscal year.

Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

1. Contract number 93-106001
2. Invoice date
3. Organization and primary contact name
4. Primary contact phone number and email address
5. Narrative description of the work performed to complete the activity(s) and/or task(s)
 1. The order in which the completed activity(s) and task(s) are listed on the invoice shall reflect the order in which they listed in the Scope of Work.
 2. Language used to describe completed activity(s) and task(s) shall reflect the language in Exhibit C, Scope of Work.
6. Detail of the expenses being billed
 1. Expenses for each activity and/or task shall be broken down by cost type using the format in Exhibit D, Table 1. Cost by Activity.
 2. DNR reserves the right to request an additional expense detail by line item using the format in Exhibit D, Table 2. Cost by Line Item.
7. Supporting documentation for all expenses being billed
 1. The specific activity or task completed must be accompanied by the respective invoice(s), receipt(s), and any other appropriate supporting documentation (unless noted otherwise above) in order to receive reimbursement.
8. Total invoice amount

Special Budget Provisions: Transfer of funds between tasks is allowed with advance written permission of the DNR Project Manager and shall not exceed 10% of the total budget. If the cumulative amount of these transfers exceeds or is expected to exceed 10% of the total budget, this is subject to a justification and a contract amendment.

Fiscal Year/Biennial Closure: Under fiscal year/biennial closing procedures, Contractor must submit all invoices and/or billings for services or material supplied under this contract through **June 30 to DNR no later than July 10 of that same calendar year.**

6.0 Outreach and Printed Materials. All printed materials, signs, and other products including websites resulting from this agreement must be reviewed by DNR prior to publishing. All projects must include an acknowledgement of funding sources, and may be recognized as follows:

“Funds for this project were provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program.”

Appropriate Agency logos may be used in addition to the above statement and will be supplied to the City of Camas. Use of Agency logos must be reviewed and approved by the funding agency prior to publishing.

7.0 Records Maintenance. City of Camas shall maintain books, records, documents, and other evidence to sufficiently document all direct and indirect costs incurred by City of Camas in providing the services. These records shall be available for inspection, review, or audit by personnel of the DNR, other personnel authorized by the DNR, the Office of the State Auditor, and federal officials, as authorized by law. City of Camas shall keep all books, records, documents, and other material relevant to this Agreement for six (6) years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

8.0 Rights to Data. Unless otherwise agreed, data originating from this Agreement shall be ‘works for hire’ as defined by Title 17 U.S.C., Section 101 and shall be owned by the DNR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, and register, and the ability to transfer these rights.

9.0 Independent Capacity. The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

10.0 Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

11.0 Termination for Convenience. Either party may terminate this Agreement upon 30 calendar days prior written notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

12.0 Termination for Cause. If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

13.0 Disputes. If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event a dispute arises under this Agreement that cannot be resolved pursuant to the preceding paragraph, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third-party dispute resolution as the parties mutually agree to in writing.

14.0 Governance. This contract is entered into the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules
- (2) State of Washington statutes and regulations
- (3) Scope of Work/Deliverables
- (4) Any other provisions of the agreement, including materials incorporated by reference.

15.0 Assignment. The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

16.0 Waiver. A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this agreement.

17.0 Harassment. Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-052 Sexual Harassment: https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf

Agency contractors hereby have access to DNR Policy PO01-037 Harassment Prevention: www.dnr.wa.gov/publications/em_harassment_prevention_policy_037.pdf

18.0 Severability. The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

19.0 Responsibilities of the Parties/Indemnification.

To the fullest extent permitted by law, City of Camas shall indemnify, defend (with counsel acceptable to DNR), and hold harmless DNR, its officials, agents, and employees, from and against all claims arising out of or resulting from the performance of the Agreement. “Claim” as used in this Agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys’ fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. City of Camas’s obligation to indemnify, defend, and hold harmless includes any claim by City of Camas’s employees, representatives, any subcontractor or its employees, or any third party.

However, City of Camas shall not indemnify, defend, or hold harmless DNR, its officials, agents, and employees for claims caused by or resulting from the sole negligence of DNR, its officials, agents, and employees and in the event of concurrent negligence by (1) City of Camas, its agents, employees, representatives, any subcontractor or its employees, or any third party and (2) DNR, its officials, agents, and employees, then City of Camas’s obligation to indemnify, defend, and hold harmless DNR, its officials, agents, and employees shall be valid and enforceable only to the extent of City of Camas, its agents, employees, representatives, any subcontractor or its employees, or any third party’s share of any concurrent negligence.

City of Camas waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless DNR and its officials, agents, or employees.

20.0 Insurance.

Before using any of said rights granted herein and its own expense, City of Camas shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR’s option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

City of Camas shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. City of Camas shall also provide renewal certificates as appropriate during the term of this Agreement.

City of Camas shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of City of Camas to have its subcontractors and agents comply with the insurance requirements contained herein does not limit City of Camas’s liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: City of Camas shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's Liability ("Stop Gap") Insurance: City of Camas shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: City of Camas shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." City of Camas waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): City of Camas shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. City of Camas waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. City of Camas waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

ADDITIONAL PROVISIONS:

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If City of Camas is self-insured, evidence of its status as a self-insured entity shall be provided to Agency. The evidence should demonstrate that City of Camas's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of Agency including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of City of Camas is inadequate, then Agency may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: City of Camas waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

21.0 Limited Waiver of Sovereign Immunity.

Not applicable for this contract.

22.0 Complete Agreement in Writing. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

23.0 Contract Management.

CONTRACTOR Contract Manager Information	DNR Contract Manager Information
Trang K. Lam Parks & Recreation Director City of Camas 616 NE 4th Avenue Camas, WA 98607 Phone: 360-817-7037 Email address: tlam@cityofcamas.us	Sajjadullah Alokozai Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 Phone: 360-915-3944 Email address: Sajjadullah.Alokozai@dnr.wa.gov
CONTRACTOR Project Manager Information	DNR Project Manager Information
Trang K. Lam Parks & Recreation Director City of Camas 616 NE 4th Avenue Camas, WA 98607 Phone: 360-817-7037 Email address: tlam@cityofcamas.us	Benjamin Thompson Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 Phone: 360-902-1382 Email address: Ben.Thompson@dnr.wa.gov

24.0 Treatment of Assets.

Not applicable for this contract.

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

CITY OF CAMAS

**STATE OF WASHINGTON
DEPARTMENT OF NATURAL
RESOURCES**

<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>
Steve Hogan		Andy Tate	
<i>Name</i>		<i>Name</i>	
		Community & Landowner Assistance	
Mayor		Assistant Division Manager	
<i>Title</i>		<i>Title</i>	
616 NE 4th Avenue		1111 Washington Street SE	
Camas, WA 98607		MS 47037	
		Olympia, WA 98504-7073	
<i>Address</i>		<i>Address</i>	
360-817-7037		360-902-1798	
<i>Telephone</i>		<i>Telephone</i>	

EXHIBIT A – SCOPE OF WORK/DELIVERABLES

Activity 1: Inventory and Assessment of Urban Trees and Canopy Cover Description: An accurate and complete picture of the City’s public trees and overall canopy cover, land cover metrics, specific maintenance/mitigation recommendations, and identification of potential planting areas in parks, open spaces, and/or along trails.			
Task	Deliverable	Completion Date	Estimated Cost
1A. Conduct a canopy cover analysis which includes an assessment of tree canopy and other land classification types which may be measured by zoning district, census tract, public vs private land, school properties, or other special geographies, and furnish a summary report.	Data will be delivered in a geodatabase that shows the city’s canopy cover and other land classification types. A .pdf copy of the summary report will also be provided.	May 31, 2024	\$30,000.00
1B. Conduct a point-based inventory of public trees according to DNR data standards (as set out in Appendix A-Data Standards for Tree Inventory, below) and furnish a summary report.	A geodatabase, shapefile, or .csv file, that include attributes such as tree species, size, and x, y coordinates for 1,500-2000 trees, and a .pdf copy of the report.	May 31, 2024	\$10,000
Activity 1 Total			\$40,000.00
Activity 2: Ordinance and Policy Review Description: Audit of City’s current tree-related ordinances and policies in order to evaluate effectiveness and alignment of existing policies within current best practices and management goals.			
Task	Deliverable	Completion Date	Estimated Cost
2A. Audit tree-related ordinance(s) and policies with a SWOT analysis for strengths, weaknesses, gaps, or needs.	.pdf copy of findings report that summarizes results of SWOT analysis.	May 31, 2024	\$10,000.00
Activity 2 Total			\$10,000.00
Activity 3: Urban Forestry Outreach and Engagement Description: Facilitate engagement of city residents to build awareness and shape improvements to urban forest management by the city.			
Task	Deliverable	Completion Date	Estimated Cost
3A. Engage and educate residents of the city regarding	A .pdf copy of an engagement analysis report of insights gathered; copies	May 31, 2024	\$20,000.00

shape improvements of urban forest management.	of any other public documents produced from public engagement and outreach activities (which include, but are not limited to, public meetings, surveys, interviews, group discussions, etc.).		
Activity 3 Total			\$20,000.00
Activity 4: Urban Forestry Training and Education Description: City staff attend professional urban forestry and arboricultural trainings to improve skills and develop partnerships. Trainings can be from PNW ISA, Green Communities Leadership Institute, Arbor Day Foundation, WSU, OSU, UW, or other similar organizations providing training on urban forestry or arboriculture.			
Task	Deliverable	Completion Date	Estimated Cost
4A. Attendance of no less than two staff personnel at no less than two professional training opportunities focused on arboriculture or urban forest management.	Receipts for travel-related costs and copies of training registrations (categorized as supplies).	May 31, 2024	\$5,000.00
Activity 4 Total			\$5,000.00
Activities 1-4 Total			\$75,000.00

EXHIBIT B - BUDGET

The total budget is \$75,000.00. See Exhibit A - Scope of Work/Deliverables for activity and task descriptions.

Table 1. Cost by Activity

Activities	Personnel and Benefits	Travel	Supplies	Contractual	Total
Activity 1				\$40,000.00	\$40,000.00
Activity 2				\$10,000.00	\$10,000.00
Activity 3				\$20,000.00	\$20,000.00
Activity 4		\$1,500.00	\$3,500.00		\$5,000.00
Total		\$1,500.00	\$3,500.00	\$70,000	\$75,000.00

Table 2. Cost by Line Item

Travel	
Transportation and lodging costs to attend trainings (as described in Task 4A), including reimbursement for mileage, airfare, tolls, parking, car rental, etc. Reimbursement rates shall be in accordance with current Agency travel reimbursement rates (see Sec. 4.0 above). <i>Travel for trainings, Activity 4</i>	\$1,500.00
Supplies	
Registration costs to attend trainings (as described in Task 4A). <i>Registration for trainings, Activity 4</i>	\$3,500.00
Contractual	
Professional Services for canopy assessment, tree inventory, ordinance audit and community engagement <i>Contractor(s) qualified to provide services described 1A, 1B, 2A and 3B, as determined by contractors' prior experience providing these specialized services.</i>	\$70,000.00
Total	\$75,000.00

APPENDIX A – DATA STANDARDS FOR TREE INVENTORY



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES

Minimum Required Data Collection Attributes for WA Urban Tree Inventories

IMPORTANT NOTE: it is required that a shapefile or .csv is provided to the Washington DNR Urban and Community Forestry Program at the close of the awarded period of performance.

