CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MEETING
MINUTES
Monday, November 21, 2022
5:00 PM

I. CALL TO ORDER

Mayor Stuebe called the meeting to order at 5:00 pm.

II. ROLL CALL

ROLL CALL
Present: Mayor David Stuebe, and Councilmembers Michelle Wagner, Janice Killian, Molly Coston, Julie Russell, Ernie Suggs, and David Fritz

Staff:
David Scott, City Manager
Trevor Evers, Director of Public Works
Daniel Layer, Finance Director
Mitch Kneipp, Community Development Director
Wendi Steinbronn, Police Chief
Scott Collin, City Engineer
Monie Holmes, Assistant Finance Director
Rose Jewell, Community Engagement Manager
Karen Frantz, Accounting Specialist

III. PUBLIC COMMENTS

None

IV. NEW BUSINESS

A. Community Development: WSD Capital Facilities Plan & Impact Fee Update

Mitch Kneipp presented School Districts Capital Facilities Plan's and Impact Fees:

- City Council Workshop School Districts CFP's and SIF's
- School Planning (GMA)/District Boundaries
- Washougal School District
  - Capital Facilities Plan
  - School Impact Fee
- Camas School District
  - Capital Facilities Plan
  - School Impact Fee Update

Kris Grindy and LeAnne Bremer from Washougal school district and Jasen McEathron from Camas School District joined the conversation

Discuss ensued

B. Community Development: CSD Capital Facilities Plan & Impact Fee Update

Mitch Kneipp presented Camas School District Capital Plan & School Impact Fee Update:

- Executive Summary
- District Educational Programs and Standards of Service
- Capital Facilities Inventory
    - Elementary Schools
    - Middle Schools
    - High Schools
    - Portables Inventory
    - Support Facilities
    - Land Inventory
- Student Enrollment Projections
    - Projected Enrollment 2022-2028
- Capital Facilites Needs
    - Forecast Facility Capacity Needs
    - 6-Year Plan- Facility Capacity Needs
- Capital Facilities Finance Plan
    - Six Year Financing Plan
- School Impact Fees

Discuss ensued

C. Finance: 2022 Supplemental Budget

Daniel Layer presented the 2022 Supplemental Budget Report:

- General Fund Revenue
- General Fund Expenditures
- General Fund Summary
- Cemetery Funds
- Second Quarter Percent REET Fund
- PEG Fee Fund
- Drug Seizure Fund
- Clean Up Items
- Next Steps

Discuss ensued

D. Public Works: 2022 MS4 Compliance: Manual Adoption SPSA OTAK

Trevor Evers presented the Proposed City of Washougal Facilities Master Plan Update.
Discuss ensued

E. City Manager's Office: Update to Contract and Agreement Authority Policy

David Scott presented the update to Contract and Agreement Authority Policy.
Discuss ensued

F. City Manager's Office: 2023 Legislative Agenda and Clark County Transportation Alliance 2023 Policy Statement

David Scott presented the 2023 Legislative Agenda and Clark County Transportation Alliance 2023 Policy Statement.
Discuss ensued

V. PUBLIC COMMENTS

Larry Keiser gave update on Slough Bridge.

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott reported:
- Deferred to Council Meeting

B. MAYOR

Mayor David Stuebe reported:
- Deferred to Council Meeting

C. CITY COUNCIL

Councilmember Wagner reported:
- Deferred to Council Meeting

Councilmember Killion reported:
- Deferred to Council Meeting

Councilmember Coston reported:
- Rotary Club/City of Washougal one day of Bell Ringing at Safeway

Councilmember Russell reported:
- Deferred to Council Meeting

Councilmember Suggs reported:
- Deferred to Council Meeting

Councilmember Fritz reported:
- Deferred to Council Meeting

VII. ADJOURNMENT

Meeting was adjourned at 6:25 pm.

____

Mayor

____

City Clerk

WASHOUGAL SCHOOL DISTRICT

4855 EVERGREEN WAY WASHOUGAL. WA 98671

PH: 360.954.3000 FAX: 360.835.7776

WASHOUGAL SCHOOL DISTRICT
CAPITAL FACILITIES PLAN

2022-2027

Adopted by the Washougal School District Board of Directors

May 24, 2022

I. INTRODUCTION

A. Purpose of the Capital Facilities Plan

The Washington State Growth Management Act (the "GMA") includes public school facilities and services that must be provided as cities and counties plan for growth. School districts have adopted capital facilities plans to satisfy the requirements of the GMA and to identify additional school facilities necessary to meet the educational needs of the growing student populations anticipated in their districts.

The Washougal School District (the 'District") has prepared this Capital Facilities Plan (the "CFP") to provide Clark County (the "County") and the cities of Camas and Washougal (the "Cities") with the District's anticipated capital facility needs and the District's schedule and financing plan for those improvements over the next six years (2022-2027).

In accordance with the Growth Management Act and the County and City Impact Fee Ordinances, this CFP contains the following required elements:

- The District's standard of service, which is based on program year, class size by grade span, number of classrooms, types of facilities, and other factors identified by the District, including teacher contracts and funding requirements,

- An inventory of existing capital facilities owned by the District, showing the locations and capacities of the facilities, based on the District's standard of service.

- Future enrollment forecasts for each grade span (elementary, middle, and high schools).

- A forecast of the future needs for capital facilities and school sites based on the District's enrollment projections

- The proposed capacities of expanded or new capital facilities over the next six years based on the inventory of existing facilities and the standard of service.

- A six-year plan for financing capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes. The financing plan separates projects and portions of projects that add capacity from those that do not, since the latter are generally not appropriate for impact fee funding.

B. Overview of the Washougal School District

The Washougal School District is located in southwest Washington and serves residents of Washougal, Camas and unincorporated Clark County, as well as residents in the Columbia River Gorge who live in the Cape Horn area of Skamania County. The District map reveals a long, narrow band of land that extends from the Columbia River on the south all the way north to the White Pass School District in Lewis County. This geographical configuration gives Washougal the unusual feature of being incorporated into two counties (Clark and Skamania) and bordering two other counties to the north and west (Cowlitz and Lewis). The District is bordered on the west by seven school districts—Camas, Hockinson, Battle Ground, Woodland, Kalama, Kelso, and Toutle Lake School Districts. It is bordered on the east by the Skamania School District. The northern end of the District includes the uninhabited wilderness around Mt. St. Helens in the Gifford Pinchot National Forest. One of the District's schools, Jemtegaard Middle School, is located within the national boundary of the Columbia River Gorge Scenic Area.

As of March 2022, the District serves a population of 2,903 students. Of the 2,903 students, 1,193 students attend classes in 4 elementary schools (grades K-5), 739 students attend classes in two middle schools (grades 6-8), and 971 students attend classes in one high school and one virtual alternative school (grades K-8). For purposes of facility planning this CFP considers grades K-5 as elementary, grades 6-8 as middle school, and grades 9-12 as high school.

In April 2022, the District re-evaluated enrollment forecasts and student generation rates based on recognized methodologies including trends in land development, housing starts, and residential construction and that data is reflected in this plan.

The most significant issues facing the District in terms of providing classroom capacity and maintaining support facilities to accommodate existing and projected demands are:

- The District will complete the OSPI Study and Survey in 2022-2023 and present results and preliminary understandings that can be drawn upon in the future.

- The District owns property known as the Kerr property, which is suitable for a new elementary and a new middle school. The Kerr property was paid off in 2013. Purchase of additional land for future school facility sites is currently being studied.

- The District Administrative Services Center has no additional office space available.

- District growth has been experienced moderate residential growth at a significantly lower pace than during the mid-2000s.

In summary, the District recognizes that quality schools are essential to a positive, growing community. People gravitate to communities with great schools, and businesses thrive in communities where there is pride and accomplishment associated with educational opportunity. Washougal School District is engaged in long-range educational, fiscal and operational planning that will benefit the students, families and community members it serves.

II. DISTRICT EDUCATIONAL PROGRAMS AND STANDARDS OF SERVICE

To provide quality education, the District must have quality facilities. Facilities provide the physical structure necessary for achieving educational goals established by the Board of Directors.

School facility needs are dictated not only by student enrollment, but also by the space required to accommodate the District's adopted educational program. Beyond regular education, the District also provides specialized programs with unique facility needs such as special education, dual language programs, and technology education, transitional kindergarten, early learning programs and after school programs.

