CITY OF CAMAS
COUNCIL WORKSESSION
February 21, 2012
4:30 p.m.

CALL TO ORDER: Mayor Scott Higgins presided.

COUNCIL MEMBERS:
Present: Anderson, Chaney, Dietzman, Hazen (arrived at 4:45), Hogan, Smith, and Turk.

Excused:

STAFF PRESENT: Acheson, Bourquin, Carothers, Copsey, Durgin, Halverson, Lackey, Levison, and Swinhart.

PRESS: Heather Acheson, Camas-Washougal Post Record.

PUBLIC:
There were no comments.

PUBLIC WORKS:
Clark Regional Emergency Services Agency (CRESA) Tower Lease Request:
Eric Levison, Public Works Director, gave a brief overview of the proposed contract with CRESA for the lease renewal of the tower located on upper Prune Hill. He added that staff recommends moving forward with the proposal.

Levison responded to questions from Council.

Hearing no objections from Council, Levison stated that this matter will be placed on the March 5, 2012, Consent Agenda for Council's consideration.

Memorandum Items:
Levison distributed a memorandum to Council about Public Work's Workshop items. Levison gave Council a brief overview of the topics addressed in the memorandum which are noted below.

Engineering Utility Intern Position:
Staff is proposing to take advantage of the Camas High School Intern Program to hire students for a summer work program to assist with the Storm Water Utility Mapping Project. Under the supervision of City staff, the students will help complete quality assurance by verifying as-built drawings, doing some field work and entering relevant data in the GIS system. To meet the school requirements of an outcome based project, students may also look at the workflow and how new data comes into the system and suggest ways to minimize the cost of updating the mapping system.

Staff requests that Council approve a resolution that establishes the Engineering Utility Intern position and pay schedule. These positions are not currently budgeted in the Storm Utility Fund but are fully reimbursable through a Department of Ecology grant. Staff believes this program will help both the City in developing a more robust mapping system and the students by providing job experience and exposure in a field of interest. This item is on the Council Meeting Agenda tonight.

Department of Health (DOH) State Revolving Fund (SRF) Loan:
Staff is available to answer questions regarding this item which is on the Council Consent Agenda tonight (item g) to authorize submittal of a DOH SRF Loan Application titled *"544 Foot Pressure Zone Surface Water Supply Project, WS-709"* in the amount of $8,000,000.

There were no questions regarding the memorandum items.

Levison stated that there are a lot of pieces to the DOH SRF application. One of the pieces is an option letter with Longview Fiber to purchase 10 acres from them for the sand filtration plant. He added that this topic will be placed on the March 5, 2012, Council Agenda if the paperwork is ready.

Miscellaneous and Updates:
Levison said there will be a third installment of School Impact Fee credits for the Hills at Round Lake included on the March 5, 2012, Consent Agenda for Council's consideration.

It was mentioned by Levison that the mobile work unit that is used by work crew needs to be replaced and that staff is requesting to go out for bid to replace the unit. The estimate to replace it is in the range of $15,000 to $18,000.

Levison reported that the Camas Community Center has a roof leak that is irreparable and that staff is requesting to go out for bid to replace the roof. He noted that staff anticipates that half the funding will come from Real Estate Excise Tax (REET) and the other half will come from the funds that were donated to the City from the Friends of the Community Center. The estimate to replace the roof is $60,000. A budget ordinance to transfer the funds from these two sources will be placed on the March 19, 2012, Council Agenda.

PARKS:
Several Ordinances Related to Parks and Park Rules:
Jerry Acheson, Parks and Recreation Manager, stated that the Parks and Recreation Commission is recommending changing three ordinances. The first recommendation is to change the Parks and Recreation Commission meeting time from 7:00 p.m., to 4:00 p.m. The second is to allow consumption of beer and wine at the Fallen Leaf Lake Park. Acheson gave further details about other fees and permits that will be required when beer and wine are allowed to be consumed. The third is to adopt the City-wide special permit process which will replace the existing special events permit process used for parks only. Acheson elaborated on the recommended changes to the code.

Acheson stated that it is necessary to have a "camp host camping spot" designated at Fallen Leaf Lake Park and that this resolution and the three ordinances will be coming before Council for consideration at the March 5, 2012, Council meeting.

Acheson responded to questions from Council.

FINANCE:

Utility Delinquency Fees:

Joan Durgin, Finance Director, stated that it has been three years since the Utility Delinquency Fees have been reviewed and that after reviewing the current fees, staff's recommendation is to increase some of the fees. Durgin gave Council an overview of the proposed increases. She added that staff is also proposing to change the after hours time from 5:00 p.m. to 4:30 p.m. This reflects the end of the water crew's shift.

Levison and Durgin responded to questions from Council. Discussion followed about the proposed after hours time frame reduction and the reasons to possible make that time earlier. Durgin responded that staff will discuss this further and will bring an ordinance back to Council for their consideration.

In response to Anderson's inquiry, Durgin explained the process that staff follows regarding notification for late water payments and for turning off a customer's water service. Discussion ensued.

Equipment Rental Rates:

Durgin said that the rates for equipment rental have not been reviewed since May of 2008 and explained how staff came up with the proposed rates. She added that a resolution will be placed on the March 5, 2012, Council Agenda for Council's consideration. Durgin explained how the Equipment Rental Fund works and responded to questions from Council.