Field Name	Description	Field format; example
Latitude	Each data point should be located using GIS and/or GPS equipment	Decimal degrees; 46.5645
Longitude	Each data point should be located using GIS and/or GPS equipment	Decimal degrees; -122.3221
SiteType	Identify if the data point is a Tree, Stump, Planting Site, or Removal Site	text; Tree
Botanical*	Fully spelled out scientific name of tree species	text; Picea abies
CommonName	Fully spelled out common name of tree species. CommonName should be a reference to the iTree species list and can be obtained from the Washington State DNR Urban & Community Forestry Program	text; Norway spruce
SpeciesCode*	*In lieu of the Botanical field an FIA, PLANTS, or iTree species code can be used. A coded species list can be obtained from the Washington State DNR Urban & Community Forestry Program	text or numeric; ACPL or 0320
Location/Landuse	The physical location of the data point should be recorded, at a bare minimum as: street tree, park tree, parking lot, boulevard tree, vacant lot, cemetery, private, other	text; street tree
DBH (Diameter at Breast Height)	The tree trunk diameter should be recorded at 4.5' above grade to the nearest 1-inch. For multi-stemmed trees, record up to the 5 largest stems.	numeric; 12
Condition	In general, the condition of each tree should be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture: Excellent, Good, Fair, Poor, Critical, Dead	text; Good
Creator	User information of individual adding data to this dataset	text; dgosztyla
Date	Autofilled date of tree measurement	date; mm/dd/yyyy

Optional (Recommended) Data Collection Attributes for WA Urban Tree Inventories

Field Name	Description	Field format; example
RecommendedMaintenance	Recording of maintenance needs. The following categories, or expanded adaptations should be utilized: Tree Removal, Priority Prune, Routine Prune, Clearance, Training Prune, Stump Removal, Plant Tree	text; Training Prune
NumberStems	If the tree is multistemmed, record the total number of stems	numeric; 4
Notes	Additional information regarding disease, insect, mechanical damage, etc. can be included in this field.	text; sunscald

Washington State Department of Natural Resources Community Forestry Assistance Grant Tree Inventory Guiding Document. Please contact urban_forestry@dnr.wa.gov with questions relating to tree inventories.



WASHINGTON STATE DEPT OF
NATURAL RESOURCES



Staff Report

September 5, 2023 Council Workshop Meeting

Presentation – Clark County Solid Waste System Study

Presenter: Steve Wall, Public Works Director

Time Estimate: 25 minutes

Phone	Email
360.817.7899	swall@cityofcamas.us

BACKGROUND: Chapter 70A.205 of the Revised Code of Washington (RCW) pertaining to Solid Waste Management requires, among other things, that “Each county within the state, in cooperation with the various cities located within such county, prepare a coordinated, comprehensive solid waste management plan.” Cities within the county have three separate options of participating in the Planning requirements, including having their own plan, creating a joint plan with the county, or entering into an interlocal agreement (ILA) with the county to have them complete a plan on the city’s behalf. To date, Camas and the other cities in Clark County have elected to utilize the third option and have an ILA that authorizes the County to complete the associated work on our behalf. The last Comprehensive Solid Waste Management Plan was completed in 2015 and subsequently adopted by the City Council in accordance with the ILA and State law. For reference, the County is in the process of completing the next update to the Comprehensive Solid Waste Management Plan and staff will be presenting a revised coordinating ILA in the coming months.

As part of the County’s role in planning and managing solid waste for the cities, the County also manages a contract with a private owner-operated company, Columbia Resource Company (i.e. CRC and/or Waste Connections) to provide transfer and disposal services and recycling processing. This does not include collection of household waste at the curb (currently completed by City staff for Camas), but rather focuses on disposal and processing after the waste stream gets offloaded at the transfer stations.

The County’s agreements with CRC have been extended through time and allow for Clark County and Washougal to purchase the transfer stations at the end of the contract term. For reference, the County is currently negotiating a new extension to the contract with CRC for an additional nine (9) year period that includes similar purchase options. With public ownership in mind and for various other reasons, the County began a process in 2019, referred to as the Regional Solid Waste System Study (RSWSS), to evaluate the condition of the three transfer stations in the service area (West Van, Central and Washougal), potential improvements that are needed at each station, and begin exploring what type of ownership

options should be explored should the decision to purchase the transfer stations be made. The Clark County Council recently directed County staff to do further research and outreach to the cities on joint ownership models, specifically the "Joint Municipality Utility Services" (JMUS) model recommended by the County's consultant JRMA.

SUMMARY: City and County Staff, supported by the County's consultant for the RSWSS, JRMA Architects & Engineers, will provide a presentation to update the City Council on the RSWSS and transfer station ownership options that are being considered and recommended. County staff is asking for input from the Camas Council regarding the ownership governance options and will be available for any questions regarding the County's general role in Solid Waste Management on behalf of the City.

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



Clark County Regional Solid Waste System Study

Item 2.



City of Camas Council Work Session

Solid Waste Transfer Stations Ownership Options

September 5, 2023



Clark County Regional Solid Waste System Study

Item 2.



Agenda

Purpose: *To review options for possible future ownership of County transfer stations and receive input from Camas City Council*

1. Solid Waste Overview
2. History
3. Findings from Regional Solid Waste System Study
4. Evaluation of Public vs Private Ownership and Operations
5. Options for Public Ownership
6. Governance Options
7. Questions and Discussion



Clark County Regional Solid Waste System Study

Item 2.



Solid Waste Overview

- Solid Waste Overview
 - **Collection Services** – *Collection NOT included in this overall discussion*
 - Garbage - City provided. Disposal at Transfer Stations.
 - Recycling & Yard Debris – Provide through Contract with Waste Connections
 - **Solid Waste Management Plan** – Required per RCW 70A.205.040
 - City shall: prepare its own plan; prepare joint city-county plan; **or** authorize County to prepare Plan
 - All cities (including Camas) historically enter into Interlocal Agreement (ILA) to authorize County to complete
 - **Transfer, Disposal and Recycling Processing**
 - County-led contract with private owner/operator, Columbia Resource Company (Waste Connections)
 - Camas linked through ILA and use of Transfer Stations
 - **Camas has role on Regional Solid Waste System Steering Committee and County's Solid Waste Advisory Commission**



Clark County Regional Solid Waste System Study

Item 2.



History of Transfer Stations

- 1992 - Transfer Stations built and operated through an agreement with Columbia Resource Company (CRC)
 - Option to purchase existing facilities for \$1 each
- 2006 - Contract extension to include Washougal Transfer Station
 - City of Washougal has first option to purchase
- 2019 - Regional Solid Waste System Study (RSWSS) to assess condition of transfer stations and evaluate ownership options
- Present – Negotiations with CRC and the County are ongoing and near completion



Clark County Regional Solid Waste System Study

Item 2.



Findings of the RSWSS

1. Primary structures are in fair to good condition
2. No major improvements have been made to transfer stations
3. Waste generated in the County increased from 200,000 to over 400,000 tons per yr. since 2010
4. In the next 20 yrs. waste generated in north services area expected to be additional 100,000 tons
5. Projected County growth will primarily happen in north/central County
 - North Service Options:
 - Expand CTR
 - Minor Improvements at CTR and site a new smaller transfer station to serve self haul customers
 - Replace with new transfer station



Clark County Regional Solid Waste System Study

Item 2.



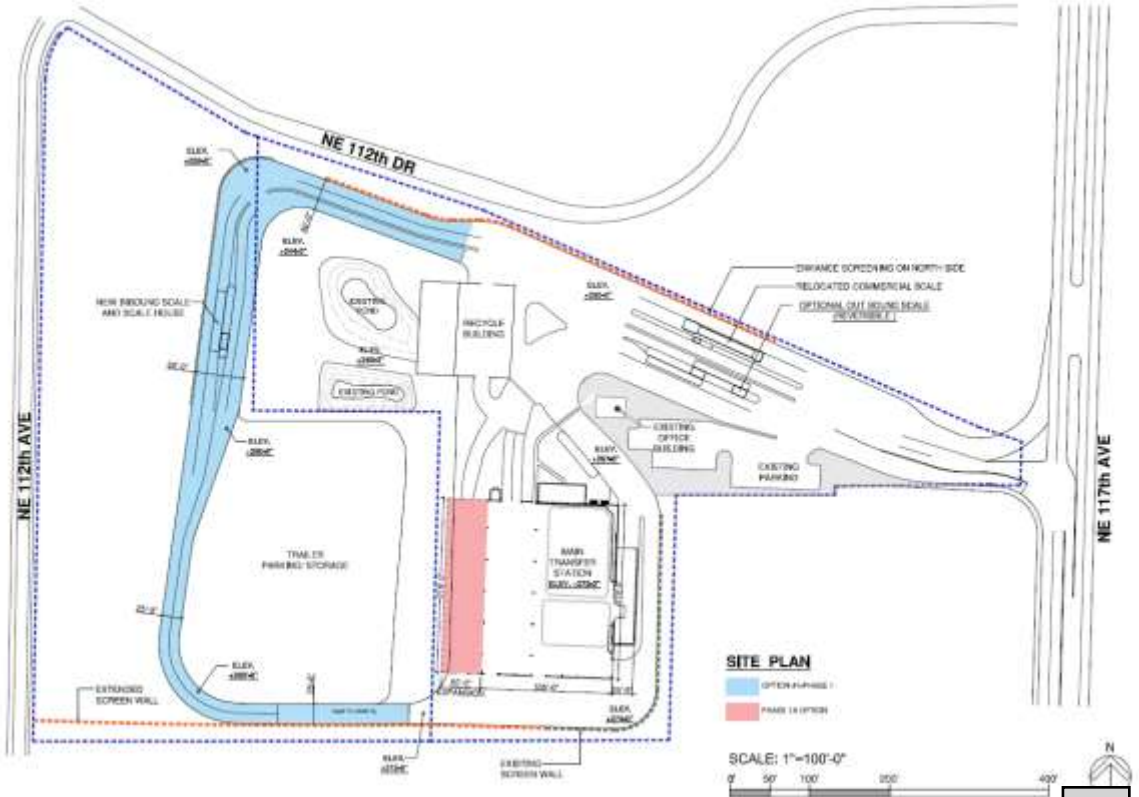
Findings of the RSWSS

Financial Analysis

1. Capital Improvements are needed and estimated at \$30M to \$50M over the next 10 years
2. Negotiations are ongoing with CRC to continue to operate the transfer stations
3. Revenues generate more than current operating cost assuming reasonable operating margin (profit)
4. Current rates generate revenue that can be placed in County managed capital trust fund
5. Ownership of the system is still under consideration



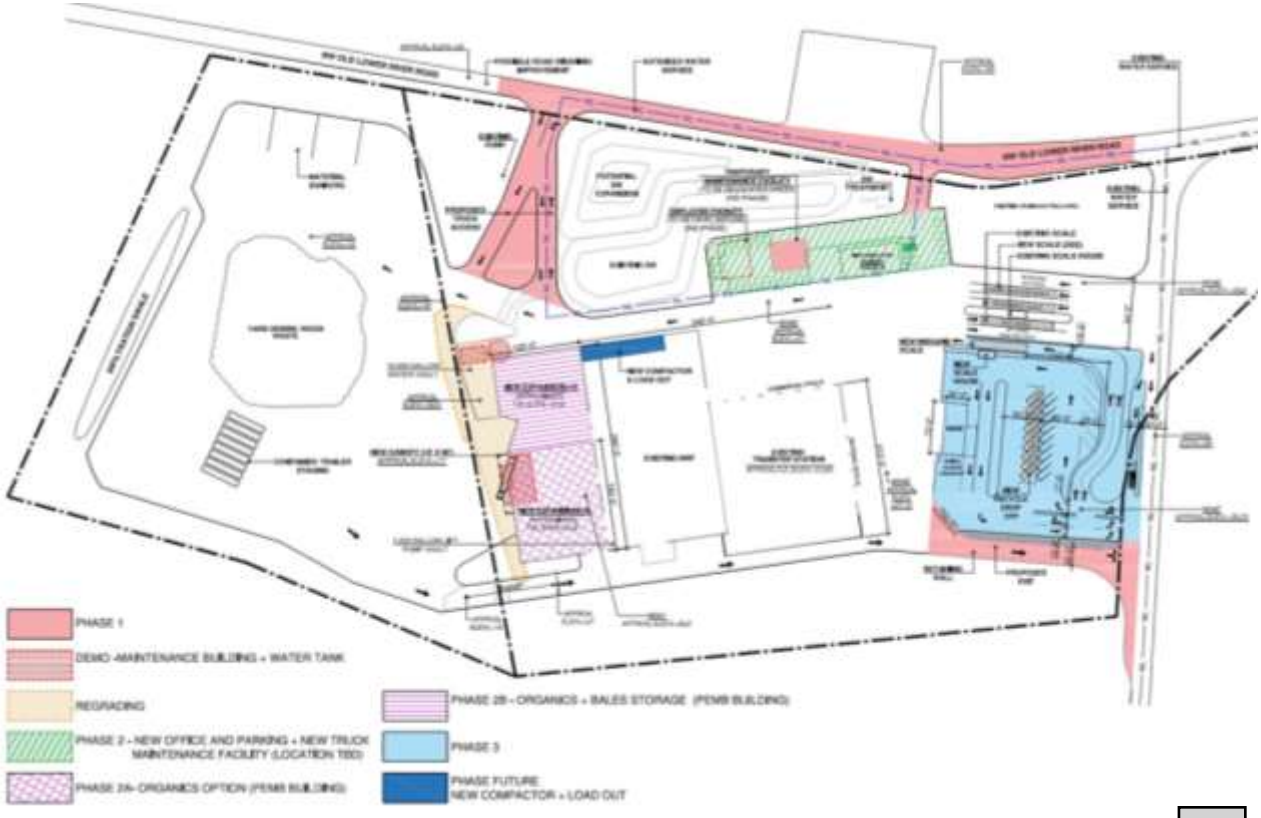
Capital Improvements Central Transfer and Recycling