The District's program and educational standards for 2022 are summarized below. The program and educational standards may vary during the six-year CFP window. Absent significant changes in factors that are beyond the District's control, the District will provide the following programs and standards of service in 2022, 2023, 2024, 2025, 2026, and 2027. If significant changes occur that require new facilities or improvements, beyond what is identified in this CFP, the District will prepare and submit an updated CFP to the County and Cities.

A. District-wide Educational Programs

The District’s core services and program offerings include the following:

- Elementary schools provide education in all core subject areas including reading, writing, math, social studies and science. In addition, students participate in P.E., music, art and library programs.

- Middle schools provide instruction in the core disciplines of English, mathematics, social studies, science, P.E., music, and art. Students have elective offerings available including robotics, music and art. An extracurricular sports program is offered after school to students in 7th and 8th grades.

- High schools provide course work including English, history, science, mathematics, P.E., music, and art. Additional offerings include career and technical education programs, career counseling, access to Running Start at Clark College, and Advanced Placement courses. An extracurricular program includes clubs, athletics, arts, etc.

- The District provides science classroom space supporting advanced coursework at the secondary level that require water, sinks, gas, hoods, safety equipment, etc. Schools are working to meet expanded science standards and this will require spaces that cannot typically be met by adding portables.

- The District will need to upgrade elementary, middle school, and high school spaces supporting health, fitness, fine arts and extracurricular activities. This includes replacing the turf and gym floor at the high school.

- Technology access is necessary and expectations are increasing. Technology (either within the classroom or in dedicated labs) takes extra space that is not calculated in current state square footage allowances, but is necessary for student learning. Technology support and infrastructure needs are also increasing including the installation of fiber optic cable to Jemtegaard and Canyon Creek Middle School as well as Cape Horn Elementary.

- Beginning in the fall of 2022, the District changed to add Transitional Kindergarten program. This change has required two additional classroom spaces at Hathaway elementary school.

- Library/Media demands are crucial. In an information driven environment, access to knowledge through appropriately sized library/media spaces is essential.

- Extra-curricular activities need space in order to be supported properly with growing student populations.

- Supplementary services in core academic areas and multiple pathways that prepare students for a broader range of post-secondary learning opportunities require additional space and spaces that are modernized to reflect industry standards to replicate the real life working environments for our students to gain quality learning experiences in these post-secondary fields.

In addition to the above core educational programs, the following support services are essential to the District's educational program:

- Given current enrollment, the core facilities are sufficient at all schools except Hathaway Elementary School where the addition of three portable modular classrooms is beyond the capacity.

- Maintenance and warehouse support facilities are a necessary component in the District operations.

The following special services are also required to meet the needs of special populations:

- Special Education programs are provided at all schools within the District. Special needs program standards change year to year as a result of various state and Federal regulation adjustments. Changes may also be prompted by research-based modifications to programs, class sizes, and the changes in the population of students eligible for services. Modifications in school facilities are sometimes needed to meet the unique needs of individual students or cluster small groups of students with similar needs.

- Federal and state programs, including Title 1 Reading and Math, Highly Capable, and Bilingual are required programs with limited funds that do not cover the expense of adding facilities as needed to support the programs.

- The District's early learning program is housed in five classrooms across the District, one or two classrooms at each elementary school.

B. Elementary Educational Standards

The following District educational standards of service affect elementary school capacity:

- Class sizes for grades K-3 are targeted not to exceed 24 students per class.
- Class sizes for grades 4 and 5 are targeted not to exceed 26 students per class.
- Music instruction will be provided but in separate (pull-out) classrooms. Physical education is provided in a separate area.
- All elementary schools have a library/media resource center.
- A standard for technology is being developed for elementary classrooms.
- Special education, Title I and LAP (Learning Assistance Program) instruction is provided for some students in classrooms that are separate from regular teaching stations. Class sizes in these programs tend to be small, usually not more than 15 students.

C. Middle and High School Program Standards

The following District educational standards of service affect middle and high school capacity:

- Class sizes for grades 6-8 are targeted not to exceed 28 students per class.
- Class sizes for grades 9-12 are targeted not to exceed 29 students per class.
- Music, art, PE, drama, and career and technical education classes are provided in separate instructional space.
- Counseling and career center programs are provided in separate spaces.
- A standard for technology is being developed for secondary classrooms. Technology labs and distance learning labs are provided in separate spaces.
- Each middle and high school has a separate library/media resource center.

III. CAPITAL FACILITIES INVENTORY

The facilities inventory serves to establish a baseline for determining the facilities that will be necessary to accommodate future demand (student enrollment) at acceptable levels of service. This section provides an inventory of capital facilities owned and operated by the District including schools, portables, and support facilities.

A. Schools

The District maintains four (4) elementary schools, two (2) middle schools, one (1) high school, and one (1) alternative school. The elementary schools serve grades K-5, middle schools serve grades 6-8, and the high school serves grades 9-12. Presently the alternative school serves grades K-8 virtually.

Table 1 shows the name, number of teaching stations and student capacity for the elementary schools based on the District's standard of service described above.

Table 1: Elementary School Inventory 2021/22

Four (4) Elementary Schools	**Total Bldg. Sq. Ft.**	**Teaching Stations**	**Student Capacity**	**2021/22 Enrollment**
Gause Elem. 1100 34th Street, Washougal, Washington 98671	56,196	25	625	275
Hathaway Elem. 630 24th Street, Washougal, Washington 98671	48,901	23	575	266
Cape-Horn Skye 9731 Washougal River Road, Washougal, WA 98671	43,838	21	525	286
Columbia River Gorge 35300 SE Evergreen Hwy, Washougal, WA 98671	63,883	28	700	330
Total	212,818	97	2,425	1,157

Table 2 shows the name, number of teaching stations and student capacity of the two (2) middle schools based on the District standard of service described above.

Table 2: Middle School Inventory 2021/22

Two (2) Middle Schools	Total Bldg. Sq. Ft.	Teaching Stations	Student Capacity	2021/22 Enrollment
Canyon Creek MS 9731 Washougal River Road, Washougal, Washington 98671	46,609	15	420	231
Jemtegaard MS 35300 SE Evergreen Hwy, Washougal, WA 98671	58,483	22	616	464
Total	105,092	37	1,036	695

Table 3 shows the name and number of teaching stations and student capacity of each high school based on the District standard of service described above.

Table 3: High School Inventory 2021/22

High Schools	Total Bldg. Sq. Ft.	Teaching Stations	Student Capacity	2021/22 Enrollment
Washougal HS 1201 39th Street, Washougal, Washington 98671	150,471	42	1,218	974
Excelsior 1201 39th Street, Washougal, Washington 98671	8,996	4	116	Included in above number
Total	159,467	46	1,334	974

Student capacity was determined based on the number of teaching stations within each building and the space requirements of the District's current educational programs and standards of service. Student capacity as noted in Tables 1, 2, and 3 does not include capacity that is currently provided in portables at each school.

B. Portables

Portable classrooms are used on an interim basis to house students until funding can be secured to construct permanent classrooms. To accommodate future growth on a short term and immediate basis, the Washougal School District may purchase and utilize portable classrooms.

The District currently uses a total of 7 dual classroom portables. Of the 7 dual classroom portables (14 teaching stations), 12 teaching stations are used for basic education and early learning instructional classrooms. Table 4 identifies the total number of portables at elementary school sites distinguishing between the number that are used to provide interim capacity (as teaching stations) and those are used for special programs or to address other educational needs.

Table 4: Portables Inventory

Facility Type	**Number of Portables Number of Classrooms**	**Number of Classrooms Used as Teaching Stations**	**Number of Students Housed in Portable Classrooms**
Elementary Schools	7 Portables 14 Classrooms	12 teaching stations	336
TOTAL	7/14	12	336

C. Support Facilities

In addition to schools, the District owns and operates additional facilities that provide special programs and operational support functions to the schools. An inventory of these facilities is provided in Table 5.

Table 5: Support Facility Inventory

Facility	Location
Early Learning and Community Education Center	630 24th Street, Washougal, WA 98671
Administrative Service Center	4855 Evergreen Way, Washougal, WA 98671
Maintenance Facility/ Warehouse	4855 Evergreen Way, Washougal, WA 98671
Fishback Stadium	1201 391 Street, Washougal, WA 98671
Transportation Facility	995 E Street, Washougal, WA 98671
WLA Alternative Learning Center	9731 Washougal River Rd., Washougal, WA 98671

IV. STUDENT ENROLLMENT PROJECTIONS

A. Existing Enrollment

The District's enrollment by grade level in March 2022 was 2,903 students. Of the 2,903 students, 1,193 were enrolled in elementary schools, 739 were enrolled in middle schools and 971 were enrolled in high schools.

