



# **CITY COUNCIL REGULAR MEETING AGENDA**

## **Tuesday, September 5, 2017, 7:00 PM**

### **City Hall, 616 NE 4th Avenue**

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NOTE: There are two public comment periods included on the agenda. Anyone wishing to address the City Council may come forward when invited; please state your name and address. Public comments are typically limited to three minutes, and written comments may be submitted to the City Clerk. Special instructions for public comments will be provided at the meeting if a public hearing or quasi-judicial matter is scheduled on the agenda.




#### **I. CALL TO ORDER**

#### **II. PLEDGE OF ALLEGIANCE**

#### **III. ROLL CALL**

#### **IV. PUBLIC COMMENTS**

#### **V. CONSENT AGENDA**

- A. Approve the August 21, 2017 Camas City Council Regular Meeting minutes.  
 [August 21, 2017 Camas City Council Regular Meeting Minutes - Draft](#)
- B. Approve the automated clearing house and claim checks as approved by the Finance Committee.
- C. Authorize the Mayor to approve Amendment 1 with CH2M Inc. to provide additional consultant services under the existing contract for Wastewater Local Limits Development in the amount of \$110,855.00 with an optional \$10,000.00 for additional industrial coordination services for a total of \$110,855.00. (Submitted by Sam Adams)  
 [CH2M Inc Agreement - Local Limits Development](#)
- D. Authorize the Final Pay Estimate to McDonald Excavating, Inc. for the Lacamas Lane Landslide Improvements Project in the amount of \$4,750.00 and accept the project as complete. This project was financed by Federal Emergency Management Agency (FEMA) and the Storm Water fund. The total contract amount paid to McDonald Excavating, Inc. is \$227,746.97, which is \$53,000.00 less than the original bid. (Submitted by James Carothers)  
 [Final Pay Estimate for Lacamas Lane Landslide Repair](#)

NOTE: Any item on the Consent Agenda may be removed from the Consent Agenda for general discussion or action.

#### **VI. NON-AGENDA ITEMS**

- A. Staff
- B. Council

## **VII. MAYOR**

- A. Announcements
- B. Suicide Prevention Month Proclamation

 [Suicide Prevention Proclamation](#)

## **VIII. PUBLIC COMMENTS**

## **IX. ADJOURNMENT**

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.



## CITY COUNCIL REGULAR MEETING MINUTES - DRAFT

Monday, August 21, 2017, 7:00 PM

City Hall, 616 NE 4th Avenue

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### I. CALL TO ORDER

Mayor Pro Tem Hogan called the meeting to order at 7:00 p.m.

### II. PLEDGE OF ALLEGIANCE

### III. ROLL CALL

Present: Bonnie Carter, Don Chaney, Steve Hogan and Melissa Smith

Excused: Greg Anderson, Tim Hazen and Shannon Turk

Staff: Sam Adams, Bernie Bacon, Phil Bourquin, Pete Capell, Jennifer Gorsuch, Cathy Huber Nickerson and Shawn MacPherson

Press: Kelly Moyer, Camas-Washougal Post-Record

### IV. PUBLIC COMMENTS

No one from the public wished to speak.

### V. CONSENT AGENDA

- A. Approved the minutes of the August 7, 2017, Camas City Council Meeting and the Workshop minutes of August 7, 2017.

 [August 7, 2017 Camas City Council Regular Meeting Minutes - Draft](#)  
[August 7, 2017 Camas City Council Workshop Meeting Minutes - Draft](#)

- B. Approved the automated clearing house payments of \$1,157,269.47 and \$28,648.25; claim checks numbered 134065-134177 in the amount of \$303,873.10. Total \$1,489,790.92.

- C. Authorized the write-off of the July 2017 Emergency Medical Services (EMS) billings in the amount of \$82,510.19. This is the monthly uncollectable balance of Medicare and Medicaid accounts that are not collectable after receiving payments from Medicare, Medicaid and secondary insurance. (Submitted by Pam O'Brien)

**It was moved by Council Member Smith, seconded by Council Member Carter, to approve the Consent Agenda. The motion carried unanimously.**

## **VI. NON-AGENDA ITEMS**

### **A. Staff**

Capell reported that the Solar Eclipse event today on the street between City Hall and the Library was a great success, and he thanked the Camas Public Library and Parks & Recreation staff for all their hard work.

### **B. Council**

Hogan commented about the new Clark County app, Pulsara, for emergency services.

## **VII. MAYOR**

### **A. Announcements**

There were no announcements from Mayor Pro Tem.

### **B. Mayor's Volunteer Spirit Award**

 [August 2017 LDS Grass Valley & Prune Hill Wards](#)

Mayor Pro Tem Hogan awarded the Mayor's Volunteer Spirit Award to the Church of Jesus Christ of Latter Day Saints; both the Grass Valley and Prune Hill wards.

