



CITY COUNCIL WORKSHOP MEETING MINUTES

Monday, May 19, 2014 at 4:30 p.m.

Camas City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

Mayor Scott Higgins called the meeting to order at 4:30 p.m.

II. ROLL CALL

Present: Greg Anderson, Don Chaney, Tim Hazen, Steve Hogan, Melissa Smith, and Shannon Turk

Excused: Linda Dietzman

Staff: Jerry Acheson, Phil Bourquin, Pete Capell, James Carothers, Leisha Copsey, Cathy Huber Nickerson, Robert Maul, and Ron Schumacher

Press: Heather Acheson, Camas-Washougal Post Record

III. PUBLIC COMMENTS

There were no comments from the public.

Mayor Higgins stated that due to a family emergency the C-Tran update topic will be rescheduled for a future Council meeting.

IV. SPECIAL PRESENTATIONS

- A.** C-Tran Update (This topic will be rescheduled for a future Council meeting - updated May 16, 2014)

V. PUBLIC WORKS DEPARTMENT

A. Professional Services Contract with Abacus

Details: The Professional Services Contract with Abacus is for the development of an investment grade audit for Light Emitting Diode (LED) street light replacements in an amount not to exceed \$10,000. This contract will build on the work Ecosafe completed early this year and will provide the documentation and finance plan required to be eligible for state grant opportunities.

Department/Presenter: Pete Capell, City Administrator

[Professional Services Contract](#) 

This item will be placed on the June 2, 2014, Consent Agenda for Council's consideration.

B. Professional Services Contract for the Redesign of the Julia Street Stormwater Detention Facility

Details: Staff has solicited a request for proposals for the design of the Julia Street Stormwater Detention Facility. Staff will submit the scope and cost estimate at the June 2nd Council meeting. This is a budgeted item and it is consistent with the adopted Comprehensive Stormwater Plan.

Department/Presenter: Pete Capell, City Administrator

This item will be placed on the June 2, 2014, Consent Agenda for Council's consideration.

C. Miscellaneous and Updates

Details: Updates on miscellaneous or emergent items.

Department/Presenter: Pete Capell, City Administrator

Capell announced that Steve Wall has been hired to fill the Utilities Manager position. His first day with the City will be June 16th.

VI. PARKS AND RECREATION DEPARTMENT

A. Professional Services Agreement with Otak, Inc.

Details: The Professional Services Agreement is to provide design, construction and permit services related to the Washougal River Greenway Overlook in the amount of \$19,970. The project was included in the 2014 budget. The Washougal River Greenway Overlook is another phase of the Washougal River Greenway Trail that was constructed in 2010. The estimated cost of the total project is \$50,323 of which \$30,377 is for construction. To date, the City has received an individual contribution of \$15,000, a \$2,000 donation from Georgia Pacific, along with the balance of \$5,276 remaining in the Washougal River Greenway Fund to go towards the construction. In January, City staff submitted a grant application requesting that the Parks Foundation of Clark County fund the remaining balance of the construction costs. Official notification about the grant will be received around May 20th.

Department/Presenter: Jerry Acheson, Parks and Recreation Manager

[Scope of Services and Fee Proposal](#) 

[2014 Grant Application](#) 

[Professional Services Agreement](#) 

This item will be placed on the June 2, 2014, Consent Agenda for Council's consideration.

VII. COMMUNITY DEVELOPMENT DEPARTMENT

A. Six Year Street Plan

Details: The Six-year Transportation Improvement Program, also known as the Six-year Street Plan, is to be updated by municipal agencies annually per the Revised Code of Washington (RCW) 35.77.010. Projects from the current Capital Facilities Plan, Transportation Impact Fee Study Update, and the North Dwyer Creek Master Plan are included in this plan as well as maintenance and preservation items. Projects are dropped from the list annually once the construction phase has started and is fully funded. The initial draft of the list and map was provided for Council's review and comment. The appendices identify the coding on the list.

Department/Presenter: James Carothers, Engineering Manager

[Draft Six Year Transportation Improvement Program List](#) 

[Draft Six Year Street Priorities Map](#) 

[2015 Appendices](#) 

Staff will bring this item forward for hearing on June 2nd and for adoption on June 16th.

B. Project S-566 NW Friberg/Strunk and Goodwin Road Street Improvements Bid Award

Details: The bid opening date for Project S-566 is May 27, 2014. All necessary property has been purchased for this project and all environmental permits have been received. The estimated cost and budgeted amount for this project is approximately \$3.5 million.

Department/Presenter: James Carothers, Engineering Manager

Staff intends to place this bid award on the June 2, 2014, Consent Agenda for Council's consideration.

C. Project WS-729 Burlington Northern Santa Fe (BNSF) Waterline Relocation

Details: Amendment No. 1 to the Professional Services Contract with Otak, Inc., is in the amount of \$50,426. This amendment provides for required archaeological investigation, artifact collection and curation, and technical construction engineering services for trenchless technology.

Department/Presenter: James Carothers, Engineering Manager

[Amendment No. 1](#)

Staff intends to place this item on the June 2, 2014, Consent Agenda for Council's consideration.