B. Projected Student Enrollment 2022-2027

The District's six-year enrollment projections are based on a report from OSPI Report 1049. The following table shows existing enrollment and the District's six-year enrollment forecast by grade level bands. As reflected in Table 6a, the District is forecasting an decrease of 11 elementary students, 156 middle school students and 172 high school students.

The District's six-year enrollment projections are also based on a report from Johnson Economics Demographer Report as a baseline. The following table shows existing enrollment and the District's six-year enrollment forecast by grade level bands. As reflected in Table 6b, the District is forecasting as a baseline of an increase of 151 elementary students, decrease 77 middle school students and decrease of 139 high school students.

Table 6a: ICOS Enrollment Forecast

Grade	2021	2022	2023	2024	2025	2026	2027
Total K-5	1,200	1,193	1,187	1,188	1,184	1,211	1,189
Total 6-8	741	690	635	602	597	562	585
Total 9-12	989	1,001	991	963	928	876	817
TOTALS	2,930	2,884	2,813	2,753	2,709	2,649	2,591

Table 6b: Demographer Enrollment Forecast Baseline

Grade	2021	2022	2023	2024	2025	2026	2027
Total K-5	1,198	1,269	1,290	1,308	1,319	1,344	1,349
Total 6-8	739	701	664	641	649	635	662
Total 9-12	1,038	1,097	1,095	1,054	993	947	899
TOTALS	2,975	3,067	3,049	3,003	2,961	2,926	2,910

Table 8: Planned Improvement and Facility Costs to Address Needs

Project Description	Cost Estimate	Added Capacity	Cost for Added Capacity
Portables (3)	$1,200,000	312 [2 & 3]	$1,200,000
Future School Site (4)	$1,000,000	TBD [1]	$1,000,000
Maintenance Facility/Warehouse	$1,400,000	In response to growth	$1,400,000
Technology Infrastructure	$1,000,000	In response to growth	$1,000,000
TOTAL	$4,600,000		$4,600,000

1. Cost for future school site represents a portion of the total cost of the project and would include State SCAP and local dollars within the financing package.

2. Portables provide a temporary interim capacity and not treated as permanent facilities that add capacity. Additional capacity will be determined when the type of school and capacity needs for that school are determined.

3. To accommodate growth on a short term and immediate basis, the District may purchase and utilize portable classrooms and this plan incorporates those facilities and the equipment and furniture necessary to equip these classrooms in the District's project list. Impact fee revenue can be available to fund portable facilities if these facilities are needed to serve growth.

4. District has an option on Tax Parcel 986039-602 (31 acres), which must be included in the Washougal Urban Growth Area to be developed. If not included, the District will explore other sites.

V. CAPITAL FACILITIES FINANCE PLAN

A. Six-Year Finance Plan for Planned Facility Improvements

The total cost for the above planned and needed improvements is $4,600,000. Funds for the improvements are identified in Table 9A and 9B below.

Table 9A: Secured Finance Plan

Type	**Amount**
Impact Fees (as of 8/31/21)	$3,040,654
Unreserved Capital Projects Funds	$0
Total Secured	$3,040,654

Table 9B: Unsecured Finance Plan

Type	**Amount**
Impact Fees (1)	$1,059,346
Capital Projects Funds (bonds and state match)	$500,000
Total Unsecured	$1,559,346

(1) From projects in the pipeline.

B. Financing Sources

The cost for all the planned improvements will be paid for with school impact fees that have been collected for these facilities contained in the District's prior plan, and other available public funds.

The Growth Management Act (GMA) authorizes local jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Local jurisdictions in Clark County have adopted impact fee programs that require school districts to prepare and adopt Capital Facilities Plan. Impact fees reflected within this Capital Facilities Plan do not include expenditures for new permanent facilities needed for growth (facilities needed for growth from the prior plan are carried forward). Therefore, the District will not be collecting additional impact fees once this plan is adopted until the plan is updated and additional facilities are identified to serve growth.

Chapter 15.45
IMPACT FEES FOR WASHOUGAL AND CAMAS SCHOOL DISTRICTS – #112 AND #117

Sections:

15.45.040 School impact fee component.

(8) As of January 1, 2023 ~~March 23, 2016~~, the impact fee amount within District No. 112's boundary will be as follows:

(a) Zero ~~Five thousand six hundred~~ dollars per single-family residential unit, to include a manufactured or mobile home residential unit placed on an individual lot.

(b) Zero ~~Five thousand eight hundred~~ dollars per multifamily residential unit to include a manufactured or mobile home residential unit placed within a manufactured or mobile home park.

CAMAS SCHOOL DISTRICT 117
RESOLUTION 21-02
CAPITAL FACILITIES PLAN 2022-2028

A Resolution of the Board of Directors (the "Board") of the Camas School District No. 117 (the "District") to adopt a Capital Facilities Plan (the "Plan") for school facilities conforming to requirements of the State Growth Management Act and the Clark County General Policy Plan.

WHEREAS, Districts are required to update their Capital Facilities Plan every six years in compliance with RCW 36.70A (the Growth Management Act); and

WHEREAS, this Plan update was developed by the District in accordance with accepted methodologies and requirements of the Growth Management Act; and

WHEREAS, the proposed impact fees utilize calculation methodologies meet the conditions and tests of RCW 82.02; and

WHEREAS, the District finds that the Plan meets the basic requirements of RCW 36.70A and RCW 82.02; and

WHEREAS, the District conducted a review of the Plan in accordance with the State Environmental Policy Act, state regulations implementing the act, and District policies and procedures;

NOW, THEREFORE BE IT RESOLVED as follows:

1. The 2012 Capital Facilities Plan for the years 2012-2028 is hereby adopted by the District.
2. The Clark County Board of Commissioners is hereby requested to adopt the Plan by reference as part of the capital facilities element of the County's General Policy Plan.
3. The Cities of Camas, Washougal, and Vancouver are hereby requested to adopt the Plan by reference as part of the Capital Facilities Plan element of their respective General Policy Plans.

ADOPTED, this 23rd day of May 2022 at the Regular Meeting of the Board of Directors for Camas School District 117.

CAMAS SCHOOL DISTRICT 117
BOARD OF DIRECTORS

Attest:

Secretary to the Board

CAMAS SCHOOL DISTRICT
CAPITAL FACILITIES PLAN
2022 – 2028

Board of Directors

District I	**Corey McEnry**
District II	**Erika Cox**
District III	**Connie Hennessey**
District IV	**Doug Quinn**
District V	**Tracey Malone**

Interim Superintendent
Doug Hood

Adopted by the Camas School District Board of Directors

May 23, 2022

TABLE OF CONTENTS

I. EXECUTIVE SUMMARY

The Washington State Growth Management Act (the “GMA”) includes schools in the category of public facilities and services. The Camas School District (“District”) is required by Clark County (“County”) and the Cities of Camas, Washougal, and Vancouver (“Cities”) to adopt a capital facilities plan to satisfy the requirements of the GMA and to identify school facilities necessary to meet the educational needs of current and projected enrollment growth for a six-year period. Due to the uncertainty of the impact of COVID-19 pandemic on student enrollment and public education and at the request of several school districts, including the District, Clark County suspended until 2022, their four-year update requirement.

The District has prepared a 2022 Capital Facilities Plan (“CFP”) to provide the County and the Cities with a schedule and financing program for capital improvement needs over the next six years (2022-2028) to ensure that adequate facilities are available to serve new growth and development. The 2022 CFP includes the following elements:

- A description of standard of service and space requirements for educational programs (Section II)
- An inventory of existing capital facilities owned by the District (Section III)
- Future enrollment projections for each grade span (Section IV)
- A forecast of proposed capacities of expanded or new capital facilities over the next six years based on the inventory of existing facilities and the standard of service (Section V)
- A six-year plan for financing capital facilities within projected funding capacities, which identifies sources of public funds for such purposes. The financing plan separates projects and portions of projects which add capacity from those which do not, since the latter are generally not appropriate for impact fee funding (Section VI)
- A calculation of impact fees based on the formula in the County and City impact fee ordinances and supporting data substantiating such fees (Section VII)

In developing this CFP, the District used the following guidelines:

- The District will use information from recognized sources, such as professional demographers and planners, County and City adopted land use plans and County GIS data.
- The District will use data it generates from reasonable methodologies.
- The CFP and the methodology to calculate the impact fees will comply with the GMA and County and City codes.
- The six-year facility needs are based on an enrollment forecast that takes local development trends into account.
- The District plans to construct permanent/bricks and mortar facilities for its students and will develop a CFP to accomplish that objective. At the same time, the District expects there will be a time period when some of the students that the District serves will be housed in portables. Housing students in portables, temporarily, is necessary to qualify for state funds that are needed to build new schools.