## **VIII. MEETING ITEMS**

### **A. Consultant Services for Wastewater Local Limits Development Amendment 1**

Details: The City's National Pollution Discharge Elimination System (NPDES) permit for the Wastewater Treatment Plant requires the City to develop "Local Limits" for the amount of toxic metals and other constituents that may be discharged into the public sanitary sewer system. The City contracted with CH2M Inc. in April 2017, to develop a Local Limits Sampling and Evaluation Plan, which was submitted on July 15, 2017, to the Department of Ecology (ECY). The plan, which is attached for reference, provides a very good outline of purpose, background and objective of the Local Limits process and why the City is required to establish future limits. Amendment 1 to the CH2M Inc. contract in the amount of \$100,855, will take the City through the complete process up to adoption of a resolution or ordinance to establish Local Limits to be submitted and approved by ECY by December 31, 2019. The City requested the consultant include an optional Task 9 for \$10,000 for additional hours, if necessary, to work with industries and commercial businesses as the City wants the effort to be an inclusive process with these important groups. The 2017 Budget included money in the Water/Sewer Fund to complete this project.


Presenter: Sam Adams, Utilities Manager

 [Local Limits Development Amendment 1](#)  
[Camas Local Limits Sampling and Evaluation Plan](#)

This item will be placed on the September 5, 2017 Consent Agenda for Council's consideration.

- B. Resolution No. 17-012 Relating to Salaries and Benefits for Non-Represented Employees  
Details: Non-represented employees were subject to the 2016 salary schedule through June 30, 2017. Resolution No. 17-010 provided for non-represented employees' salaries to be increased by two percent in July, while additional review and work was performed on the non-represented salary schedule. This resolution allows for the non-represented salary schedules to be effective August 1, 2017, provided that the salary schedule is adopted no later than September 30, 2017.

Presenter: Pete Capell, City Administrator

 [Resolution No. 17-012](#)  
[Resolution No. 17-012 - Amended and Approved](#)

Capell introduced the resolution. Discussion ensued, which resulted in two amendments to the resolution.

**It was moved by Council Member Chaney, seconded by Council Member Carter, that Resolution No. 17-012 be read by title only. The motion carried unanimously.**

**It was moved by Council Member Chaney, seconded by Council Member Carter, that Resolution No. 17-012 be amended as articulated by the City attorney and adopted. The motion carried unanimously.**

#### **IX. PUBLIC COMMENTS**

Amy Avino, 3539 NW Pacific Rim Drive, Camas, commented about traffic speed.

#### **X. ADJOURNMENT**

The meeting adjourned at 8:09 p.m.

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.



## STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

CH2M'S OFFICE ADDRESS: 1100 112<sup>th</sup> Ave NE, Suite 500, Bellevue, WA 98004

CH2M'S PROJECT NO.: 693459

PROJECT NAME: Local Limits Development – Amendment 1

CLIENT: City of Camas, Washington

CLIENT'S ADDRESS: 616 NE 4<sup>th</sup> Avenue, Camas, WA 98607

CLIENT requests and authorizes CH2M HILL ENGINEERS, INC. (hereinafter "CH2M") to perform the following Services:

### Scope of Services

The description of services is provided in Attachment 1 – Scope of Work, Amendment 1: Local Limits Development.

### Compensation

Compensation by CLIENT to CH2M will be on the basis of a raw labor multiplier and the estimated budget.

### Schedule

The project schedule is provided in Attachment 1 – Scope of Work, Amendment 1: Local Limits Development.

### Other Terms

The description of services is provided in Attachment 1 – Scope of Work, Amendment 1: Local Limits Development.

Services covered by this AGREEMENT will be performed in accordance with the Provisions and any attachments or schedules. This AGREEMENT supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

#### CLIENT:

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

#### CH2M HILL ENGINEERS, INC.:

Signature Sherrill Doran

Name (printed) Sherrill Doran

Title VP, Northwest Manager

Date 27 June 2017



## PROVISIONS

### 1. Authorization to Proceed

Execution of this AGREEMENT by CLIENT will be authorization for CH2M to proceed with the Services, unless otherwise provided for in this AGREEMENT.

### 2. Compensation

Compensation shall be as specified with the Compensation section on Page 1.

#### Salary Costs

CH2M's and its affiliated companies' Salary Costs, when the basis of compensation, are the amount of wages or salaries paid CH2M employees for work directly performed on the Project plus a percentage applied to all such wages or salaries to cover all payroll-related taxes, payments, premiums, and benefits.