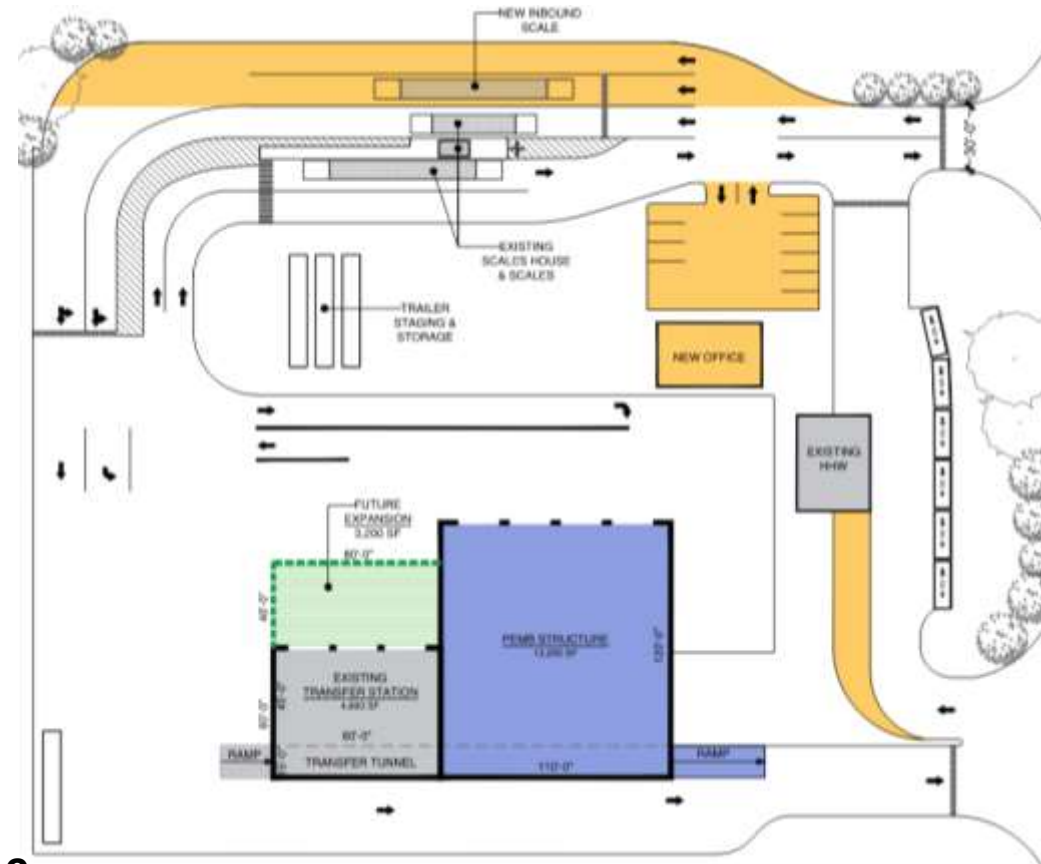
Capital Improvements

West Van Materials Recovery Center





Capital Improvements Washougal Transfer Station





Clark County Regional Solid Waste System Study

Item 2.



RSWSS Ownership Options:

1. Current System (private ownership and operations)
2. Public ownership, private operation
3. Public ownership with limited public operation of scale houses
4. Public ownership and operation



Criteria Used to Evaluate Options

- **Funding Capital Improvements** – Evaluate ability to make and control implementation of capital improvement at facilities
- **Span of Control** – Ability to control decisions and implementation related to the level of services necessary to meet local government goals and requirements
- **Management Experience** – Ability to manage and administer the services provided



Clark County Regional Solid Waste System Study

Item 2.

Criteria Used to Evaluate Options (Cont'd)

- **Ownership Risk** - What are the risk associated with ownership and operation of the transfer station system and what is acceptable
- **Contracting of Services** – What control can be delegated and is that acceptable if the system is publicly owned
- **Regulatory Options** – How could public ownership be structured for management of solid waste utility



Clark County Regional Solid Waste System Study

Item 2.



RSWSS Evaluation of Ownership Options

1. Report includes an evaluation of the various ownership/operational options
2. List advantages and disadvantages of each
3. Presents analysis that contrast the option to meeting challenges associated with managing solid waste system



Guiding Principles for Public Ownership

Guiding principals for a multi-jurisdictional organization include:

1. Establishing a regional agency that includes all incorporated cities and the County
2. Independent entity with separate powers and authority
3. The Governing Board should be appointed and not duly elected
4. Board would have authority to set rates/fee with revenues managed by the entity with ability to issue revenue bonds
5. Staff would be independent from County and participating cities



Ownership Governance Options

The Revised Code of Washington (RCW) allows for multi-jurisdictional organizations to provide a variety of services

- Interlocal Cooperation Act (**ICA**) – Chapter 39.34 RCW
- Joint Municipality Utility Services (**JMUS**) – Chapter 39.106 RCW
- Metropolitan Municipal Corporation (**MMC**) – Chapter 35.58
- Disposal District – Chapter 39.34 RCW



Ownership Recommended Governance

JMUS provides the organization that addresses the guiding principles

1. Board members are elected officials appointed by jurisdictions
2. Operates as independent public utility /enterprise fund with revenues generated by rates
3. Facilities are publicly owned and can contract out operations or self operate
4. Agency can issue revenue bonds backed by revenues of system



Clark County Regional Solid Waste System Study

Item 2.



Ownership Recommendations

The following recommendations were adopted by the SWAC and endorsed by the Regional Steering Committee.

- Solid waste staff recommend the **County and/or City of Washougal exercise the available contractual options to purchase the facilities** when the option of public ownership becomes available.
- Solid waste staff recommend the option to **publicly own and privately operate the regional transfer facilities under contract to be further evaluated.**
- Solid waste staff recommend **further evaluation of Joint Municipal Utility Service model to own and operate the system with public engagement.**



Clark County Regional Solid Waste System Study

Item 2.



Questions and Discussion



Staff Report

September 5, 2023 Council Workshop Meeting

Presentation - Water and Sewer Utility Rate Analysis (2024-2028)

Presenter: Steve Wall, Public Works Director and Sergey Tarasov, FCS Group

Time Estimate: 45 minutes

Phone	Email
360.817.7899	swall@cityofcamas.us

BACKGROUND: The City Council has traditionally completed comprehensive utility rate studies for the Water, Sewer, Stormwater and Solid Waste utilities and adopted new rates on five-year intervals. The last comprehensive review and rate adoption was completed in 2018 and set the rates for the 2019 through 2023 timeframe. The City Council approved a professional services agreement with the City's utility financial consultant, FCS Group, in December 2022 to complete a comprehensive utility rate analysis on the City's four separate utilities for the ensuing five-year period (2024-2028), or other such interval as directed by Council.

SUMMARY: Staff has worked with FCS Group to update the financial models for each of the four City utilities and will present initial findings and options for Council's consideration and discussion. The initial Water and Sewer analyses will be presented at the September 5th Workshop, and the initial Stormwater and Solid Waste/Sanitation analyses will be presented at the September 19th Workshop.

BENEFITS TO THE COMMUNITY: The City's four utilities provide basic, everyday services to the community and continue to meet all State and Federal requirements. Adequate funding of the utilities is necessary to continue providing services at the levels traditionally desired by the City Council and customers.

POTENTIAL CHALLENGES: The costs of services in all areas of the City continues to rise, including utility services. Additionally, to continue serving both existing and new customers, and allow for necessary repair and replacement of equipment, the City's Capital Improvement Program is relatively large and puts additional pressure on the utility rates.

BUDGET IMPACT: Staff and FSC Group will present and discuss potential options and impacts associated with potential rate increases for each utility. The complete budget impact for all four utilities will not be known until additional discussion with Council occurs.

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



Council Meeting

Item 3.

Rate Study Update

Sergey Tarasov, Principal

September 5, 2023

Agenda

- **Overview of the rate setting process**
- **Background & today's focus**
- **Key assumptions**
- **Financial policies**
- **Revenue requirement**
 - » Water
 - » Sewer
- **Next steps**
- **Questions / discussion**



Overview of Rate Setting Process

Item 3.

Fiscal Policies – Set the Management Foundation

Step 1:
Revenue
Requirement
(defining overall needs)

Revenue

Debt

Reserves

O&M

Capital

Step 2:
Design Rates
(collect target revenue)

Fixed Charge

Variable Charge



Background

- Previous study completed in 2018
- Revenue requirement findings – 2018 study summary

Utility	Adopted Annual Rate Strategy				
	2019	2020	2021	2022	2023
Water	5.65%	5.65%	5.65%	5.65%	5.65%
Sewer	3.30%	3.30%	3.30%	3.30%	3.30%
Stormwater	3.00%	3.00%	3.00%	3.00%	3.00%

Utility	Existing	Average Residential Monthly Bill				
		2019	2020	2021	2022	2023
Water	\$ 29.11	\$ 30.80	\$ 32.53	\$ 34.39	\$ 36.29	\$ 38.33
Sewer	47.35	48.89	50.51	52.16	53.90	55.67
Stormwater	11.69	12.04	12.40	12.77	13.16	13.55
Total	\$ 88.15	\$ 91.73	\$ 95.44	\$ 99.32	\$ 103.35	\$ 107.55
Total \$ Mo. Difference		\$ 3.58	\$ 3.71	\$ 3.88	\$ 4.03	\$ 4.20
Total % Difference		4.06%	4.04%	4.07%	4.06%	4.06%

Notes:

1. Water assumes 3/4" meter & 10ccf per month consumption.
2. Sewer assumes 6ccf per month consumption based on winter monthly average usage.