COMMUNITY DEVELOPMENT:

Engineering:

Memorandum Items:

A memorandum was previously distributed to Council regarding the workshop items for Community Development's Engineering Department. The topics addressed in the memorandum are noted below and were not covered individually at the meeting.

Change Order #1 for the 2011 STEP/STEF Tank Pumping:

This project is typical of the project the City has every year for pumping STEP and STEF tanks throughout the City. This change order (CO) is required due to the need to pump more commercial tanks than were identified in the original contract. Specifically, there were more tanks filled to capacity than were originally anticipated. These additional tanks were pumped as part of the original contract for the original bid amount. The bid quantity for this item was 11,000 gallons. The final volume of commercial tank pumping was about 34,000 gallons. The cost of the CO will be about $2,400 including sales tax. This CO will also extend the contract end date to March 9, 2012.

This CO will be on the March 5th Consent Agenda and is fully funded by the Sewer Utility Fund.

Project Bid Openings:

Staff will be opening bids for the following three projects on February 27, 2012. These three projects are necessary to ensure that the City meets its obligations for the wetland

mitigation required due to permitted wetland disturbances on past City projects. Staff anticipates recommending award for each of these projects to the lowest responsible bidder on the March 5th Consent Agenda:

1. 2012 NW Lake Road Invasive Species Removal; City Project #SS-559. The estimated cost for this project is $11,404.
2. 2012 Grass Valley Park Invasive Species Maintenance; City Project #SS-561. The estimated cost for this project is $15,051.
3. 2012 NW Leadbetter Drive Wetland Area Invasive Species Maintenance and Plantings; City Project #SS-560. The estimated cost for this project is $25,942.00.

All of these projects are budgeted and included in the adopted 2012 Budget.

Public Works Trust Fund Loan (PWTF) Extension and Scope Change for the Wastewater Treatment Plant:
Camas engineering staff is working with PWTF staff to secure a loan contract extension and scope change. Once approved by the City's funding partners and the Public Works Board, these documents must be approved by Council and signed by the Mayor. Staff is asking for a two-year time extension, and a scope amendment that will add the effluent filters and the sulfide air scrubber to the existing scope. Both of these are needed to allow the City to construct these additional items. The two-year extension is needed to provide adequate time for (the scope amendment work to be bid) to be constructed once the current (construction) project is completed.

Staff will include these loan amendments as consent agenda items at a future Council meeting. Timing is dependent on a formal response to the City's request from the Public Works Board.

James Carothers, Engineering Manager, responded to questions from Council.

Miscellaneous and Updates:
There were no miscellaneous items or updates.

ADMINISTRATION:
Camas-Washougal Economic Development Association (CWEDA) Interlocal Agreement and Professional Services Agreement:
Lloyd Halverson, City Administrator, distributed a draft of the CWEDA Interlocal Agreement and Professional Services Agreement. He gave a brief explanation of each document and noted that this matter will come back to Council for consideration at the March 5, 2012, Council Meeting.

Miscellaneous and Scheduling:
Halverson commented that the legislature is well into its session and gave Council a brief report about Camas' efforts in regards to infrastructure. In response to Smith's inquiry, Halverson stated that he will be lobbying Camas' concerns regarding the Bonneville Power Administration (BPA) I-5 Corridor Reinforcement Project to key legislative officials.

Halverson reported that the draft letter to BPA will be brought before Council for review during the March 5, 2012, Council Workshop.

Smith suggested having the "No Way BPA" group do a presentation at a future Camas-Washougal Chamber of Commerce luncheon. Discussion ensued.

Halverson stated that the City is working on a real estate purchase and sales agreement with Lacamas Creek Communities to purchase a one acre parcel at the northwest terminus of the Heritage Park Trail. The intent of the purchase is to expand the desperately needed parking area that is adjacent to Goodwin Road. This matter will be coming before Council for consideration this evening. Halverson noted that Camp Lacamas would like a new fence and gate installed along the border of their property to allow access to the trail without having to go out onto Goodwin Road.

Mayor asked and Halverson confirmed that this matter is an add-on item to the regular agenda this evening.

Smith asked if the gate at the entrance to the Fallen Leaf Lake softball field is supposed to be locked. After brief discussion, Halverson responded that he would have staff look into this matter.

PUBLIC:
There were no comments from the public.

COUNCIL:
Smith reported that she attended her first Regional Transportation Council (RTC) meeting and gave a brief report.

Hogan said that First Friday is coming up and encouraged everyone to attend.

Hogan stated that he sent an email to Mayor, Halverson and CWEDA Director Paul Dennis regarding Senate Bill 5575 that has to do with energy renewal credits. The email included how the bill could be beneficial to Georgia Pacific in Camas. Discussion ensued.

Dietzman gave brief reports about the Clark County Mosquito Control Board meeting and the Community Center Development Committee (CCDC) meeting she attended.

Dietzman stated that Washougal City Councilmember Connie Jo Freeman, the C-TRAN representative for both Cities, would like to come to a Camas City Council meeting to seek consensus from the Camas Council about whether C-TRAN should include voters only within the sub-district or if it should be district-wide. Discussion followed.

Turk gave a brief report of the CCDC meeting she attended. She also attended an Association of Washington Cities (AWC) training conference for newly elected officials and gave a brief recap of the training.

Hazen stated that he also attended the AWC training conference.

Mayor reported that he attended the AWC training conference and has also been working on relationships with partners. He met with representatives from East County Fire & Rescue last week.

ADJOURNMENT:
The meeting adjourned at 5:46 p.m.

Mayor	City Clerk