#### Per Diem Rates

CH2M's and its affiliated companies' Per Diem Rates, when the basis of compensation, are those hourly or daily rates charged for work performed on the Project by CH2M employees. These rates are contained in the COMPENSATION section on Page 1 and are subject to a 4% annual calendar year escalation/adjustment

### 3. Subcontracts and Direct Expenses

When Services are performed on a time and materials basis, a markup of 5% percent will be applied to subcontracts and outside services and Direct Expenses will be billed at actual cost. For purposes of this AGREEMENT, Direct Expenses are defined to include those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals, lodging, shipping, equipment and supplies; (2) CH2M's current standard rate charges for direct use of CH2M's vehicles, laboratory test and analysis, and certain field equipment; and (3) CH2M's standard project charges for computing systems, and health and safety requirements of OSHA, MSHA and similar requirements as set forth in CH2M's rate schedule.

All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to CH2M's compensation when invoicing CLIENT.

### 4. Cost Opinions

Any cost opinions or Project economic evaluations provided by CH2M will be on a basis of experience and judgment, but, since CH2M has no control over market conditions or bidding procedures, CH2M cannot warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions.

### 5. Standard of Care

The standard of care applicable to CH2M's services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time CH2M's services are performed. CH2M will re-perform any services not meeting this standard without additional compensation subject to CLIENT providing CH2M written notice of such non-conformance within one year from the date of completion of the services hereunder. CLIENT's sole remedy for CH2M's breach of this standard of care is the re-performance of those Services directly related to such breach up to the limit of remedy set forth in this Agreement. CH2M will not be responsible for the cost of any construction rework or replacement.

NO OTHER REPRESENTATION, GUARANTEE, OR WARRANTY, EXPRESSED OR IMPLIED, IS INTENDED IN OR BY THIS AGREEMENT.

### 6. Termination

This AGREEMENT may be terminated for convenience on 30 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction

of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, CH2M will be paid for all authorized work performed up to the termination date plus termination expenses, such as, but not limited to, reassignment of personnel, subcontract termination costs, and related closeout costs.

### 7. Payment to CH2M

Monthly invoices will be issued by CH2M for all Services performed under this AGREEMENT. CLIENT shall pay each invoice within 30 days. Interest at a rate of 1-1/2 percent per month will be charged on all past-due amounts.

In the event of a disputed billing, only that disputed portion will be withheld from payment, and the undisputed portion will be paid. CLIENT will exercise reasonableness in disputing any bill or portion thereof. No interest will accrue on any disputed portion of the billing until mutually resolved.

### 8. Limitation of Liability

CH2M's liability for CLIENT's damages will, in the aggregate, not exceed \$100,000. This Provision takes precedence over any conflicting Provision of this AGREEMENT or any document incorporated into it or referenced by it.

This limitation of liability provided will apply whether CH2M's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include CH2M's officers, affiliated corporations, employees, and subcontractors.

### 9. Severability and Survival

If any of the provisions contained in this AGREEMENT are held illegal, invalid or unenforceable, the other provisions shall remain in full effect. Limitations of liability shall survive termination of this AGREEMENT for any cause.

### 10. No Third Party Beneficiaries

This AGREEMENT gives no rights or benefits to anyone other than CLIENT and CH2M and has no third party beneficiaries except as provided in Provision 12.

### 11. Materials and Samples

Any items, substances, materials, or samples removed from the Project site for testing, analysis, or other evaluation will be returned to the Project site unless agreed to otherwise. CLIENT recognizes and agrees that CH2M is acting as a bailee and at no time assumes title to said items, substances, materials, or samples. CLIENT recognizes that CH2M assumes no risk and/or liability for a waste or hazardous waste site originated by other than CH2M.

### 12. Assignments

Neither party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this AGREEMENT, whether arising in tort, contract or otherwise, without the written consent of the other party. Any unauthorized assignment is void and unenforceable.

### 13. Integration

This AGREEMENT incorporates all previous communications and negotiations and constitutes the entire agreement of the parties. If CLIENT issues a Purchase Order in conjunction with performance of the Services or in response to CH2M's proposal, general or standard terms and conditions on the Purchase Order do not apply to this AGREEMENT and this AGREEMENT shall govern all Services.

### 14. Force Majeure

If performance of the Services is affected by causes beyond CH2M's reasonable control, project schedule and compensation shall be equitably adjusted.

### 15. Dispute Resolution

The parties will use their best efforts to resolve amicably any dispute, including use of alternative dispute resolution options.

**16. Changes**

CLIENT may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect CH2M's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this AGREEMENT.

**17. Indemnification**

CH2M agrees to indemnify CLIENT from any claims, loss, cost, or expense claimed by third parties for property damage and bodily injury, including death, to the proportionate extent caused by the negligence or willful misconduct of CH2M, its employees, affiliated corporations, officers, and subcontractors in connection with the PROJECT.

CLIENT agrees to indemnify CH2M from any loss, cost, or expense claimed by third parties for property damage and bodily injury, including death, to the proportionate extent caused by the negligence or willful misconduct of CLIENT, its employees, or agents in connection with the PROJECT.