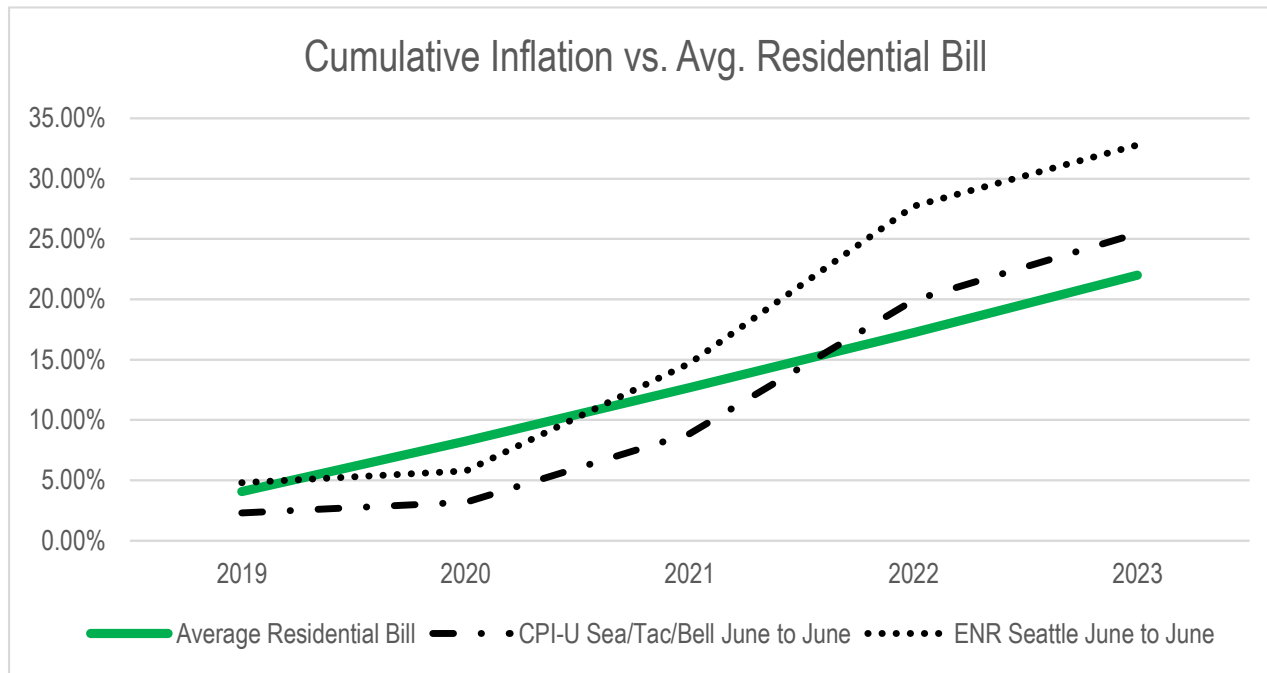
Background (continued)

- » Rate adjustments were needed to
 - Support the ongoing capital improvement program (CIP) and associated debt financing
 - Increases in operating & maintenance expenses
- **Updated System Development Charges (SDCs)**
 - » Eliminated class based SDCs
 - Independent study to be performed for any new industrial customers connecting to the City
 - » Consolidated area specific charges into “city-wide” charges

Today's Focus

Item 3.

- **Significant changes have occurred since the completion of the last study**
 - » Increased inflation due to the global pandemic and supply chain issues



- » Completion of water system plan (WSP) and general sewer plan (GSP) identified additional system improvements



Revenue Requirement Objectives

- **Determine the amount of annual revenue necessary to fund all financial obligations on a standalone basis**
 - » Operating expenses
 - » Debt service (principal & interest)
 - » Capital costs and funding approach
- **Meet financial parameters and targets**
 - » Target debt service coverage ratios
 - » Maintain target reserve balances
- **Evaluate revenue sufficiency over a multi-year period**
- **Develop rate plan to balance financial needs and minimize customer impacts**



Revenue Requirement Elements

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Fiscal Policy
Achievement



Forecast of
Revenue at
Existing Rates



Forecast of O&M

Planned Capital
Costs



Existing & New
Debt Service



**Annual Revenue
Requirement**



Key Assumptions

- **Study period: 2023 – 2028**
 - » Projected through 2043
- **Revenue based on historical data, budget and forecast assumptions**
 - » 2022 billing statistics used as baseline for rate revenue forecasting
 - » 2023 and 2024 budgets used as baseline for non rate revenue
 - » Annual growth set at 1.50% per year
- **O&M expenses based on 2023 and 2024 budgets and escalated with**
 - » General cost inflation: 4.0% in 2025, 3.0% thereafter
 - » Construction cost inflation: 6.0% in 2024, 4.0% in 2025, 3.5% thereafter
 - » Labor cost inflation: 4.0% in 2025, 3.0% thereafter
 - » Benefits cost inflation: 6.0% per year



Key Assumptions (continued)

- **Taxes**

- » Water state excise tax: 5.029%
- » Sewer state excise tax: 3.852% on collection share of revenue (39.00%)
- » B&O tax rate: 1.75% on non rate revenue, SDC revenue and sewer treatment & transmission revenue (61.00%)
- » City taxes: 2.0% (assessed on top of the bill)

- **Future debt: revenue bonds**

- » Term: 20-year
- » Interest: 5.00%
- » Issuance cost: 1.00%



Financial Policies

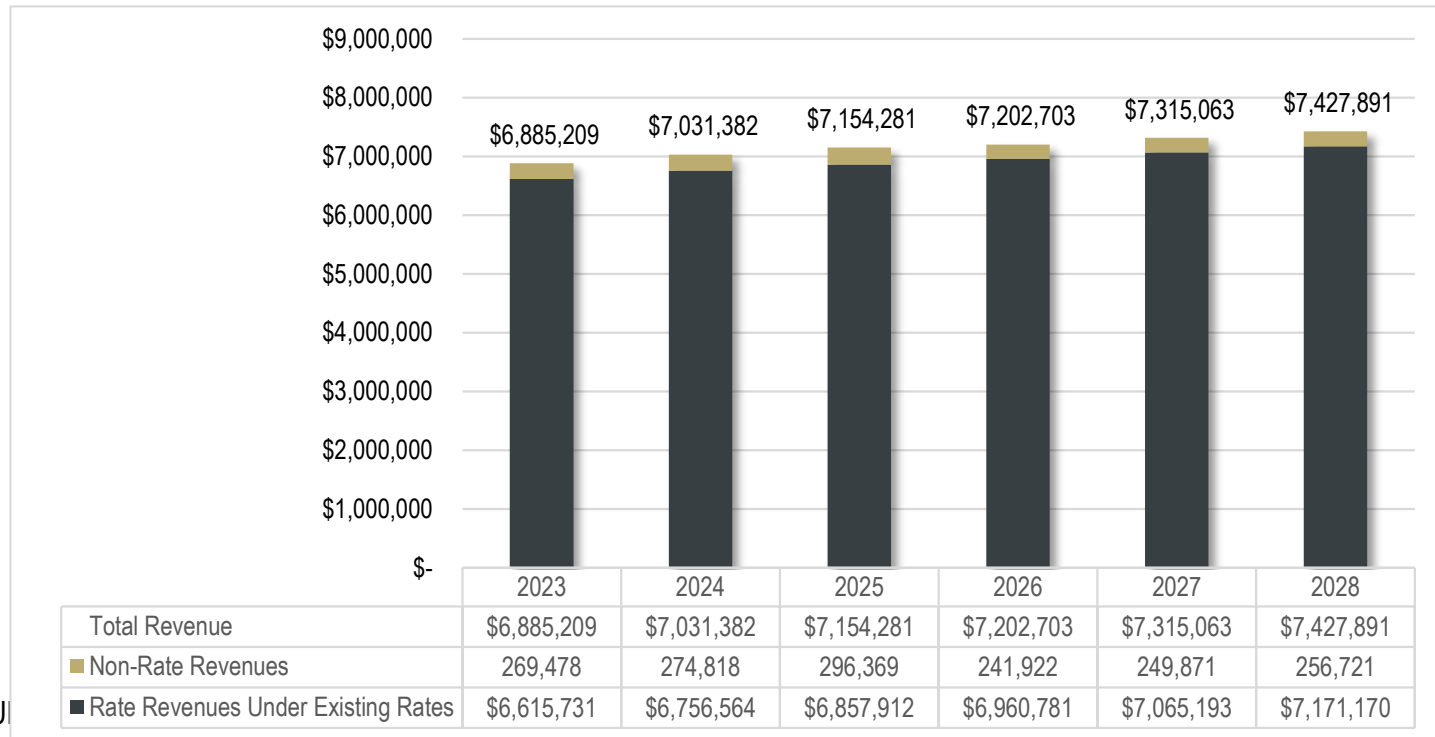
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Policy	Purpose	Target
Operating Reserve	Liquidity cushion to accommodate cyclical cash flow fluctuations	All utilities: 18% or 66 day of O&M
Capital Contingency Reserve	To meet emergency repairs, unanticipated capital, and project cost overruns	Water: \$250k Sewer: \$750k Stormwater: \$100k
Debt Service Coverage (DSC)	Compliance with existing loan/debt covenants and maintain credit worthiness for future debt issuance	Internal Policy: 2.50 Minimum Requirement: 1.25
Rate Setting	A multi-year financial plan	Five-year plan 2024-2028
Revenue Sufficiency	Set rates to meet the total annual financial obligations of each utility and be self supporting	Rates shall be set to cover O&M, debt service and fiscal policy achievement

Water

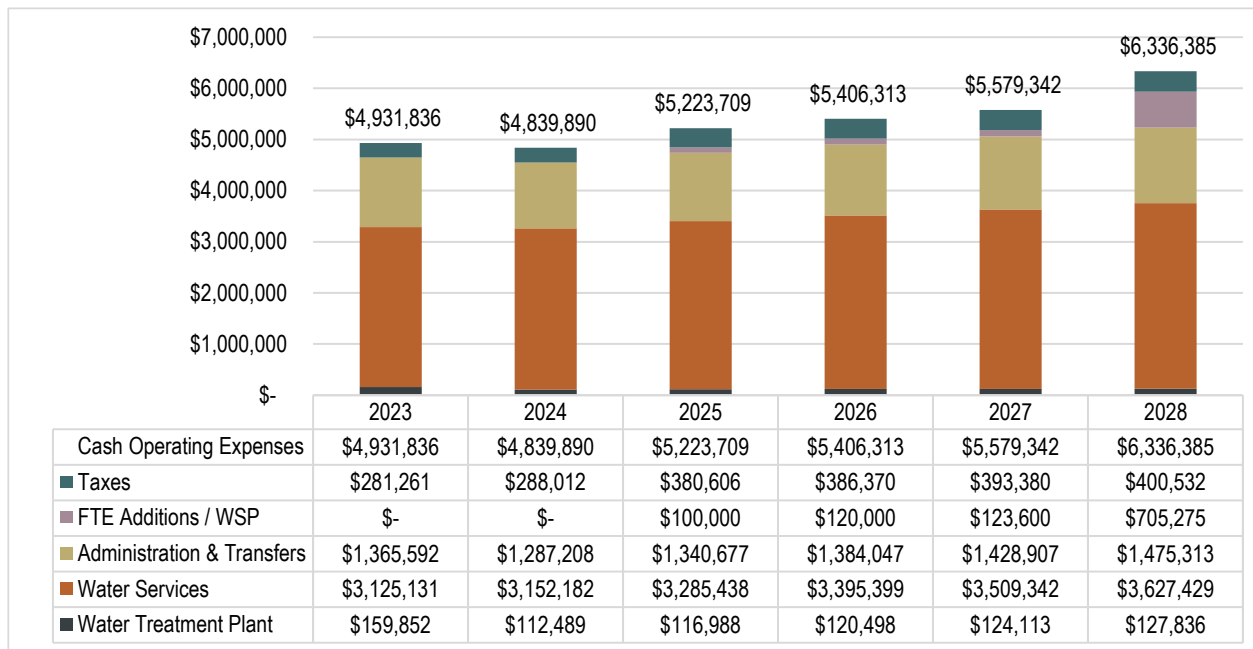
Key Factors: Existing Revenue

- **Focus period: 2023-2028**
 - » Rate revenue based on 2022 actual data plus 1.5% growth
 - » Non rate revenue consists of water hook-up fees, turn off fees, penalties, investment interest, leases, rents and charges and miscellaneous revenues
- **Total existing operating revenue: \$6.9 million to \$7.4 million**