Camas is a financially and academically sound school district. The 57 square mile Camas School District serves the majority of the Camas Urban Growth Area, a large section of the Washougal Urban Growth

Area, and a smaller portion of the Vancouver Urban Growth Area and rural Clark County. The District serves residents from the Cities of Camas, Washougal, Vancouver and unincorporated rural Clark County. It is bordered by Evergreen School District to the west, Hockinson School District to the north, Washougal School District to the east, and the Columbia River and the state line to the south.

The District served a population of 7,412 students in 2019 (October 1, 2019 enrollment). Due to the statewide closure of schools during the COVID-19 pandemic, and associated loss of public school enrollment, the District served a population of 7,055 students in 2020 (October 1, 2020 enrollment) and 7,045 students in 2021 (October 1, 2021 enrollment). The District expects no further enrollment loss and a recovery over 4-5 years to pre-pandemic enrollment.

For purposes of facility planning, the CFP considers grades K-5 as an elementary school, grades 6-8 as a middle school, and grades 9-12 as a high school. The District has six elementary schools; two standard middle schools and a third, smaller, application-based middle school; and a large comprehensive and two, smaller application-based high schools. In addition, the District serves Camas Connect Academy students in grades K-12 in an online platform, pre-school special needs students at the Heights Learning Center and Camas High School, and students aged 18-21 in the Transition Program.

In February 2016, voters approved a bond measure which included the funding for the projects noted below. Construction of the replacement Lacamas Lake Elementary School, the purchase of a 38.2 acre site and the associated remodel of a commercial building to house the new Odyssey Middle School, and the construction of the new Discovery High School on the same site have increased capacity to serve forecast growth.

School facility and student capacity needs are dictated by a complex matrix of regulatory mandates, educational program components, collective bargaining agreements, and community expectations, more fully described in Section II. The District's existing capital facilities are summarized in Section III. In addition, the District owns 32 portable classrooms located at school facilities – 24 of which currently house approximately 9.6%, or 680 students; and 8 additional portable classrooms that are available to accommodate enrollment growth.

Between 2014 and 2019, enrollment growth within the District grew an average 3.1% per year, compared to the countywide rate of 2.0%. A total of 847 students were added to Camas School District during that time. The District expects to continue to see an increase in enrollment over time, although at a slower rate. Much of the land within the District and urban growth boundaries has yet to be developed, and there continues to be market interest in housing development in Camas and Washougal. Future K-12 enrollment is projected to increase by an average 1.3% per year, or 688 students over the next 7 years (see Section IV). Thanks to the 2016 Bond, which provided an increase in educational facility capacity of 192 students at the elementary level, 360 students in middle school, and 600 students in high school, many of the projected number of students by 2028 can be accommodated in the District's existing educational facilities and portable classrooms, except that there will be a need to increase capacity at the middle school level, and slightly at elementary school level.

The calculated maximum allowable impact fees for the District are $6,652.48 per single family residence and $29,713.38 per multi-family residence (**Appendix A**).

II. DISTRICT EDUCATIONAL PROGRAMS AND STANDARDS OF SERVICE

School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District's adopted educational program. Quality education plays a vital role in growing a strong local economy. To provide quality education, the District must have quality facilities to serve as the supporting space for developing the whole child within a community to prepare them for a competitive world. The educational program components which typically drive facility space needs include grade configuration, optimum facility size, class size, educational program offerings, classroom utilization and scheduling requirements.

Student enrollment is determined by population growth, birth rates, and housing and demographic characteristics of the District. Individual schools within the District may or may not follow the overall District pattern shared in this report. For example, the majority of the new housing in the past decade has been in the central and western portion of the District and the schools in these areas saw the most enrollment growth. As these areas have built out, future housing is proposed more in the outer ring of the District, predominantly to the north and east. This affects the balance of student enrollment and individual school facility capacity in ways that are not reflected in the overall summary.

In addition to student enrollment, other factors such as collective bargaining agreements, government mandates, and community expectations also affect classroom space requirements. Basic education programs are augmented by other programs such as special education, physical education, and art and music. These programs can have a significant impact on the available student capacity of school facilities.

The District's current programs and educational standards are summarized below. The program and educational standards may vary during the six-year CFP planning horizon. Absent significant changes in factors that are beyond the District's control, the District will provide the following programs and standards of service in 2022 through 2028. If significant changes occur that require new facilities or improvements beyond what is identified in this CFP, the District will prepare and submit an updated CFP.

A. Elementary Educational Standards

- Elementary school capacity is calculated utilizing classroom spaces containing a basic education teacher and his/her complement of students. All students are integrated at some time during the day in a basic education classroom and are included in the total enrollment count. All students are pulled out to attend additional programs (which may also be held in classrooms, if there is no designated space available). Building capacity calculations do not include pull-out program areas such as special education learning support centers, resource rooms, technology labs, music instruction spaces, and gymnasiums.
- Class sizes for grades K-5 are targeted not to exceed 24 students per class.
- When feasible K-3 class sizes are reduced to maximize enhanced funding from the State.

B. Middle School Program Standards

- Middle school capacity is calculated utilizing the number of basic education teaching stations. It is not possible to achieve 100% utilization of all teaching stations throughout the day due to schedule conflicts, the need for specialized rooms for certain programs and the need for teachers to have work space during their planning period. A utilization factor of 83% is used to reflect the actual use of the building. Building capacity calculations do not include pull out program areas such as special education learning support centers, resource rooms, and technology labs.
- Class sizes for grades 6-8 are targeted not to exceed 30 students per class.

C. High School Program Standards

- High school capacity is calculated utilizing the number of basic education teaching stations. It is not possible to achieve 100% utilization of all teaching stations throughout the day due to schedule conflicts, the need for specialized rooms for certain programs and the need for teachers to have work space during their planning period. A utilization factor of 83% is used to reflect the actual use of the building. Building capacity calculations do not include pull out program areas such as special education learning support centers, resource rooms, and technology labs.
- Class sizes for grades 9-12 are targeted not to exceed 31 students per class.

III. CAPITAL FACILITIES INVENTORY

The facilities inventory serves to establish a baseline for determining facilities needed to accommodate future demand at acceptable levels of service. This section provides an inventory of capital facilities owned and operated by the District including schools, portables, undeveloped land, and support facilities. School capacity is based on the space requirements for the District's educational programs as outlined in Section II.

A. Elementary Schools

Elementary School	Location	Year of Occupancy	Building SF	Capacity	Teaching Stations
Dorothy Fox (K-5)	2623 NW Sierra St Camas WA 98607	1982/2000/ 2011	62,237	552	23
Grass Valley (K-5)	3000 NW Grass Valley Dr Camas WA 98607	2009	70,023	624	26
Helen Baller (K-5)	1954 NE Garfield St Camas WA 98607	2009	64,417	576	24
Lacamas Lake (K-5)	4825 North Shore Blvd Camas WA 98607	2018	74,330	600	25
Prune Hill (K-5)	1602 NW Tidland St Camas WA 98607	2001	59,130	504	21
Woodburn (K-5)	2400 NE Woodburn Dr Camas WA 98607	2013	72,857	648	27
TOTALS:			**402,994**	**3,504**	**146**

B. Middle Schools

Middle School	Location	Year of Occupancy	Building SF	Capacity	Teaching Stations
Liberty (6-8)	1612 NE Garfield St Camas WA 98607	1937/1952/1969/ 1985/1995/2006	121,047	875	35
Odyssey (6-8)	5001 NW Nan Henriksen Way Camas WA 98607	2016 (built in 1996)	54,140	350	14
Skyridge (6-8)	5220 NW Parker St Camas WA 98607	1996	112,133	825	33
TOTALS:			**287,320**	**2,050**	**82**

C. High Schools

High School	Location	Year of Occupancy	Building SF	Capacity	Teaching Stations
Camas (9-12)	26900 SE 15th St Camas WA 98607	2003/2011	241,621	1,834	71
Discovery (9-12)	5125 NW Nan Henriksen Way Camas WA 98607	2018	92,000	600	24
Hayes Freedom (9-12)	1919 NE Ione St Camas WA 98607	2010	20,500	207	8
TOTALS:			**354,121**	**2,641**	**103**