**18. Waiver of Damages**

In no event shall CH2M, its affiliated corporations, officers, employees, or any of its subcontractors be liable for any incidental, indirect, special, punitive, economic or consequential damages, including but not limited to loss of revenue or profits, suffered or incurred by CLIENT or any of its agents, including other contractors engaged at the project site, as a result of this Agreement or CH2M's performance or non-performance of services pursuant to this Agreement. Limitations of liability provided in this paragraph apply whether the liability is claimed to arise in contract, tort (including negligence), strict liability, or otherwise.

**19. Reuse of PROJECT Documents**

All reports, drawings, specifications, documents, and other deliverables of CH2M, whether in hard copy or in electronic form, are instruments of service for this PROJECT, whether the PROJECT is completed or not. CLIENT agrees to indemnify CH2M and its officers, employees, subcontractors and affiliated corporations from all claims, damages, losses, and costs, including, but not limited to, litigation expenses and attorney's fees arising out of or related to the unauthorized reuse, change or alteration of these PROJECT documents.

**20. Access to Facilities and Property**

CLIENT will make its facilities (or any third party property) accessible to CH2M as required for CH2M's performance of its services and will provide labor and safety equipment as required by CH2M for such access. CLIENT will perform, at no cost to CH2M, such tests of equipment, machinery, pipelines, and other components of CLIENT's facilities as may be required in connection with CH2M's services.

**21. Client-Furnished Data**

CLIENT will provide to CH2M all data in CLIENT's possession relating to CH2M's services on the PROJECT. CH2M will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by CLIENT.

**22. Ownership of Work Product and Inventions**

All of the work product of CH2M in executing the Services shall remain the property of CH2M. CLIENT shall receive a perpetual, royalty-free, non-transferable, non-exclusive license to use the deliverables for the purpose for which they were intended. Any inventions, patents, copyrights, computer software, or other intellectual property developed during the course of, or as a result of, the Services shall remain the property of CH2M.

**23. Subsurface Investigations**

In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These conditions and cost/execution effects are not the responsibility of CH2M.

**24. Restrictions**

The terms of this Agreement shall not be valid for staff augmentation, remediation activities, materials procurement or construction services. This agreement is not intended to create an agency relationship between the parties. Additional provisions may be negotiated as required for those services.



# Attachment 1

## Scope of Work

### Amendment 1: Local Limits Development – City of Camas, Washington

#### Background & Objectives

The City of Camas has requested CH2M to provide consulting services to the City of Camas (City) to help develop technically-based local limits (TBLL) for industrial users, as required by the City's NPDES Permit for the Camas Wastewater Treatment Plant (WWTP). This work includes:

- Development of a Local Limits Development Plan (or Local Limits Sampling and Evaluation Plan; *this work approved separately under the original contract*),
- Assistance with monitoring treatment plant influent and effluent for priority pollutants,
- Sampling to determine plant partitioning of pollutants,
- Compilation and analysis of data,
- Calculation of TBLL,
- Preparation of a rationale document that will provide the legal basis for the TBLL and assist with future planning, and
- Carry out a Communications and Collaboration Plan (CCP) to work with industry.

Section S6 F.1 of the City's NPDES Permit No. WA0020249 states:

*"The Permittee shall develop and codify local limits for the follow pollutants and any other which the initial screening shows may adversely affect the POTW: Antimony, Arsenic, Cadmium, Chromium (both total and hexavalent), Copper, Cyanide, Fluoride, Total Petroleum Hydrocarbons, FOG (Fats, Oil and Grease), Lead, Mercury, Molybdenum, Nickel, pH, Selenium, Silver, Sulfate, Total Dissolved Solids, and Zinc (20 total). The Permittee shall also establish either limits or a strategy for controlling non-domestic loadings of compatible pollutants: BOD, TSS, and Ammonia through loading allocations, surcharges, or similar means.*

*The Permittee shall follow the methodology described in Ecology Publication: Guidance Manual for Developing Local Discharge Limits, Ecology Publication 11-10-056 to develop local limits for the protection of its treatment works..."*

The purpose of this project is to assist the City with development of technically-based local limits (TBLL) per the NPDES permit requirements and regulatory submittal deadlines. The following scope amends the originally contracted scope for the Local Limits Development Plan, which was approved separately by the City.

#### Schedule

The full project schedule is listed below in Table 1. Regulatory submittal deadlines in the schedule below in Table 1 are indicated by **bold underline**.