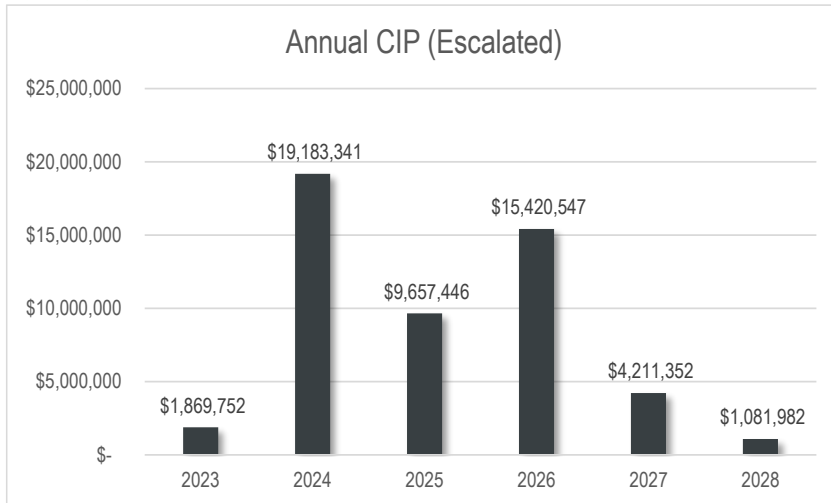
Key Factors: Operating Expenses

- **Forecast based on 2023 and 2024 budgets**
 - » Includes 1 additional FTE in 2026 for PFAS compliance
 - » Includes a WSP update in 2026,
 - » Additional equipment expenditures every three years starting in 2025
 - » Costs inflated between 6.0%-3.0% per year
 - Average inflation (net of taxes and additions) of 3.5% 2025-2028
- **Total O&M expenses: \$4.9 million to \$6.3 million**





Key Factors: Capital



Year	2023\$	Annual CIP (Escalated)
2023	\$ 1,869,752	\$ 1,869,752
2024	18,097,491	19,183,341
2025	8,760,382	9,657,446
2026	13,515,130	15,420,547
2027	3,566,166	4,211,352
2028	885,237	1,081,982
Total	\$ 46,694,158	\$ 51,424,418
Long Term	36,010,916	52,853,305
Total	\$ 82,705,074	\$ 104,277,722

- **Major projects include**

- » Washougal wellfield improvements, 343 zone transmission upsizing, new booster stations and capacity improvements, 343 zone reservoir, PFAS treatment and lower prune hill pump station and reservoir

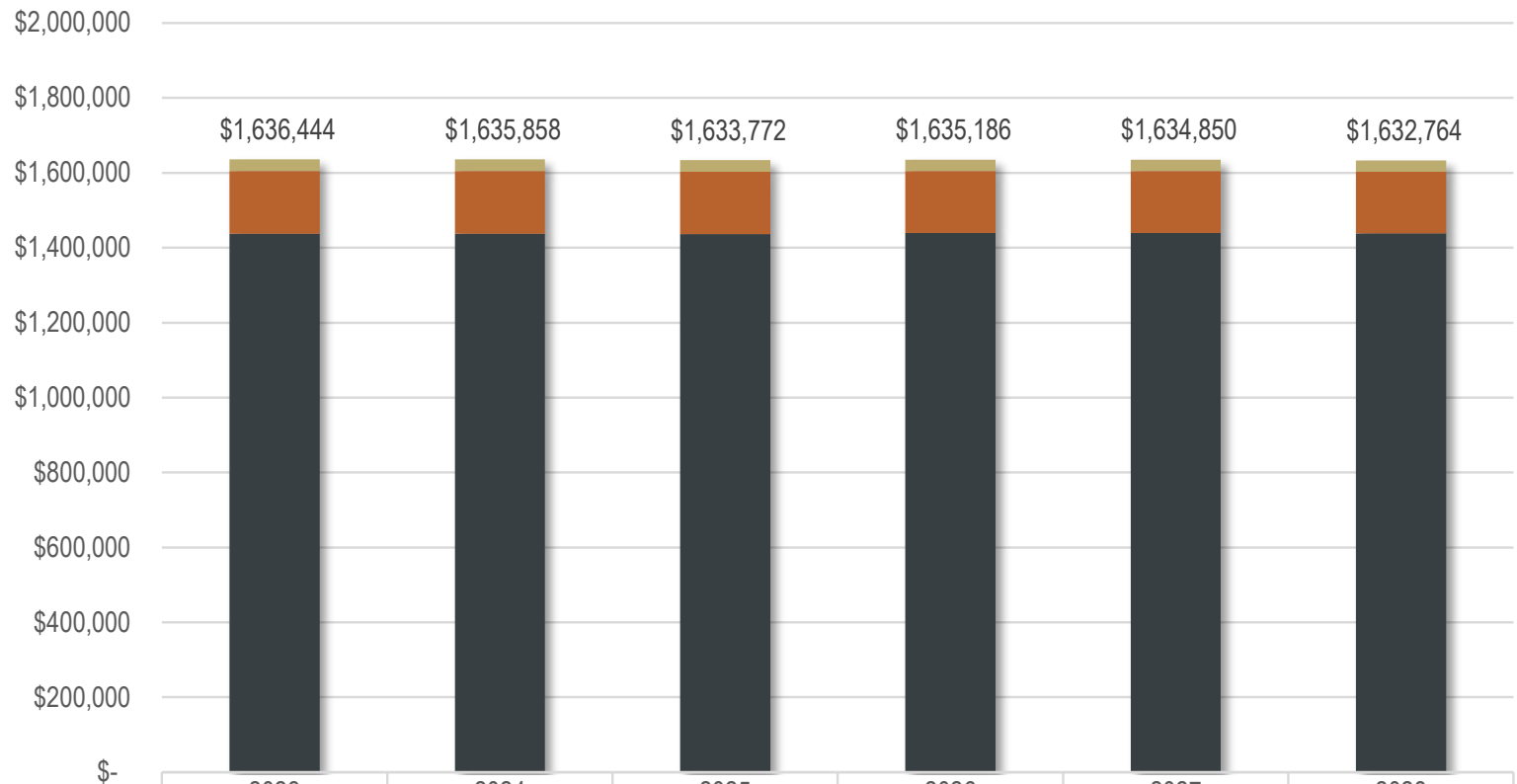
- **Capital funded through existing reserves, cash financing, capital contributions, SDCs, timber harvest revenue and new debt**

- » New debt: varies by scenario



Key Factors: Existing Debt

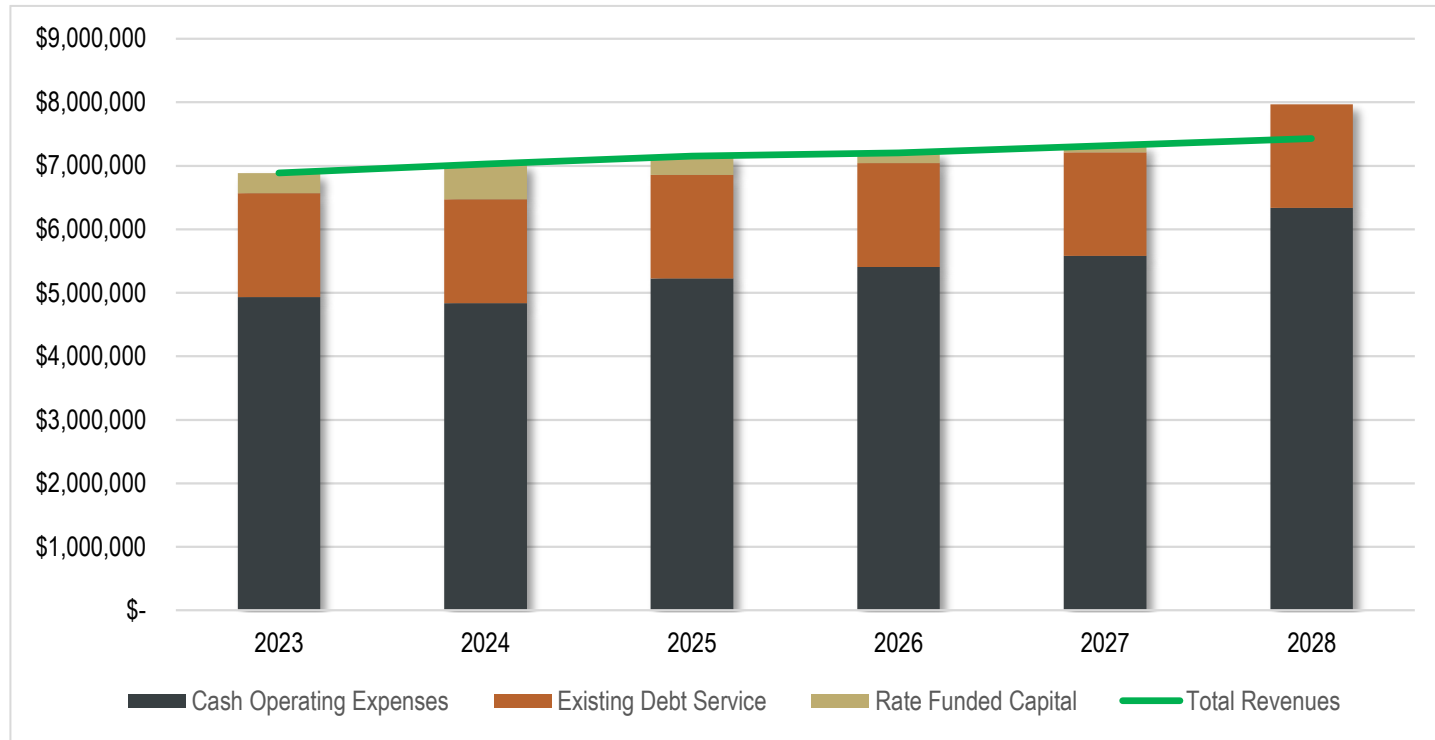
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	2023	2024	2025	2026	2027	2028
Total Existing Debt	\$1,636,444	\$1,635,858	\$1,633,772	\$1,635,186	\$1,634,850	\$1,632,764
2009 DWSRF Rec. Camas Well #14	\$31,478	\$31,192	\$30,905	\$30,619	\$30,333	\$30,047
2012 PWTF	\$167,967	\$167,167	\$166,367	\$165,567	\$164,767	\$163,967
2019 Water Revenue Bonds	\$1,437,000	\$1,437,500	\$1,436,500	\$1,439,000	\$1,439,750	\$1,438,750