D. Portables Inventory

Facility Type	Available Portable Classrooms	Capacity
Elementary Schools	14	336
Middle Schools	6	150
High Schools	12	310
TOTALS:	**32**	**796**

E. Support Facilities

Type	Location
Grounds Shop, Bus Maintenance and Warehouse (1963/2001)	1707 NE Ione St Camas WA 98607
Transportation Center (2001/2012)	1125 NE 22nd Ave Camas WA 98607
JD Zellerbach Administration Center (1967/1974/1985/1998/2010)	841 NE 22nd Ave Camas WA 98607
Doc Harris Stadium (2010)	1125 NE 22nd Ave Camas WA 98607
The Heights Learning Center (1963, 1984, 1998, 2008, 2018)	4600 NE Garfield Street Camas WA 98607
Jack, Will & Rob Family Resource Center (2002, 2017)	2033 NE Ione St Camas WA 98607
Transition House (remodeled 2009)	612 NE 2nd Ave Camas WA 98607

F. Land Inventory

The district owns the following under- and undeveloped sites:

- 57.6 acres located at 2815 NW Leadbetter Drive, Camas, WA 98607 – site includes a commercial office building
- 79.9 acres located at the northeast corner of NE 28th Street and NE 232nd Ave
- 19.6 acres located northwest of the intersection of NW Pacific Rim Blvd and NW Parker Street

IV. STUDENT ENROLLMENT PROJECTIONS

The District's six-year enrollment projection is based on a forecast prepared by Eric Hovee of E.D. Hovee & Company, LLC in February 6, 2020 and updated in December, 2021.

The approach used in making the updated enrollment forecast included the following:

- Kindergarten (K) enrollment is forecast based on the population of each school area (and expected population growth) together with birth rate data from five years previous using an age-cohort methodology. Data required for the K-level forecast includes projections of population growth, women of childbearing age and age-specific fertility rates.

- Actual enrollment patterns from prior years are used as a basis for projecting future enrollment for grades 1-12. For example, the number of students in a particular grade as of October 1, 2019 are promoted into the next grade level for 2020 (adjusting for expected population growth together with gains or losses typically associated with a particular grade-to-grade change for each grade level at each individual school). The pattern for the District is for additional students to join as the grades increase, especially at the transition from elementary to middle and from middle to high school.
- The 2021/2022 school year enrollment is based on the October 1, 2021 enrollment data.
- Economic growth impacts, land use and zoning provisions, buildable lands inventory, and new residential developments are taken into account.
- The student generation rates by grade levels in the District for single family homes for the last six years is 0.237 Elementary School, 0.143 Middle School, and 0.202 High School students/new unit. Since there have been limited multi-family units constructed in the District over the last six years, the County code states that County wide averages should be used but the District is using a composite from larger districts with a significant amount of multi-family units. Accordingly, the District will apply a 6-year generation rate for the other larger school districts in Clark County (Battle Ground, Evergreen, and Vancouver). The composite weighted average for these three districts combined is a multi-family generation rate of 0.554 Elementary School, 0.344 Middle School, and 0.460 High School students/new unit.

A. Projected Enrollment 2022-2028 (Headcount)

Grade	Actual 2019	Actual 2020	Actual 2021	2022	2023	2024	2025	2026	2027	2028
K-5	3,117	2,852	2,866	2,954	2,904	3,071	3,041	3,183	3,231	3,308
6-8	1,863	1,737	1,735	1,721	1,758	1,721	1,790	1,766	1,862	1,877
9-12	2,432	2,389	2,444	2,428	2,484	2,453	2,457	2,515	2,494	2,549
TOTALS:	**7,412**	**6,978**	**7,045**	**7,103**	**7,146**	**7,245**	**7,288**	**7,464**	**7,587**	**7,734**

V. CAPITAL FACILITIES NEEDS

Facility needs for purposes of the Growth Management Act and impact fees are based on existing capacity and forecast enrollment. The 2028 Facility needs are shown in the table below and the amount of the facility need that is attributed to forecast growth is described under the table.

A. Forecast Facility Capacity Needs

- Elementary Schools: The enrollment forecast shows an increase of 442 students.
- Middle Schools: The enrollment forecast for middle school shows an increase of 142 students.
- High Schools: The enrollment forecast for high school shows an increase of 105 students.

- The projected number of students by 2028 indicate the need for an additional middle school and elementary school capacity. High school enrollment can be accommodated by the additions in our 2016 bond to our existing educational facilities.

Under the District's 2016 Bond Capital Program, the District purchased property that contained a commercial building in 2016, which was remodeled in 2017 to accommodate educational use and can serve 350 middle school students. In 2018, the District completed construction of a new high school that has a capacity to serve 600 students. In addition, the District completed construction of a replacement elementary school in 2018 to increase the capacity at the elementary level by 192 students. The District also added two double portable classrooms to the District inventory at the elementary level in 2019 and 2020 to address overcrowding at individual schools. The cost to purchase this land and build these schools and portables, which are now available to serve forecast growth are listed below as Facility Capacity Needs.

The District added capacity over the last 4-5 years that is available to serve forecast growth. New development, which places demands on schools will use the capacity that has been provided, and will contribute a small portion of the cost through the payment of school impact fees.

B. 6-Year Plan – Facility Capacity Needs

Project Description	Added Capacity	Estimated Cost	Cost for Added Capacity to Serve Growth
Woodburn Elementary Portable	48	$500,000	$500,000
Odyssey Middle School Addition	100	$15,000,000	$10,000,000
Property Acquisition		$7,000,000	0
Liberty Middle Portable	60	$500,000	$500,000
Middle School Construction	850	$100,000,000	$100,000,000
Leadbetter Campus Improvements for Educational Purpose	500	$87,000,000	0
TOTAL:	**2,158**	**$210,000,000**	**$111,000,000**

- Cost attributed to forecast growth is the proportionate share of the total cost to construct the improvement that is equal to forecast growth. Forecast growth at the elementary school level is 442 and the added capacity is 48. Because two middle schools will be at and over capacity during the 6-year period of this plan, the entire new middle school, addition, and portable are needed for growth. The estimated total cost includes all the costs to construct the improvement. Architect, engineer, professional services, furniture/fixtures/equipment, permit and owner contingency costs have been excluded from the cost allocated to serve forecast growth.
- Costs are estimates.

- The 2016 bond program also included replacement facilities and capital renewal projects that are not listed above. A detailed list of all bond improvements with project specific costs is on file with the District.
- To accommodate growth on a short term and immediate basis, the District may purchase and utilize portable classrooms, and this plan incorporates those facilities and the equipment and furniture necessary to equip these classrooms in the District's facility plan. Impact fee revenue can be available to fund portable facilities if these facilities are needed to serve growth.

VI. CAPITAL FACILITIES FINANCE PLAN

A. Six Year Financing Plan

Facility Capacity Need	Total	Estimated Impact Fees	State Construction Funds	Bonds
Secured	**$4,000,000**	$4,000,000	$0	$0
Unsecured	**$111,000,000**	$3,000,000	$13,000,000	$95,000,000

*Financing plan does not include all potential facility needs identified in table V. B. above.

The total cost for all 2016 bond projects, including facility improvements and property acquisition was $137.2 million dollars. Funding for planned improvements is typically secured from a number of sources including voter approved bonds, limited general obligation bonds, capital levies, state match funds and impact fees. The following information explains each of the funding sources in greater detail.

Capital Levies
In 2021, District voters approved a $11.5 million dollar Capital Levy to fund technology and necessary capital renewal projects; including roof replacements, HVAC replacements, fire protection upgrades, and other capital maintenance.

School Construction Assistance Program (SCAP)
The School Construction Assistance Program (SCAP) provides funding assistance to school districts that are undertaking a major new construction or modernization project. Funds primarily come from the Common School Construction Fund (the "Fund"). School districts may qualify for State construction funds for specific capital projects based on eligibility requirements and a state prioritization system. Based on the District's assessed valuation per student and the formula in the State regulations, the District is currently eligible for state construction funds for new schools at the 63.77% match level. The District received $13,065,000 for construction of the new high school.

Impact Fees
The collection of school impact fees generates partial funding for construction of public facilities needed to accommodate new development. School impact fees are collected by the cities and County on behalf of the District at the time plats are approved or building permits are issued. Impact fees are calculated based on a formula, which includes the portion of District construction resulting in increased capacity in schools.