<b>Table 1. Project Schedule</b>	
<b>Task or Milestone</b>	<b>Expected Completion Date</b>
Internal Kickoff Meeting (Task 2)	June-July (TBD; subject to change based on availability)
External Kickoff Meeting (Task 2)	August 1, 2017 (subject to changed based on availability)
<b>Task 1 – Prepare Local Limits Development Plan</b>	
Local Limits Development Plan (Draft)	July 1, 2017
Local Limits Development Plan (Final, to Ecology)	<u><b>July 15, 2017</b></u>
<b>Task 2 – Communication/Collaboration Plan</b>	To commence by prior to August 1, 2017 and continue throughout project.
<b>Individual Stakeholder Meetings (Task 2)</b>	August 1 & 2, 2017 ( subject to changed based on availability)
<b>Task 3 - Data Review</b>	
Proposed List of POCs (to Ecology) and Rationale.	<u><b>December 1, 2017 (or 30 days after Ecology approval of the Local Limits Development Plan, whichever is later)</b></u>
<b>Task 4 – Site-Specific Testing</b>	
Quarterly Sampling during 2018	December 31, 2018
Final data submittal (to Ecology)	<u><b>February 15, 2019</b></u>
<b>Task 5 – Data Analysis and Calculations</b>	
Draft Technical Memorandum (Tech Memo-documentation of sampling and testing protocols, data analyses, and rationales for local limits proposed)	June 1, 2019
Final Tech Memo (to City)	July 1, 2019
<b>Task 6 – Local Limits Adoption Support</b>	
Final Proposed Limits and Basis (to Ecology)	<u><b>July 15, 2019</b></u>
Publish for Public Comment, after approval by Ecology	City Dependent
<b>Task 7 - Public Meeting (Meetings and Discussions Support)</b>	City Dependent
Draft Resolution or City Ordinance	September 30, 2019-pending approval by Ecology
Final City Resolution or Ordinance (to City)	November 15, 2019 (to be codified by December 15, 2019)
<b>Project Closeout (Task 8 – Project Management)</b>	<b>December 31, 2019</b>

## General Project Assumptions

1. The City will be responsible for the timely collection of comments from reviewers, and resolving conflicting comments, and shall submit one set of consolidated comments to CH2M for each deliverable.
2. CH2M will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the City.

3. It is assumed that the City will contract directly with a laboratory acceptable to both the City and CH2M for testing services required under this activity. Pricing for laboratory analyses are not included in CH2M's pricing for this activity.

### **Task 1 – Prepare Local Limits Development Plan (*included here for reference, as already contracted as Task 2 under the Local Limits Development Plan project – no changes made*)**

The purposes of establishing local limits are several – but primarily are used to protect against the discharge of pollutants and at a quantity or rate that cause the POTW to violate water quality standards, impair beneficial use of biosolids, threaten worker safety or the public. Per Ecology's guidance, local limits are established by calculating safe loadings of pollutants to the treatment works, and then dividing available capacity over the non-domestic dischargers and establishing limits to prevent adverse effects at the point of discharge to the collection system.

CH2M will develop a Local Limits Development Plan that considers the unique Significant Industrial Users present in the service area, the particulars of unit processes at the City, and the water quality characteristics of the effluent diffuser mixing zone in the Columbia River, and the City's biosolids beneficial use program. The Local Limits Development Plan will include the written POC screening protocol.

#### **Task 1 Deliverables**

1. Draft Local Limits Development Plan (electronic submittal to the City – Microsoft Word document and Adobe pdf).
2. Final Draft Local Limits Development Plan for submittal to Ecology (electronic submittal only – Adobe pdf).
3. Written responses to Ecology review comments of the Final Draft Plan (electronic submittal only).
4. Final Local Limits Development Plan (2 hard copies for the City; 1 hard copy for Ecology).

### **Task 2 – Communication/Collaboration Plan (CCP)<sup>1</sup>**

To assure City/Industrial input and collaboration CH2M will develop and implement a communication/collaboration plan (CCP) as outlined below. The CCP is a strategic and dynamic (changing) process with the following objectives:

- Keeping the City and industry informed regarding TBLL progress
- Provide awareness and training to assure meaningful stakeholder participation
- Establish a route for City/Industrial Input
- Achieve the best Win-Win outcome
- Assist with negotiations of final product
- Achieve the best level of local support for the final product presented to Ecology
- Contribute to the reputation of the City of Camas as a good environment for enterprise

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<sup>1</sup> Due to the immediacy of the due date for the plan, it has been listed and executed as Task 1. Ideally, the CCP would be Task 1. In Subtask 2.2 this will be discussed with the stakeholders and a clear explanation will be made that the plan does not contain negotiable issues, or if such issues are found these will be discussed.

### **Subtask 2.1 Internal Kickoff Meeting**

1. Upon initiation of the project, two (2) CH2M staff will attend an internal kickoff meeting with the City to discuss the work plan, CCP, project schedule, sampling logistics and similar items. This meeting will be held via conference call and is assumed to be two (2) hours in length.