Revenue Requirement: Baseline



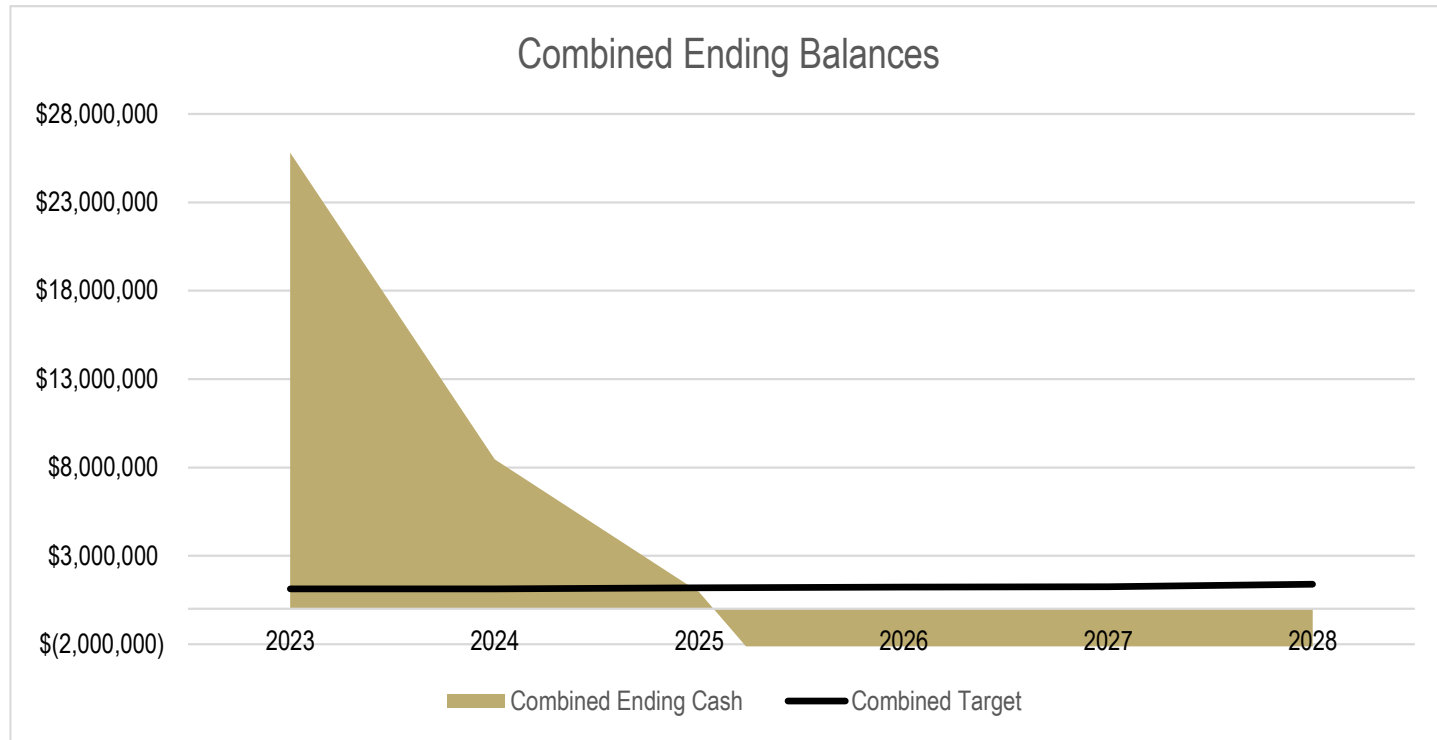
- **Revenues at existing rates**

- » Sufficient to cover O&M and existing debt through 2027
 - Cannot cover existing debt starting 2028
- » Very limited capacity for capital funding (rate or new debt service)



Revenue Requirement: Baseline

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- **With revenues at current rates**
 - » Existing reserves would be depleted by 2026



Scenarios for Consideration

- **Scenario for consideration**

- » S1: fully fund ongoing obligations and policies
- » S2: increased debt financing and reduced coverage

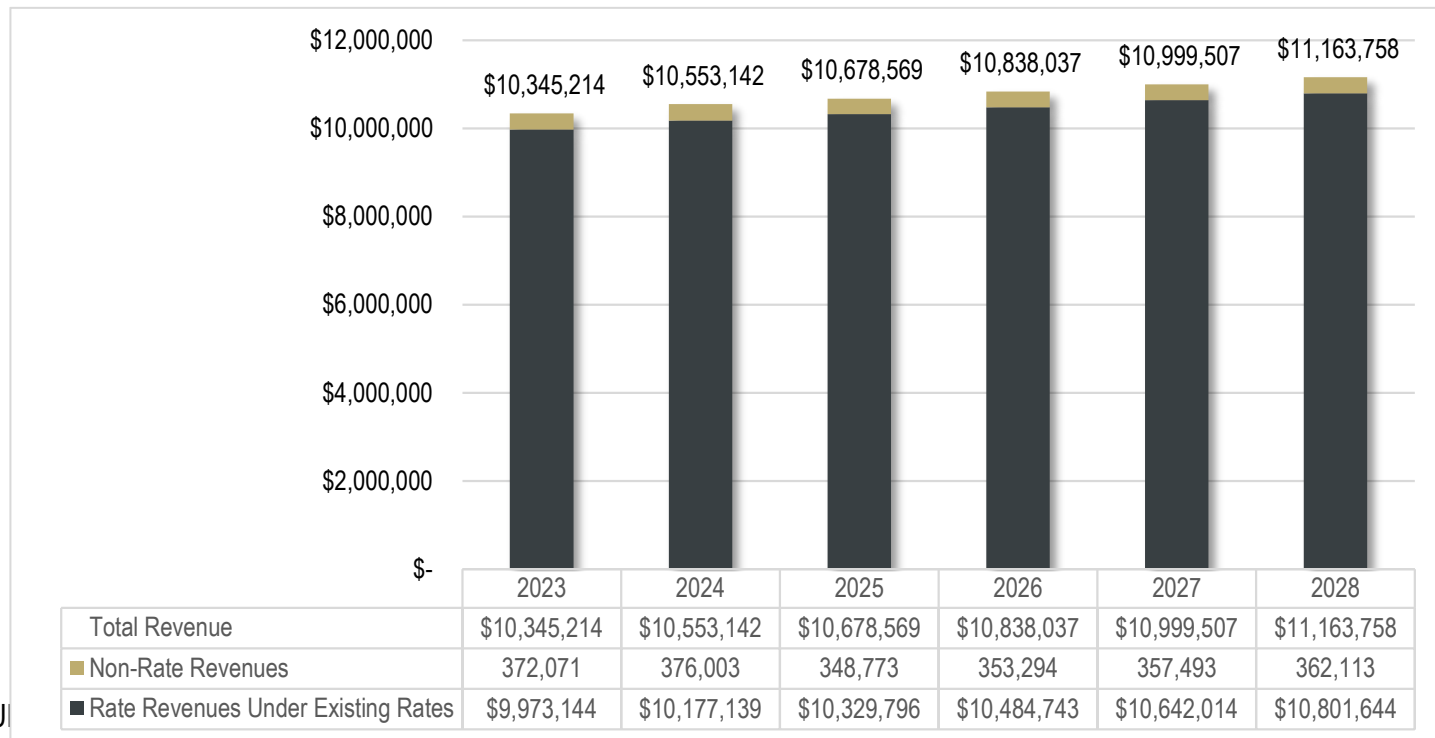
Scenarios	2023		2024		2025		2026		2027		2028		Total	
Annual Rate Increases														
S1: Full Funding			7.50%		7.50%		7.50%		3.00%		3.00%			
S2: Reduced Policies			4.75%		4.75%		4.75%		4.75%		4.75%			
Avg. Residential Monthly Bill (3/4" Meter 10ccf)														
S1: Full Funding	\$	38.33	\$	41.20	\$	44.30	\$	47.62	\$	49.05	\$	50.52		
S2: Reduced Policies		38.33		40.15		42.06		44.06		46.15		48.34		
Avg. Residential Monthly Bill Difference														
S1: Full Funding	\$		2.87		\$		3.09		\$		1.43		\$	1.47
S2: Reduced Policies			1.82				1.91				2.00			2.19
New Debt (Revenue Bonds)														
S1: Full Funding	\$	-	\$	-	\$	-	\$	13,200,000	\$	-	\$	-	\$	13,200,000
S2: Reduced Policies		-		-		-		15,300,000		-		-		15,300,000
Annual Coverage (2.50 Policy Target 1.25 Min. Covenant Target)														
S1: Full Funding	2.86		3.64		4.53		2.51		2.70		2.59			
S2: Reduced Policies	2.86		3.48		4.17		2.05		2.28		2.22			

- S1 projects an additional \$5.5MM in revenue bonds in 2029
- S2 projects an additional \$8.1MM in revenue bonds between 2029 and 2034

Sewer

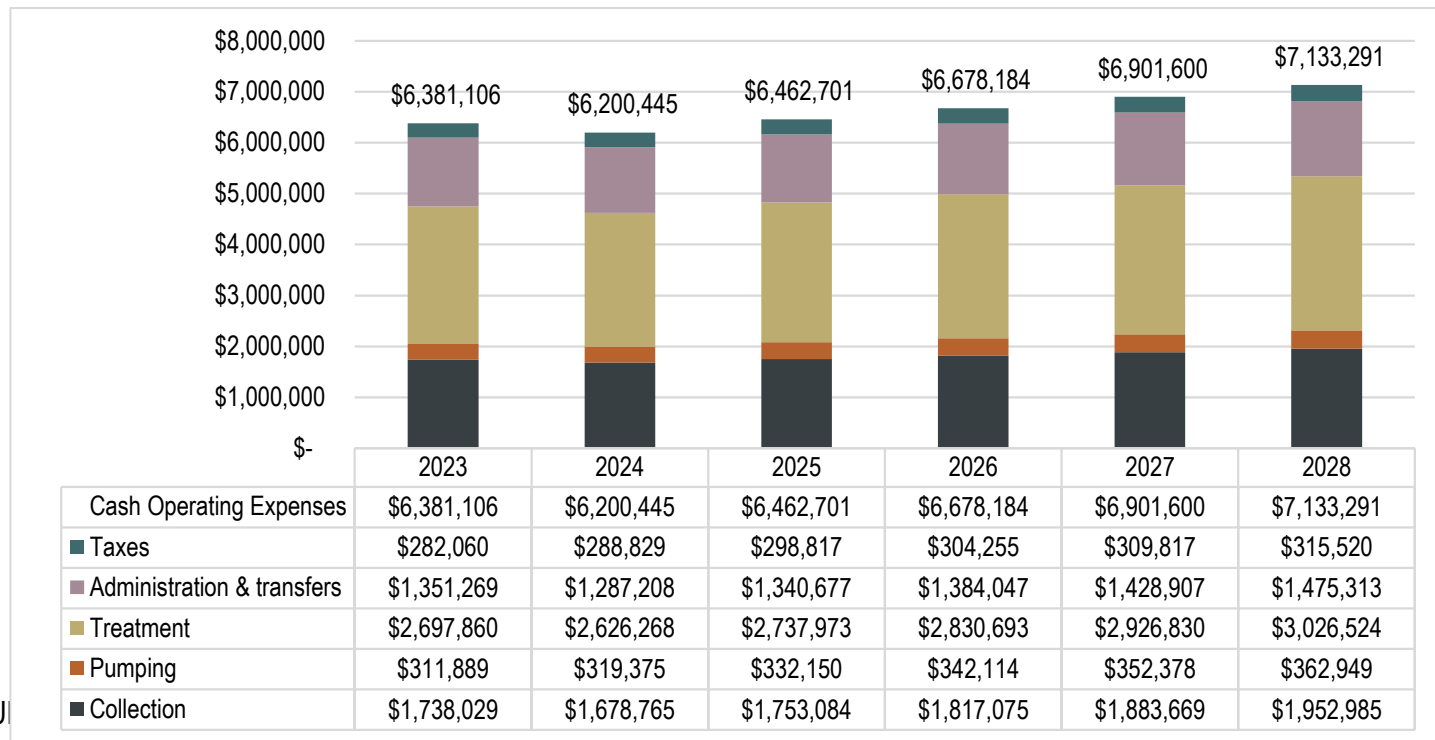
Key Factors: Existing Revenue

- **Focus period: 2023-2028**
 - » Rate revenue based on 2022 actual data plus 1.5% growth
 - » Non rate revenue consists of penalties, inspections, investment interest, leases, rents and charges and miscellaneous revenues
- **Total existing operating revenue: \$10.3 million to \$11.2 million**



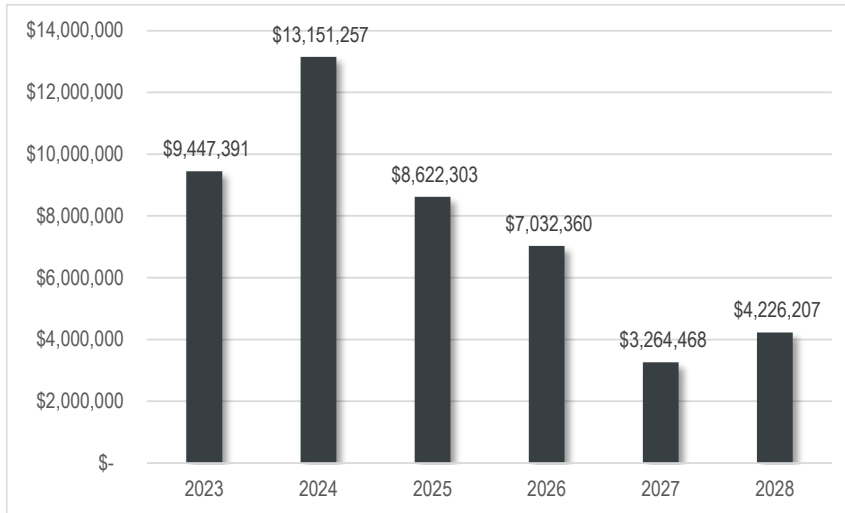
Key Factors: Operating Expenses

- **Forecast based on 2023 and 2024 budgets**
 - » Costs inflated between 6.0%-3.0% per year
 - Average inflation (net of taxes and additions) of 3.6% 2025-2028
- **Total O&M expenses: \$6.4 million to \$7.1 million**