Anticipated property acquisition and new construction is based on the enrollment forecast, capacity, the District's educational standards and the community's support of finance tools to fund improvements.

VII. SCHOOL IMPACT FEES

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

Local jurisdictions in Clark County have adopted impact fee programs require school districts to prepare and adopt Capital Facilities Plans. Impact fees are calculated in accordance with the jurisdiction's formula, which is based on school facility costs to serve new growth. The formula allocates a portion of the cost for new facilities to a single family or multi-family residence that create the demand (or need) based on a student factor, or the average number of students that live in new single family or multi-family homes. The formula also provides a credit for SCAP funds the District receives and the projected future Bond Proceeds (or property taxes) that will be paid by the owner of the home.

The District's impact fees have been calculated utilizing the formula in the Clark County and the Cities of Camas, Washougal, and Vancouver Impact Fee Ordinances. Application of the formula is shown in Appendix A which follows on the next page.

In accordance with the school impact fee calculation in Appendix A, the District's maximum allowable school impact fees are:

$6,652.48 per single family residence
$29,713.38 per multi-family residence

The District Board of Directors, at its May 23, 2022 meeting, recommends collecting school impact fees in the following amounts:

$ 6,650.00 per single family residence
$ 6,650.00 per multi-family residence

Camas School District **APPENDIX A**

Single-Family			
Elementary	Middle School		Formula
$ 500,000.00	$ 110,500,000.00		Facility Cost
48	1010		Additional Capacity
$10,416.67	$ 109,405.94		Cost per Student (CS)
0.237	0.143		Student Factor (SF)
$2,468.75	$15,645.05		CS x SF
$246.83	$246.83		Boeck Index
90	117		OSPI Sq Ft
63.77%	63.77%		State Match Eligibility %
None available	$2,633.52		State Match Credit (SM)
$2,468.75	$13,011.53		CS x SF – SM
		$15,480.28	Cost per Single Family Residence
		LESS	Tax Credit
		0.0220	Average Interest Rate
		0.243108277	Tax Credit Numerator
		0.027348382	Tax Credit Denominator
		8.889311106	Tax Credit Multiplier (TCM)
		$543,752.00	Average Assessed Value (AAV)
		$4,833,580.69	TCM x AAV
		0.00158347	Tax Levy Rate (TLR)
		$7,653.83	TCM x AAV x TLR = (TC)
		$7,826.45	Cost per Single Family Residence - Tax Credit
		LESS	15% reduction (A)
		$6,652.48	Calculated Single Family Fee Amount
		$6,650.00	Recommended Fee Amount
Multi-Family			
Elementary	Middle School		Formula
500,000.00	$ 110,500,000.00		Facility Cost
48.00	1010		Additional Capacity
$10,416.67	$ 109,405.94		Cost per Student (CS)
0.554	0.344		Student Factor (SF)
$5,770.83	$37,635.64		CS x SF
$246.83	$246.83		Boeck Index
90	117		OSPI Sq Ft
63.77%	63.77%		State Match Eligibility %
None available	$6,335.18		State Match Credit (SM)
$5,770.83	$31,300.47		CS x SF – SM
		$37,071.30	Cost per Multi-Family Unit
		LESS	Tax Credit
		0.0220	Average Interest Rate
		0.243108277	Tax Credit Numerator
		0.027348382	Tax Credit Denominator
		8.889311106	Tax Credit Multiplier (TCM)

		$150,212.00	Average Assessed Value (AAV)
		$1,335,281.20	TCM x AAV
		0.00158347	Tax Levy Rate (TLR)
		$2,114.38	TCM x AAV x TLR = (TC)
		$34,956.92	Cost per Multi-Family Unit - Tax Credit
		LESS	15% reduction (A)
		$29,713.38	Calculated Multi-Family Unit Fee Amount
		$6,650.00	Recommended Fee Amount

Chapter 15.45
IMPACT FEES FOR WASHOUGAL AND CAMAS SCHOOL DISTRICTS – #112 AND #117

Sections:

15.45.040 School impact fee component.

(9) As of January 1, 2023 ~~March 23, 2016~~, the impact fee amount within District No. 117's boundary will be as follows:

(a) Six thousand six hundred fifty ~~Five thousand three hundred seventy-one~~ dollars per single-family residential unit, to include a manufactured or mobile home residential unit placed on an individual lot.

(b) Six thousand six hundred fifty ~~Five thousand three hundred seventy-one~~ dollars per multifamily residential unit, to include a manufactured or mobile home residential unit placed within a manufactured or mobile home park.

City of Washougal
PUBLIC WORKS PURCHASING

Contract Information Form *(THIS FORM MUST ACCOMPANY EVERY CONTRACT)*

Contract Title: SPSA#1 2022 MS4 Compliance: Manual Adoption

Vault Filing Number: ____________

Vendor Name: Otak

Vendor Number: 2102

Contract Overview: SPSA#1 2022 MS4 Compliance: Manual Adoption

Contract Total: $30,433.00

Project Manager: Sean Mulderig Ext: 228 Department: Public Works

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Project Number: ____________

Budget Code(s): 403-09-531-415-5041

Engineer's Project Estimate: $ ____________

Contract Price: $ $30,433.00

Type of Procurement Method: MRSC Roster Consultant Solicitation

Project specifically identified in approved budget: N/A ☐ YES ☑ NO ☐ * if NO see below if project cost is greater than **$50,000** for public works, professional services, and personal services.

Does project change exceed administrative discretion threshold? N/A ☐ YES ☑ NO ☐

If project exceeds administrative threshold, was it approved by Council? YES ☑ NO ☐ Click here to enter a date. 11/14/22

City of Washougal, Washington
Supplemental Professional Service Agreement No. 1
Project Name 2022 MS4 Compliance: Manual Adption

This Supplemental Agreement modifies the Professional Services Agreement (AGREEMENT) between Otak (Contractor) and City of Washougal (OWNER) signed 02/03/2022 for a PROJECT known as: 2022 MS4 Compliance: Manual Adption.

The following modifications are made to the PROFESSIONAL SERVICES AGREEMENT and all other terms and conditions remain unchanged:
One time increase to the contract $9048

$9048 (Nine Thousand Forety Eight Dollars)

The Agreement shall be amended per this Supplemental Agreement. The fixed fee for this additional work shall not exceed $ $30,433.00, as outlined in the attached Supplemental Scope of Work dated 11/7/2022.

The Contractor shall be registered with the Department of Homeland Security E-verify program. The Contractor shall provide a fully executed Declaration of Participation in E-Verify Form to the City. If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien.

IN WITNESS WHEREOF this Supplemental Agreement is made and executed this _______ day of _____________________, ____________.

BY:

City Manager

Consultant:
BY:

Title:

ATTEST:

City Clerk

Approved as to Form:

City Attorney

Vault Filing Number: 10-45-297

City of Washougal

2022 MS4 Compliance: Manual Adoption

Amendment 1 - Scope of Work

Otak Project No. 20304.B00

November 7, 2022

Amendment 1

This document amends the existing agreement between the City of Washougal and Otak dated February 3, 2022. This amendment includes scope of work to provide stormwater compliance support to finalize the Standard Operating Procedures (SOPs) and help with the development of recordkeeping documents. This amendment also includes training time to go over the updated permit application and guidance forms for small projects.

Scope of Work

The following tasks shall be amended to include additional items as follows:

1. Project Management

This task includes project management time to add these additional scope items to the contract, invoicing, coordinate tasks, and perform the quality control review of deliverables.

2. Adopt 2019 SWMMWW

No additional scope to add to this task.

3. Update Related Forms and Drawings and Document Internal Maintenance Practices

Otak will continue to assist the City in meeting the requirements of S5.C.7.a of the NPDES Permit by providing stormwater compliance support to finalize ten (10) SOPs that have been created but not finalized with maintenance personnel. Otak will also develop recordkeeping documentation forms including checklists, inspection forms, tracking sheets, and mapping as needed.

This task also includes training time to go over the updated permit application and guidance forms for small projects with City personnel.

TASK 3 DELIVERABLES

- Final copies of ten (10) Stormwater SOPs.
- Stormwater SOP tracking table that summarizes all SOPs and related equipment, mapping, documentation, and general notes.

- Recordkeeping documentation as requested, not defined at this time.