### **Subtask 2.2 External Kickoff Meeting**

Pending scheduling and logistics after the internal kick-off meeting (Subtask 2.1), one (1) CH2M staff will attend a meeting with industrial representatives and other City-selected stakeholders will be conducted. This meeting will include a presentation, open to questions and discussion at each point, and will include:

- Introduction to the personnel involved and the objectives.
- Short training on the required process, the inputs and outputs
- Issues that may be negotiable
- Issues that are a regulatory requirement and hence not negotiable
- Discussion of allocation methods
- Options for treatment at industries
- Options for treatment at City treatment plant
- A calendar of communications as specified below and key contact information.

The stakeholders for this meeting will be pre-invited by the City and also notified that individual meetings will be conducted after the industrial meeting to discuss individual concerns as outline in Subtask 2.3.

### **Subtask 2.3 Individual Stakeholder Meetings**

One (1) CH2M staff will meet with individual key stakeholders. These meetings are expected to be scheduled for approximately 1.5 hour each. These meetings will cover the industrial operations, industrial concerns and the hoped-for results.

### **Subtask 2.4 Individual Stakeholder Follow-up**

- Provide to all stakeholder a schedule of expected communications.
- Monthly progress reports.
- Skype or other electronic meeting to discuss the MAHLS and MAIIS once these are calculated.
- Individual meetings with stakeholder to discuss allocation method as needed.
- Final meeting with individuals to discuss outcome and impact on permits.

### **Task 2 Assumptions**

1. Each step outlined will be provided to the City for review. The City will provide feedback, recommendations and approval (electronic or written) prior to deployment.
2. The City will provide a representative for all meetings with industry (both live and electronic).
3. Assumes 40 hours of CH2M staff time to prepare for and execute all meetings listed under Subtasks 2.2, 2.3 and 2.4, and 20 hours of CH2M staff time to prepare monthly progress reports under Subtask 2.4. If effort beyond these 40 hours is required, additional scope and budget will need to be authorized by the City, under Task 9 – Supplemental (below) and/or a separate agreement if needed.

## Task 2 Deliverables

1. Subtask 2.1: Meeting report and work plan revised by CH2M to account for modifications agreed to during the chartering meeting.
2. Subtask 2.2: Meeting report with agreed-to results and promised actions.
3. Subtask 2.3: Individual meeting reports and comments and analysis of feedback where appropriate.
4. Subtask 2.4: Complete outline of communication milestones. A dedicated email address that delivers future feedback to the City and CH2M to be used by industries/stakeholders.

## Task 3 – Data Review

### Subtask 3.1 Identify and Select Pollutants of Concern (POCs)

During this phase, CH2M HILL will collect and Review Available Records and Data to determine criteria to be used to develop local limits. CH2M will review the following under Subtask 2.1:

- Current NPDES permit
- Priority Pollutant Scans in the last 3 years
- A list and description of biosolids handling and disposal methods
- A list of treatment plant improvements, modification(s) recently completed or planned
- Current monitoring data for pollutants covered by TBLL
- A list of any Inter-Jurisdictional Agreements
- A list of industrial users and any expected changes
- Whole Effluent Toxicity Test results (5 years)
- Treatment plant monitoring data for flow, BOD, TSS, ammonia and phosphorus
- History of effluent discharge compliance
- Other criteria and data sources as they become available.

This data along with the latest regulatory requirements will be fully reviewed for inclusion in the final technical document. This activity is intended to be inclusive of EPA mandated pollutants which must be considered (heavy metals), as well as the pollutants identified in section S6.F of the current Camas NPDES Permit. These are listed in Table 2 below. In addition, the local limits development will establish limits or a strategy for BOD, TSS, and Ammonia.

Table 2. Minimum Pollutants for Local Limits Development	
Antimony	Cyanide
Arsenic	Fluoride
Cadmium	Total Petroleum Hydrocarbons
Chromium (total and hexavalent)	Fats, Oil and Grease (FOG)
Copper	pH
Lead	Sulfate
Mercury	Total Dissolved Solids
Molybdenum	

Table 2. Minimum Pollutants for Local Limits Development	
Nickel	
Selenium	
Silver	
Zinc	

### Subtask 3.2 Collect Additional Data

In addition to the results of Subtask 2.1 above, judicious selection of additional data from USGS, engineering data and local industrial conditions, will be collected. This information will potentially include:

- Stream flow
- Stream conditions
- Plant design criteria-specific unit process size and capacity
- Review of prior records for possible instances of pass through
- Worker health and safety issues/flammability and toxicity
- Conventional pollutant loading record
- Laboratory data
- Other applicable data potentially needed for TBLL development

### Task 3 Assumptions

None; see General Project Assumptions above, and assumptions under other tasks.

### Task 3 Deliverables

1. Proposed list of POCs and rationale (City to submit to Ecology)
2. CCP report on POCs for review and dispatch.

## Task 4 – Site-Specific Testing

CH2M will coordinate with City staff to conduct testing on the system to establish site specific conditions, determine plant partitioning and conduct limited mass balance calculations. The proposed tests regimen is shown in Table 3.