Key Factors: Capital



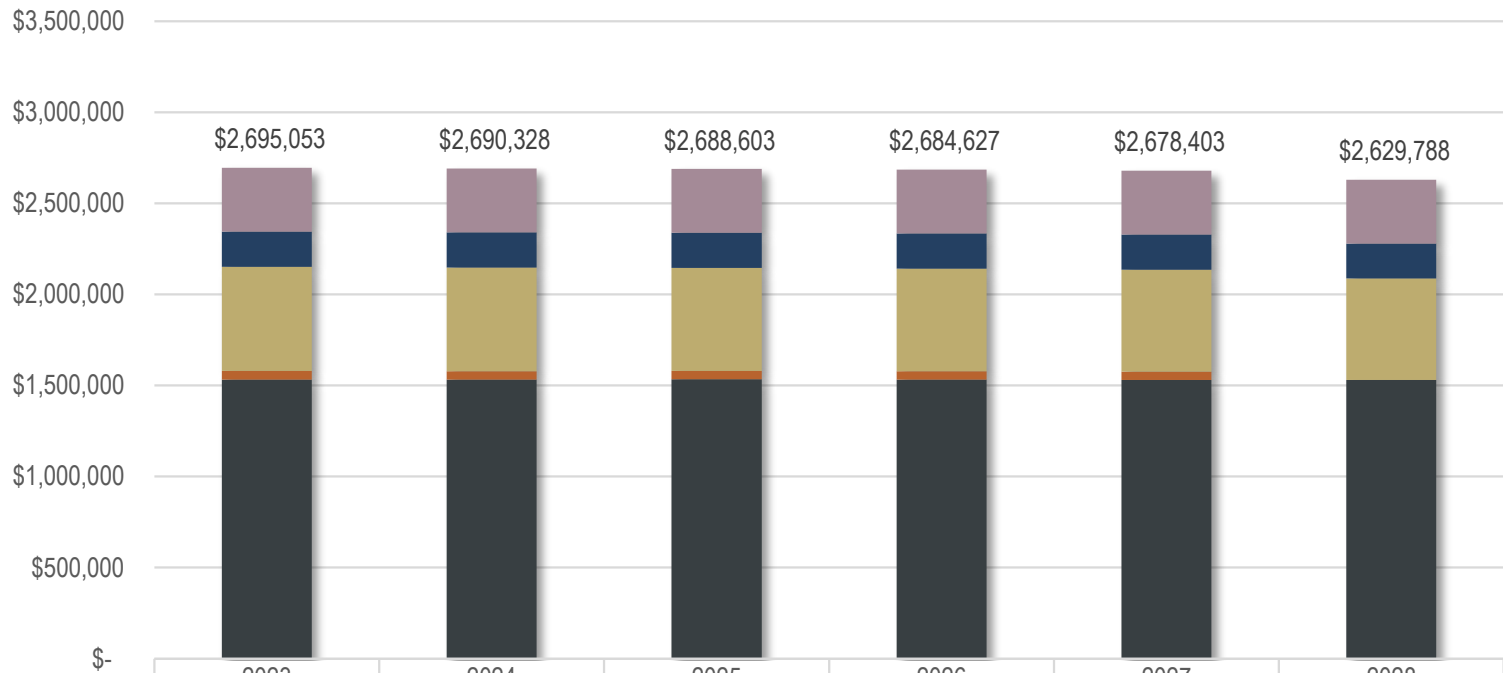
Year	2023\$	Annual CIP (Escalated)
2023	\$ 9,447,391	\$ 9,447,391
2024	12,406,847	13,151,257
2025	7,821,392	8,622,303
2026	6,163,417	7,032,360
2027	2,764,346	3,264,468
2028	3,457,725	4,226,207
Total	\$ 42,061,119	\$ 45,743,986
Long Term	42,250,546	62,584,991
Total	\$ 84,311,665	\$ 108,328,977

- **Major projects include**
 - » Pump station improvements
 - » WWTP maintenance
 - » WWTP upgrades
- **Capital funded through existing reserves, cash financing, SDCs and new debt**



Key Factors: Existing Debt

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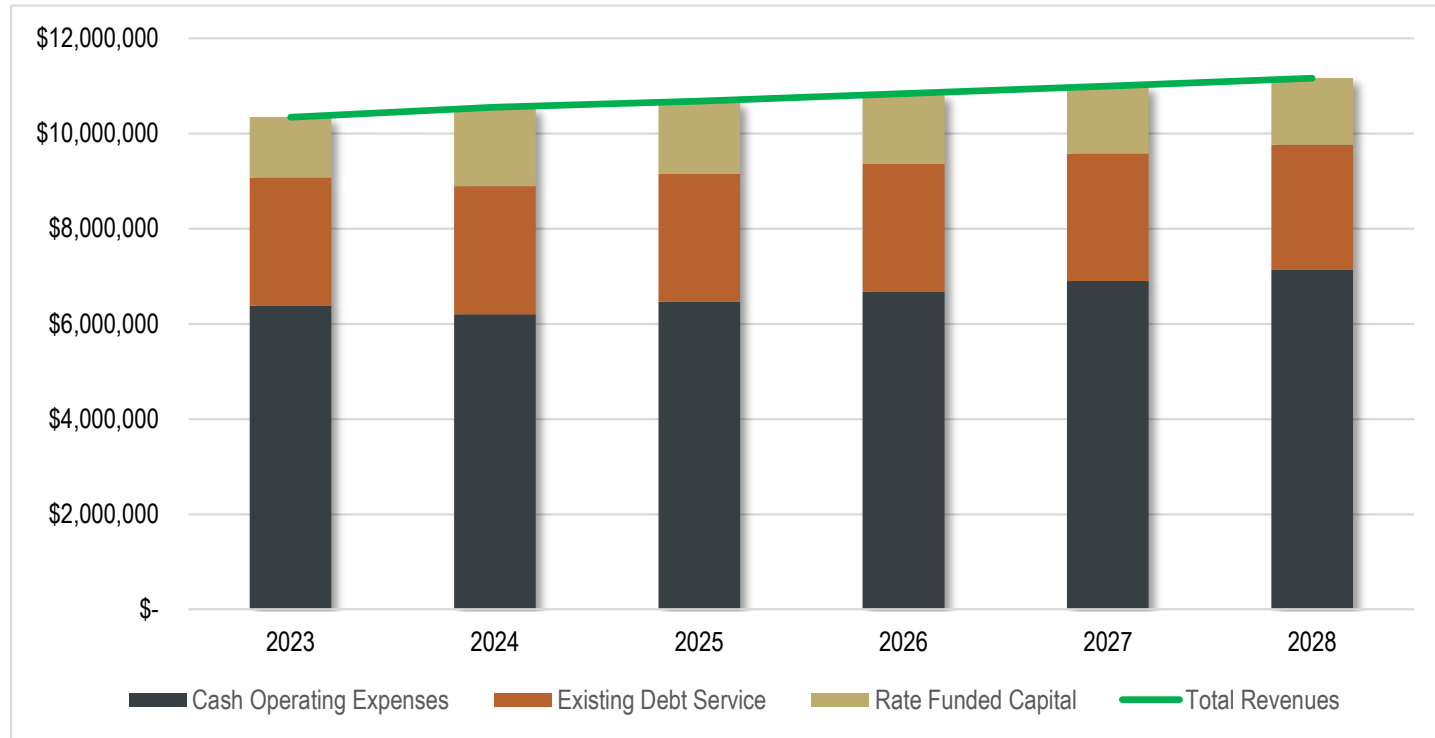


	2023	2024	2025	2026	2027	2028
Total Existing Debt	\$2,695,053	\$2,690,328	\$2,688,603	\$2,684,627	\$2,678,403	\$2,629,788
2011 DOE Loan WWTP Imp.	\$349,847	\$349,847	\$349,847	\$349,847	\$349,847	\$349,847
2012 PWTL Sewer Main	\$193,993	\$193,520	\$193,046	\$192,573	\$192,100	\$191,627
WWTP Phase II	\$571,921	\$569,145	\$566,368	\$563,592	\$560,816	\$558,039
WWTP Improvements II	\$46,267	\$46,042	\$45,816	\$45,590	\$45,365	
2015 Ref. Rev. Bond N. Shore	\$1,533,025	\$1,531,775	\$1,533,525	\$1,533,025	\$1,530,275	\$1,530,275



Revenue Requirement: Baseline

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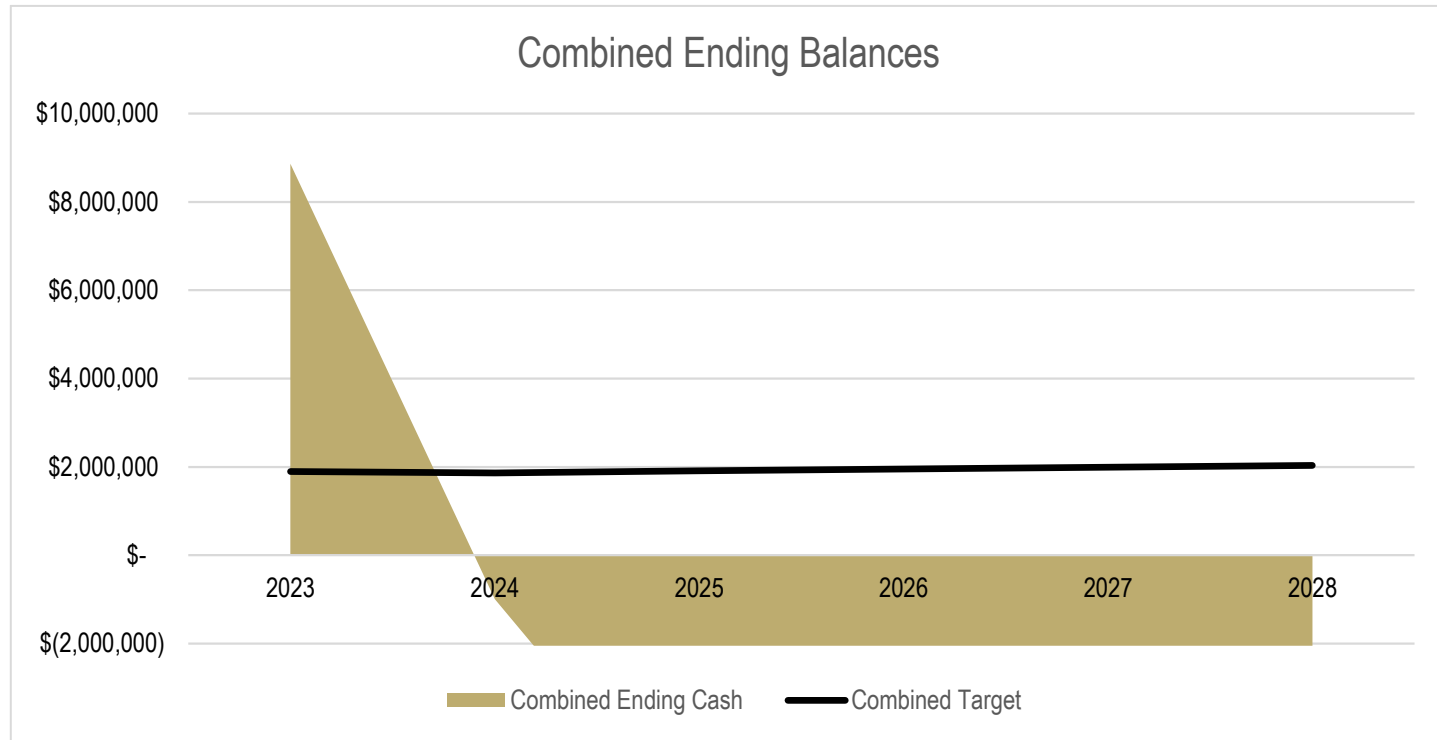