TASK 3 ASSUMPTIONS

- Need to address one additional round of comment from the City on four (4) Stormwater SOPs before finalizing.
- Will address up to two (2) rounds of comments on six (6) Stormwater SOPs that have been drafted but not yet reviewed by the City.
- Permit due date is December 31, 2022 for SOPs.
- The training session(s) is assumed to include two (2) hour training session(s) with two (2) Otak personnel attending.

Schedule

No significant schedule changes are expected.

Budget

We estimate that we can complete the additional services described in this amendment for **$9,048**, see attached Fee Estimate. The new not-to-exceed budget total for the project will be $21,385 + $9,048 = **$30,433**.

2022 MS4 Compliance: Manual Adoption
Fee Estimate
Otak Project #20304.B00
11/7/2022

Otak

		Trista	Amy	TBD	Cody			
Task	***Description***	*Sr. PM - Planner I*	*Civil Engineer V*	*Engineering Designer IV*	*Planner Associate III*	*Project Admin. Asst.*	***Total Hours***	***Total Budget by Task***
1	Project Management	1	8			2	11	$1,441.00
3	Update Related Forms and Drawings and Document Internal Maintenance Practices	1	24	8	32		65	$7,607.00
	Total Hours	2	32	8	32	2	76	
	Current Billing Rate	$167.00	$138.00	$112.00	$101.00	$85.00		
	Total Labor Cost	*$334.00*	*$4,416.00*	*$896.00*	*$3,232.00*	*$170.00*		***$9,048.00***
	Direct Expenses							
	Project Total							**$9,048.00**

City of Washougal
PUBLIC WORKS PURCHASING

Contract Information Form *(This Form Must Accompany Every Contract)*

Contract Title: OTAK 2022 MS4 Compliance: Manual Adoption

Vault Filing Number: 10-45-412

Vendor Name: OTAK

Vendor Number: 2102

Contract Overview: OTAK 2022 MS4 Compliance: Manual Adoption

Contract Total: $21,385.00

Project Manager: Rob Charles Ext: ______ Department: Public Works

Project Number: N/A

Budget Code(s): 403-09-531-415-5041

Engineer's Project Estimate: $ N/A

Contract Price: $ $21,385.00

Type of Procurement Method: MRSC Roster Consultant Solicitation

Project specifically identified in approved budget: N/A ☐ YES ☑ NO ☐ * if NO see below if project cost is greater than **$50,000** for public works, professional services, and personal services.

Does project change exceed administrative discretion threshold? N/A ☐ YES ☐ NO ☑

If project exceeds administrative threshold, was it approved by Council? YES ☐ NO ☐ Click here to enter a date.

Gateway to the Gorge **PROCUREMENT JUSTIFICATION**

Date: 12/31/2021 From: Rob Charles Department: Engineering Account # 403-09-531-415-5041

Project: OTAK 2022 MS4 Compliance: Manual Adoption Project # N/A

	Consultant #1	Consultant #2	Consultant #3
Vendor Name:	OTAK	PLS Engineering	HHPR
Address:	808 SW 3RD AVE, SUITE 800	604 W Evergreen Blvd	1220 Main Street Suite 150
City, State	PORTLAND, OR 97204	Vancouver, WA 98660	Vancouver, WA 98660
Phone			
Email	trista.kobluskie@otak.com	andrew@plsengineering.com	saraho@hhpr.com

DESCRIPTION	**RANKING**					**RANKING**					**RANKING**				
	1	**2**	**3**	**4**	**5**	**1**	**2**	**3**	**4**	**5**	**1**	**2**	**3**	**4**	**5**
Experience with type of project	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
Quality of previous	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
Ability to meet contract deadlines	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
Responsiveness to solicitation	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
Compliance with statues and rules	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
References	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
Staff availability for project	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
Financial capacity	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
Other:	☐	☐	☐	☐	✔	☐	☐	☐	☐		☐	☐	☐	☐	
TOTAL POINTS	Awarded Contract					Did not submit proposal					Did not submit proposal				

Notes: ______

Most Qualified Vendor: MRSC Roster Selection Date: ______ PO # Assigned: ______

Authorized Signature: ______ Date: ______

City of Washougal, Washington
PROFESSIONAL SERVICES AGREEMENT

Project Name_______2022 MS4 Compliance: Manual Adoption_________

This Agreement made and entered into this 3rd day of **February** 2022, by and between the City of Washougal, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City," and **OTAK** hereinafter referred to as "Contractor," whose address is: **808 SW 3rd AVE, Suite 800, Portland, OR 97204.**

WHEREAS, the City desires to engage the Contractor to provide **MS4 Compliance** Services and other related professional services for **the MS4 Compliance: Manual Adoption** , and Contractor has agreed to offer its professional services to perform said work, and

WHEREAS, the Contractor has represented by entering into this Agreement that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, using the skill and care of members of the same profession performing similar services and practicing under similar circumstances at the same time and int the same locale (the "Standard of Care"),

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES: The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, to the Standard of Care, the services hereafter set forth in connection with this Agreement.

1. **Scope of Services:** Contractor agrees to:
   a) See attached Scope and Rates in **SCOPE AND RATES DATED 12/21/2021**
   b) Notwithstanding the provisions of section 14, "Amendments," the City may add other related professional services at its discretion.

   This Agreement is a purchase of professional services at the hourly rates set forth in EXHIBIT B. Payment for these services are for time and materials not to exceed **$ 21,385.00** unless authorized in writing by the City. If additional time is needed, please refer to Section 4 of this agreement. A written amendment must be attached.

2. **Relation of Parties:** The Contractor, its sub-consultants, agents and employees are independent contractors performing professional services for City and are not employees of the City. The Contractor, its sub-consultants, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees. The Contractor, sub-consultants, agents and employees shall not have the authority to bind City in any way except as may be specifically provided herein.

3. **Time of Performance:** The service of the Contractor is to commence as soon as practicable after the execution of this Agreement. It is agreed, services hereunder shall begin as of:

   Begin date of **January 1, 2022**, and be completed as of:
   End Date **December 31, 2023**

4. **Delays and Extensions of Time:** If the Contractor is delayed at any time in the progress of providing service covered by the Agreement, by any causes beyond Contractor's control, the time for performance may be extended by such time as shall be mutually agreed upon by Contractor and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to City.

5. **Compensation and Schedule of Payments:** City shall pay the Contractor at the rates indicated in Section 1 for work performed under the terms of this Agreement. This is the maximum amount to be paid under this Agreement and it shall not be exceeded without City's prior written authorization in the form of a negotiated and executed supplemental agreement. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the project as set forth herein. The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any. Payments will be submitted by mail or courier to City Hall located at 1701 C Street, Washougal, WA 98671. No faxed copies for payment will be accepted. Payments to Contractor shall be made within thirty (30) days from submission of each invoice.

   The City reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. City and Contractor agree that any amount paid in error by City does not constitute a rate change in the amount of the contract. The City's project name annotated on the executed copy of the contract **must** be referenced on any invoice submitted for payment.

6. **Ownership of Records and Documents:** All materials, writings and products produced by Contractor in the course of performing this Contract shall immediately become the joint property of the City and Contractor. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such materials, writing and products to the City. A copy may be retained by the Contractor.

7. **Termination:** This Agreement may be terminated by either party upon not less that fifteen (15) days written notice. Additionally, this Agreement may be suspended in accordance with Section I of City of Washougal Resolution 1051.

8. **Evaluation and Compliance with the Law:** The Contractor shall have the authority to control and direct the performance and details of the work described herein. The Contractor agrees to comply with all relevant, federal, state and municipal laws, rules and

regulations.

9. **City Business and Occupation License & E-Verify Program:** Prior to performing work under this Agreement, Contractor shall secure a City of Washougal Business and Occupation License under W.M.C. 5.04.020.

   The Contractor shall be registered with the Department of Homeland Security E-Verify Program. The Contractor shall provide a fully executed Declaration of Participation in E-Verify Program Form to the City. If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien.

10. **Liability and Hold Harmless:** Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the work hereunder. All work shall be done at Contractor's risk.

    The Contractor shall defend indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, to the extent caused by the negligent acts, omissions or misconduct of the Consultant, in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

    Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence or misconduct. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

11. **Debarment, Suspension Or Ineligibility**: The Contractor, defined as the primary participant and its principals, certifies that to the best of its knowledge and belief that they:
    a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions with the City;
    b) Have not within a three (3) year period preceding this contract, been convicted of

or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above;
d) Have not, within a three (3) year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause of default;
e) Where the Contractor is unable to certify to any of the statements in this document, Contractor shall attach an explanation.