Table 3-Test Round Regimen <sup>1</sup>	
Frequency	Test Site
2	Influent
1	Primary Effluent
2	Effluent
TBD	Domestic Contribution Site <sup>1</sup>
TBD	Industrial Discharges <sup>2</sup>
1	Concurrent Biosolids Monitoring



Table 3-Test Round Regimen <sup>1</sup>	
2	Receiving Stream (ambient monitoring)
TBD	After other key treatment plant processes <sup>3</sup> that splits flow to biological treatment units in a way that separately influences POC levels to biological treatment units or route solids to the sludge through more than one process.
<sup>1</sup> CH2M will propose in the sampling plan using the domestic approximation method where the domestic value is set to the influent value. This is a conservative assumption. Testing for domestic will be dependent on Washington Department of Ecology acceptance of the plan. <sup>2</sup> Testing of industry will be dependent of review of historic records. Monitoring of industry will be conducted for any industry has been shown to discharge ≥5% of the total loading of any single POC received at the influent to the POTW. <sup>3</sup> Monitoring at other key treatment plant processes shall be determined after a walk-through inspection of the treatment plant. CH2M has included the locations that must be evaluated but at this time does not expect additional testing for items marked <i>To Be Determined (TBD)</i> .	
Proposed Test Rounds: 4 rounds, one round per quarter as per the wastewater treatment plant discharge permit.	

#### Task 4 Deliverables

None; see Deliverables under Task 5 below.

#### Task 4 Assumptions

1. It is assumed that the City will contract directly with a laboratory acceptable to both the City and CH2M for testing services required under this activity. Pricing for laboratory analyses are not included in CH2M's pricing for this activity.
2. It is assumed that four auto samplers will be required for this activity – all of which will be provided by the City. No sampler rentals are included in the pricing for this task.
3. Pending review of historical records a single round of sampling and testing for pollutants listed in 40 CFR Tables IV and VI and 40 CFR 136 Appendix A, Methods 624 and 625 may be required. If sufficient tests information is available, after review of historic records CH2M will propose in the sampling plan that sufficient data is currently available to meet these requirements.

#### Task 5 – Data Analysis and Written Rationale (Tech Memo)

CH2M will perform the following under Task 5:

- Review testing data for anomalies and set up data management to facilitate calculations.
- Perform calculations using compiled data and apply best professional judgment to establish proposed local limits.
- Provide a well written rationale in a formal Tech Memo in accordance with the State of Washington Ecology Guidance Manual for Developing Local Discharge Limits. Additionally, when the Ecology manual does not provide specific guidance the 2004 EPA Guidance Manual and other accepted sources will be used and documented. This approach will expedite regulatory acceptance and provide a sound foundation for client enactment and enforcement. A well-written and documented rationale also facilitates long range planning and construction of future local limit requirements.

## Task 5 Assumptions

1. The City will provide up to two (2) rounds of consolidated comments on the Draft Tech Memo. Resolution of comments will be conducted via phone and email communication. Upon completion of this deliverable the City will submit the draft local limits to Ecology. CH2M will submit the limits upon request by the City.
2. Allocations will be proposed to industries based on prior communications conducted under Task 2. Any effort needed to further negotiate allocations with industries beyond labor allocated under Task 2 will require additional scope and budget under Task 9 – Supplemental and/or a separate agreement.

## Task 5 Deliverables

1. Completed Ecology's local limits spreadsheet (<http://www.ecy.wa.gov/programs/wq/permits/newll11blank.xlsm>) along with example long hand calculation confirming correct usage of the spreadsheet (normally required by Ecology).
2. Documentation containing proposed limits, all inputs used in the calculations, decisions using best professional judgment, description of how limits were allocated and how limits will be applied. (Draft Tech Memo)
3. CCP report on final allocation meetings and method utilized.

## Task 6 – Local Limits Adoption Support

After completion of Task 5 and agreement concerning the contents of the TM and spreadsheet calculations, CH2M will support the City by providing one of the following for inclusion with the submittal of the limits by the City of Camas to Ecology:

- a.) Language to be used for adoption by City Resolution. This is the preferred option because it provides more flexibility in the future but will require the City Attorney to certify that the City legal code allows this option.
- b.) If the City code does not allow adoption by resolution CH2M will provide suggested modifications to the City's Ordinance for adoption of the limits by the City.

Ecology requires the opportunity to review and provide comments before approving the limits. Approval of the limits in turn is required prior to the City sending the limits out for a public comment period and commencing the final adoption process.

CH2M will support the City by responding to comments and making any justified modifications requested by Ecology. Upon resubmittal of the limits and approval from Ecology CH2M will provide as requested from the City, suggestions to help with public notification and upon completion of the public comments period provide answers to city governance in the final adoption process.