D. [Project WS-709D Water Transmission Main](#)

Details: Change Order No. 2 for this project includes seven items totaling \$133,294.77. Items one through four cover the costs for partially reconstructing and chip sealing two roads that were heavily damaged due to construction activity. Items five and six are for water pipe to connect fire hydrants to the new mains. Item seven is for replacement storm sewer pipe that was removed for the installation of the water main. These items amount to 5.7 percent of the original \$2,311,765.37 contract amount. This project is financed through the State of Washington Public Works Board Drinking Water State Revolving Loan Fund with funds obtained from the U.S. Environmental Protection Agency and the Washington Department of Health. Additional information about this change order and the project budget is detailed in the attached memorandum.

Department/Presenter: James Carothers, Engineering Manager

[Change Order No. 2](#)

[Memorandum](#)

Staff intends to place this item on the June 2, 2014, Consent Agenda for Council's consideration.

E. [Project S-565 NW 38th Avenue Roadway Improvements, Phase 2 Bid Award](#)

Details: This contract, with Nutter Corporation, will provide for construction of the NW 38th Avenue, Phase 2 Roadway Improvements Project. Bids were opened on Tuesday, May 13, 2014. The attached memorandum provides the current construction funding status of this project. Staff is exploring options to provide the additional needed funding and discussed the options at the workshop.

Department/Presenter: James Carothers, Engineering Manager

[Memorandum](#)

This item was also placed on the May 19, 2014, Consent Agenda for Council's consideration.

F. [Miscellaneous and Updates](#)

Details: Updates on miscellaneous or emergent items.

Department/Presenter: Phil Bourquin, Community Development Director

There were no miscellaneous or emergent items.

VIII. FINANCE DEPARTMENT

A. Biennial Budget Presentation

Details: This presentation discussed in more detail a biennial budget process as was directed during the City Council Planning Conference held in January. This presentation covered the options for implementing a biennial budget as well as the timeline for the process. Further discussion included the pros and cons and the next steps toward enacting a biennial budget process.

Department/Presenter: Cathy Huber Nickerson, Finance Director

[Biennial Budget Presentation](#) 

This topic will be placed on the June 2, 2014, Council Workshop Agenda for further discussion. An ordinance to adopt a biennial budget process will come before Council for consideration on June 16, 2014.

B. 2014 Spring Omnibus Budget Presentation

Details: This presentation reviewed the 2014 Spring Omnibus Budget and discussed 16 budget adjustments. The first three adjustments are carry forward packages, five are supplemental packages and eight are administrative packages for a total of \$179,880.

Department/Presenter: Cathy Huber Nickerson

[2014 Spring Omnibus Budget Presentation](#) 

This topic will be placed on the June 2, 2014, Council Workshop Agenda for further discussion. A public hearing regarding this matter will be scheduled for June 16th. An ordinance to adopt the 2014 Spring Omnibus Budget will also be placed on the June 16, 2014, Agenda for Council's consideration.

Huber Nickerson also gave Council an overview of the audit exit conference that took place on May 15th. She added that she will be giving Council a presentation during the June 2, 2014, Council Workshop regarding a line of credit concept.

IX. CITY ADMINISTRATION

A. Miscellaneous and Scheduling

Details: Updates on miscellaneous or scheduling items.

Department/Presenter: Pete Capell, City Administrator

Capell briefly commented about the tasks that are being performed by the new custodial aide that is working at the operations center.

Capell gave Council an update regarding the Administration Support Assistant II recruitment for the reception position at City Hall. He added that the Lead Court Clerk position will be posted externally soon as there was no one within the City that applied.

Capell informed Council that Fire Department Captain Earl Scott announced his retirement last week. He added that staff would like to backfill the vacancy with an entry level firefighter. Council requested additional information regarding the position. Discussion ensued.

X. COUNCIL COMMENTS AND REPORTS

Hazen, Chaney and Turk attended the Finance Committee Meeting.

Hazen stated that he was on the interview panel for the Utilities Manager position and the selection committee for the employee appreciation awards.

Chaney, Hazen, and Smith attended the employee appreciation event.

Chaney and Hogan attended the reopening of Camas Bike & Sport at their new location.

Turk stated that she attended the audit exit conference and gave Council a brief overview of the meeting. She also commented about her recent trip to Poland.

Anderson and Hogan attended the plant fair in downtown Camas. Anderson also went to the operations center for the Annual Household and Hazardous Waste Disposal Day. He stated that the event was well done.

Mayor Higgins commented about his trip to Poland with the delegation.

XI. PUBLIC COMMENTS

Adam Kluka, 7021 NW Friberg Street, Camas, commented about the NW Friberg Street and NW 38th Avenue projects.

XII. ADJOURNMENT

The meeting adjourned at 6:18 p.m.

NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that a person with special needs has the opportunity to participate. For more information, please call 360.834.6864.

Quick Preview of Agenda and Supporting Documents - Posted May 15, 2014

[Workshop Agenda with Supporting Documents](#) 

Mayor

City Clerk