- **Revenues at existing rates**

- » Sufficient to cover O&M and existing debt through rate setting period
- » Provides capacity for some rate funded capital



Revenue Requirement: Baseline



- **With revenues at current rates**
 - » Existing reserves would be depleted by 2024



Scenario for Consideration

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- Fully fund ongoing obligations and policies

Scenarios	2023	2024	2025	2026	2027	2028	Total
Annual Rate Increase		3.25%	3.25%	3.25%	3.25%	3.25%	
Avg. Res. Mo. Bill (6ccf)	\$ 55.67	\$ 57.48	\$ 59.35	\$ 61.28	\$ 63.27	\$ 65.33	
Avg. Res. Mo. Bill Difference	\$ 1.81	\$ 1.87	\$ 1.93	\$ 1.99	\$ 2.06		
New Debt (Rev. Bonds)	\$ -	\$ 9,000,000	\$ -	\$ 4,500,000	\$ -	\$ -	\$ 13,500,000
Annual Coverage After Increase	3.54	3.58	3.84	3.58	3.90	4.25	

» An additional \$14.50MM revenue bond is anticipated in 2029

Rate Design

Overview of Rate Design

- **Development of fixed and variable charges assessed to customers**



Aligns fixed and variable costs with fixed and variable revenue sources



Generates sufficient revenue to meet utility requirements



Meet goals and objectives of the utility (e.g., conservation)

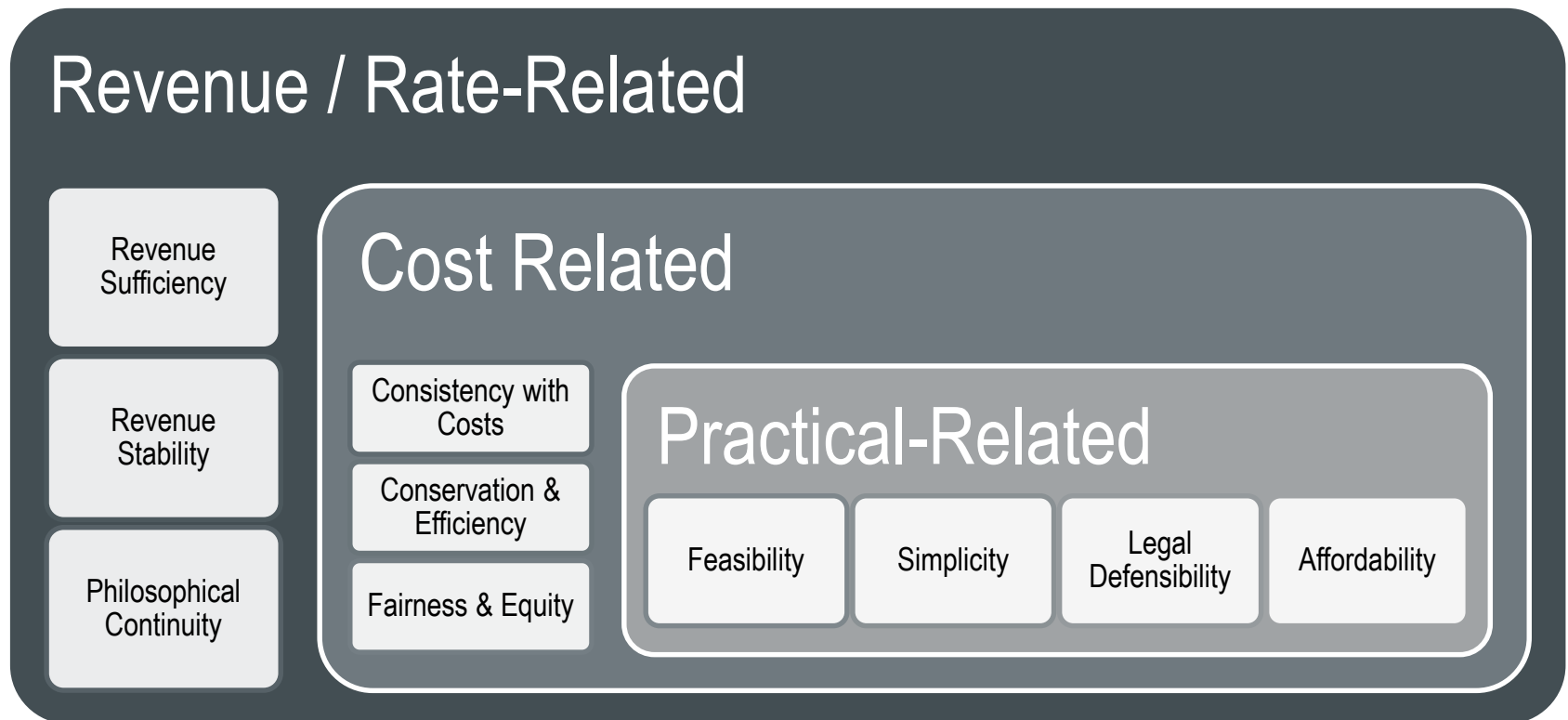


Evaluate monthly rate impact for different levels of use

Rate Design Goals

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- No structure can completely achieve all the objectives – it's a balancing act



Source: *Principles of Public Utility Rates*, Bonbright, Danielson and Kamerschen

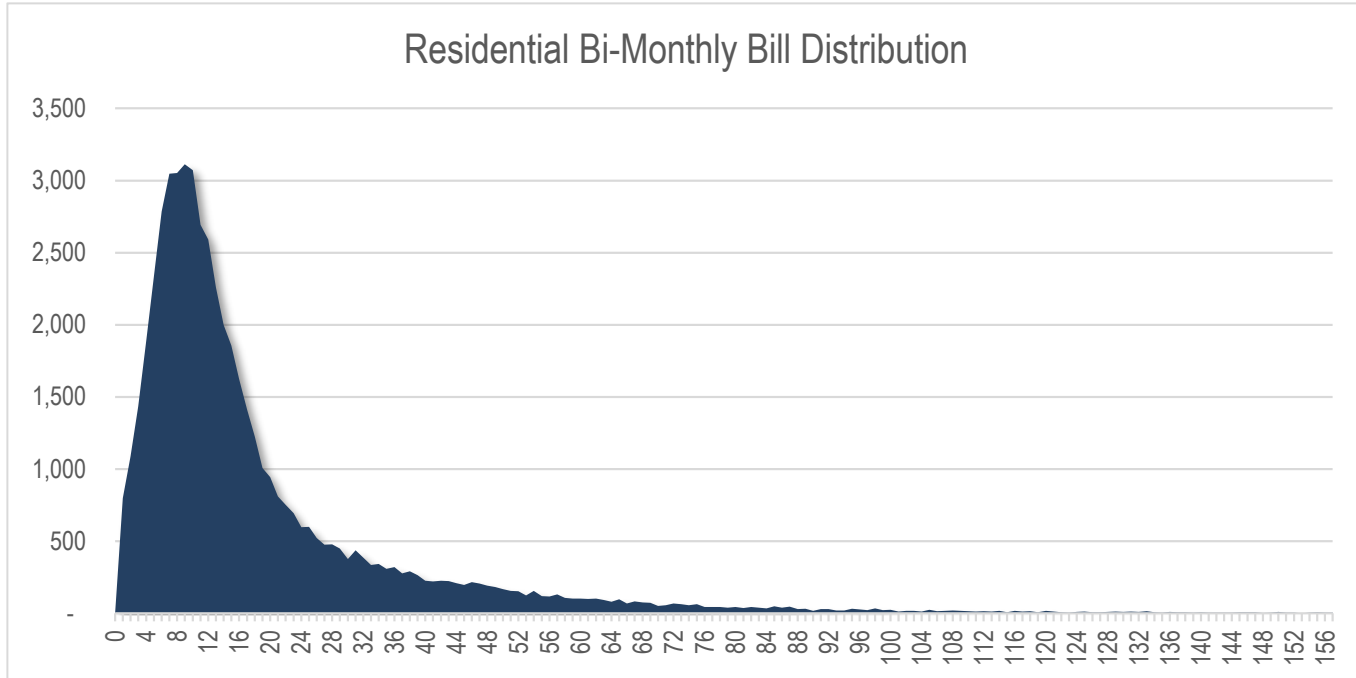


Considerations for Discussion

- **No structural changes**
 - » Apply increases on an across-the-board basis – equally to fixed and variable charges
- **Review level of fixed versus variable charges**
 - » Enhance revenue stability or conservation messaging
- **Tiered water rates for residential customers**
 - » Encourage conservation
 - Pros
 - Discourages wasteful use of resources
 - May defer additional capacity investments in the long term
 - Addresses DOH water use efficiency rules in WSP planning process
 - Cons
 - Initial transition will impact customers differently (higher users pay proportionally more)
 - Reduction of billable volume may impact the overall revenue stability unless elasticity is considered



2022 Residential Water Use Data



2022 Data	Jan	Mar	May	Jul	Sep	Nov	Annual Average
Bi-Monthly Average Usage							
Bi-Mo. Average	13	12	14	13	37	30	20
25% Percentile	7	6	8	7	14	12	8
50% Percentile	10	10	11	10	28	23	12
75% Percentile	15	14	16	15	48	38	22
Monthly Average Usage							
Mo. Average	7	6	7	6	18	15	10
25% Percentile	4	3	4	4	7	6	4
50% Percentile	5	5	6	5	14	12	6
75% Percentile	8	7	8	8	24	19	11

Next Steps

- **Incorporate feedback**
 - » Water:
 - S1: Full Obligations 7.50% - 3.00% per year
 - S2: Reduced Policies 4.75% per year
 - » Sewer: 3.25% per year
 - » Rate design considerations
- **Present stormwater and solid waste on September 18th**
- **Rates go into effect January 1st, 2024**



Questions/Discussion

Thank you!

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www.fcsgroup.com



Staff Report

September 5, 2023 Council Workshop Meeting

City of Camas 2023-2024 Revenue Forecast (Presentation will be available at the Council Workshop)

Presenter: Cathy Huber Nickerson, Finance Director

Time Estimate: 15 minutes

Phone	Email
360.817.1537	chuber@cityofcamas.us

BACKGROUND: This presentation provides a projection of revenue to guide the City's 2023 Omnibus Budget and the Readoption of the 2024 Budget process.

SUMMARY: Staff prepared a two-year revenue forecast on the City's governmental and proprietary operating funds to assist in financial decision-making. The projection is built with inputs from the Building Department, MRSC, OFM, and Moody's Analytics. Staff will revisit the projections during the budget process as well.

BENEFITS TO THE COMMUNITY: This presentation provides the City Council with financial information to aid decision making for the current fiscal year and beyond. Better decision-making benefits the community by stabilizing tax, fee and rate setting.

POTENTIAL CHALLENGES: The presentation is designed to look at current trends in the context of national and regional influences to provide possible decision points for the Council and Administration to pivot. An example would be, in a possible downturn, the City Administration may choose to slow spending until better economic information is available. On the other hand, if the City received strong economic news, the City Administration may choose to move forward with deferred projects or hirings. The challenge is clearing understanding the trends as temporary or longer term.

BUDGET IMPACT: The projection provides opportunities to modify budget strategies to benefit from future trends as well as mitigate potential future risks.

RECOMMENDATION: Information only.