## Task 6 Deliverables

1. Written response to Ecology comments and modification to the draft local limits.
2. Suggestions for public comments as requested by the City.
3. Modified City ordinance with final local limits, or process for adoption by resolution.

## Task 6 Assumptions

1. Pricing assumes two cycles of review comments from Ecology.
2. The City will submit local limits and justification rationales to Ecology for their review and comment or approval.

## Task 7 – Meetings & Discussions

CH2M will participate in the following meetings and discussion related to the tasks described above:

1. Two (2) CH2M staff will participate in a conference call with the City to review Ecology comments on the draft local limits
2. Two (2) CH2M staff will attend the public meeting that is required to provide affected the public and SIUs the opportunity to comment on the proposed limits.
3. One (1) CH2M staff will attend the CCP final meeting with industries to discuss impacts of TBLL and permit limit modifications.

### Task 7 Assumptions

1. Assumes 46 hours of total CH2M staff time for meetings under Task 7.

### Task 7 Deliverables

1. Meeting notes for each of the three meetings outline above.

## Task 8 – Project Management (*as amended to Task 1 – Project Management as already contracted under the Camas Local Limits Development Plan*)

CH2M's project manager will perform the following project management tasks:

- Project set-up and project closure.
- Communicate regularly with the City's project manager as needed but no less frequently than biweekly, and will maintain an action item and decision log as appropriate for the project.
- Prepare and submit a monthly invoice and brief progress report.
- Manage change: Monitor project for potential changes, anticipate changes whenever possible, and with City approval, modify Project tasks, task budgets, and approach to keep the overall project within budget and on schedule.

### Task 8 Deliverables

1. Monthly invoices with progress reports including a narrative of the work completed and estimated percent complete under each task.

## Task 9 – Supplemental (optional)

This optional task will require authorization by the City and may include services in addition to the tasks described above, including additional communication and coordination with SIUs, and other supplemental work identified during the project that has not been scoped. Task 9 to be authorized for up to \$10,000 by the City.

## Cost

CH2M HILL proposes to perform the services described for this amended scope of work (Tasks 1-8) for a not-to-exceed amount of \$100,855 per Table 4 below. An additional \$10,000 under Task 9 (Supplemental) will be utilized only after authorization by the City.

**Table 4. Project Fee**

<b>Task</b>	<b>Labor Cost</b>	<b>Expenses</b>	<b>Total</b>
Task 1 – Prepare Local Limits Development Plan ( <i>already contracted separately</i> )	--	--	--
Task 2 – Communication/Collaboration Plan	\$17,054	\$1,647	\$18,701
Task 3 – Data Review	\$11,498	--	\$11,498
Task 4 – Site-Specific Testing	\$10,485	\$5,840	\$16,325
Task 5 – Data Analysis and Calculations	\$26,638	\$100	\$26,738
Task 6 – Local Limits Adoption Support	\$5,684	--	\$5,684
Task 7 – Meetings & Discussions	\$10,891	\$3,174	\$14,065
Task 8 – Project Management ( <i>amendment amount only</i> )	\$7,845	--	\$7,845
<b>Total (Tasks 1-8)</b>	<b>\$90,094</b>	<b>\$10,761</b>	<b>\$100,855</b>
Task 9 – Supplemental (optional; to be authorized for up to \$10,000)	--	--	\$10,000
<b>Total (Tasks 1-9)</b>	<b>\$90,084</b>	<b>\$10,761</b>	<b>\$110,855</b>

Labor will be billing at a 3.2 multiplier on raw salary costs.





## ~ PROCLAMATION ~

WHEREAS, September is nationally recognized as suicide prevention month; and

WHEREAS, in the United States, one person dies by suicide every 11.9 minutes resulting in more than 44,000 deaths by suicide annually; and

WHEREAS, each suicide directly impacts numerous family members, friends, loved ones, leaving over 264,000 newly bereaved each year; and

WHEREAS, in Washington state, suicide is the first leading cause of death of children between the ages of 10-14; the second leading cause of death for 15-24 year olds; and the eighth leading cause of death overall; and

WHEREAS, many of those who died did not receive effective care for many reasons including the difficulty of accessing services by healthcare providers trained in best practices to reduce suicide risk, the stigma of seeking treatment and the stigma associated with losing a loved one to suicide; and

WHEREAS, this tragedy has occurred in our community with too much frequency in recent years; and

WHEREAS, all citizens can take part in preventing suicide by promoting mental well-being and contributing to a culture where individuals are supported and accepted for who they are and where it is okay to ask for help;

NOW THEREFORE, I, Scott Higgins, Mayor of the City of Camas, do hereby proclaim September, 2017, as:

### ***“National Suicide Prevention Month”***

in the City of Camas, and urge all citizens to become educated about suicide prevention and unite against this tragedy for the benefit of our community.



In witness whereof, I have set my hand and caused the seal of the City of Camas to be affixed this 5<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Scott Higgins, Mayor