The Contractor agrees by submitting this contract that it shall not knowingly enter into any lower tier covered transaction with a person or business that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract.

12. **Insurance:** The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

No Limitations: Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance: Contractors required insurance shall be of the types and coverage as stated below:

a) Automobile Liability: insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
b) Commercial General Liability: insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 0509 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as

an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

c) Workers' Compensation: coverage as required by the Industrial Insurance laws of the State of Washington.

Minimum Amounts of Insurance: Contractor shall maintain the following insurance limits:

a) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.
b) Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products-completed operations aggregate limit.

City Full Availability of Contractor Limits: If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

Other Insurance Provision: The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Verification of Coverage: Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

Subcontractors' Insurance: The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

Notice of Cancellation: The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

Failure to Maintain Insurance: Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

13. **Notices:** All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed, postage paid, as follows:

City:	Contractor:
City of Washougal	**NAME:** **OTAK**
1701 "C" Street	**ADDRESS:** **808 SW 3rd AVE, Suite 800**
Washougal, WA. 98671	**CITY STATE ZIP:** **Portland, OR 97204**

14. **Amendments:** This Agreement shall not be altered, changed, or amended, except by an instrument in writing executed by the parties hereto. Any changes in the scope of work or compensation shall be mutually agreed upon between City and the Contractor and shall be incorporated in written amendments to this Agreement.

15. **Scope of Agreement:** This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents, shall be valid or enforceable unless set forth in this Agreement.

16. **Ratification:** Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

17. **Governing Law/Venue:** This Agreement shall be deemed to have been executed and

delivered within the State of Washington and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The Contractor shall have legal authority to enter into this Agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

DATED this 3rd day of February, 2022.

CITY OF WASHOUGAL, a Municipal Corporation

BY: DocuSigned by: David Scott
7A677B6C1643497...
City Manager

ATTEST:

DocuSigned by: Jennifer Forsberg
ECB54C42E720462...
Finance Director

Approved as to Form:

DocuSigned by: Kenneth Woodrich
6449CBA4B0024E3...
City Attorney

CONSULTANT, *OTAK*

BY: DocuSigned by: Trista Kobluskie
1B475F3C97914A6...

Title: Senior Stormwater Planner

<u>Scope of Service</u>

City of Washougal

2022 MS4 Compliance: Manual Adoption

Scope of Work

Otak Project No. 20304.B00
December 21, 2021

Project Understanding

The City of Washougal operates a storm sewer system to control, convey, treat, and dispose of municipal stormwater. Most stormwater runoff is conveyed to surface receiving waters, regulated by Washington Department of Ecology under the federal Clean Water Act and the Washington State Water Pollution Control Law (Revised Code of Washington 90.48).

Washougal must meet conditions under its National Pollutant Discharge Elimination Systems Western Washington Phase II Municipal Stormwater Permit (NPDES permit), issued by Ecology to discharge runoff to waters of the state. The City has requested Otak's assistance in adopting an updated engineering manual.

Tasks

1. Project Management

Otak will plan, manage, and execute the tasks described in this scope of work in accordance with the schedule, budget, and quality expectations that are established. Otak will adjust scope of work for optional tasks if this task is requested by the City.

TASK 1 DELIVERABLES

- Schedule and one update
- Monthly invoice and status report (up to 12)

TASK 1 SCHEDULE AND ASSUMPTIONS

- Project is 3 months long, without optional tasks, and up to 13 months long with optional tasks
- Permit due date is June 30, 2022, for adoption of the manual, and Otak intends to complete the final draft by end of January 2022
- Coordination meetings will be charged to the task working on

2. Adopt 2019 SWMMWW

Otak will assist the City in meeting the requirements of S5.C.6.a and b of the NPDES Permit. These requirements are met by adopting the 2019 Stormwater Management Manual for Western Washington (2019 SWMMWW) for both "Controlling Runoff from New Development, Redevelopment, and Construction Sites" and "Operations and Maintenance."

Otak will:

- Review the 2016 Washougal Engineering Standards and the City's standard drawings for stormwater and erosion control for conformance to the 2019 SWMMWW and discuss findings with the City.
- Revise the 2016 Engineering Standards to adopt the 2019 SWMMWW, update any cross references to the 2014 SWMMWW to the pertinent sections of the 2019 SWMMWW, and revise language relating to exceptions or modifications to the manual, if needed.

TASK 2 DELIVERABLES

- Draft and final Revised 2016 Engineering Standards

TASK 2 ASSUMPTIONS

- Permit due date is June 30, 2022, for adoption of the manual, and Otak intends to complete the final draft by end of January 2022.
- Updates to permit application forms and guidance forms for small projects may be updated at a later date.
- One round of review for Engineering Standards.
- No City Council adoption of these documents is needed.

3. Update Related Forms and Drawings and Document Internal Maintenance Practices

Otak will assist the City in meeting the requirements of S5.C.7.a of the NPDES Permit. These requirements are met documenting the practices, policies, and procedures the City uses to reduce stormwater impacts associated with runoff from all lands owned or operated by the permittee, including road maintenance activities, in accordance with S5.C.7.d. The City needs to create Standard Operating Procedures that include these activity components:

- Pipe cleaning
- Cleaning of culverts that convey stormwater in ditch systems
- Ditch maintenance
- Street cleaning
- Road repair and resurfacing, including pavement grinding
- Snow and ice control
- Utility installation
- Pavement striping maintenance
- Maintaining roadside areas, including vegetation management
- Dust control
- Application of fertilizers, pesticides, and herbicides according to the instructions for their use, including reducing nutrients and pesticides using alternatives that minimize environmental impacts
- Sediment and erosion control
- Landscape maintenance and vegetation disposal
- Trash and pet waste management
- Building exterior cleaning and maintenance

At the City's request, Otak will perform any of the below-listed tasks on an hourly basis up to a maximum $14,454 of charges. Scope of work to be agreed by both parties before proceeding.

- Create standard operating procedures (SOPs) for internal maintenance practices.
- Revise standard drawings.
- Update cross references to the 2014 SWMMWW in the permit application forms and guidance forms for small projects.

TASK 3 DELIVERABLES

- To Be Determined

TASK 3 ASSUMPTIONS

- Permit due date is December 31, 2022 for SOPs.
- Updates to permit application forms and guidance forms for small projects may be updated at a later date.

2022 MS4 Compliance: Manual Adoption

Fee Estimate
Otak Project #20304.B00
12/21/2021

Task	Description	Sr. PM - Planner I	Planner IV	Civil Engineer V	Engineering Designer IV	Planner Associate III	Project Admin. Asst.	Total Hours	Total Budget by Task
1	Project Management	1	4	12			2	19	$2,593.00
2	Adopt 2019 SMMWW	1	8	20			2	31	$4,297.00
3	Update Related Forms and Drawings and Document Internal Maintenance Practices	1	4	18	18	88	4	133	$14,495.00
	Total Hours	3	16	50	18	88	8	183	
	Current Billing Rate	$167.00	$150.00	$138.00	$112.00	$101.00	$85.00		
	Total Labor Cost	*$501.00*	*$2,400.00*	*$6,900.00*	*$2,016.00*	*$8,888.00*	*$680.00*		***$21,385.00***
	Direct Expenses								
	Project Total								**$21,385.00**

City of Washougal

2022 MS4 Compliance: Manual Adoption

Amendment 1 - Scope of Work

Otak Project No. 20304.B00
November 7, 2022

Amendment 1

This document amends the existing agreement between the City of Washougal and Otak dated February 3, 2022. This amendment includes scope of work to provide stormwater compliance support to finalize the Standard Operating Procedures (SOPs) and help with the development of recordkeeping documents. This amendment also includes training time to go over the updated permit application and guidance forms for small projects.

Scope of Work

The following tasks shall be amended to include additional items as follows:

1. Project Management

This task includes project management time to add these additional scope items to the contract, invoicing, coordinate tasks, and perform the quality control review of deliverables.

2. Adopt 2019 SWMMWW

No additional scope to add to this task.

3. Update Related Forms and Drawings and Document Internal Maintenance Practices

Otak will continue to assist the City in meeting the requirements of S5.C.7.a of the NPDES Permit by providing stormwater compliance support to finalize ten (10) SOPs that have been created but not finalized with maintenance personnel. Otak will also develop recordkeeping documentation forms including checklists, inspection forms, tracking sheets, and mapping as needed.

This task also includes training time to go over the updated permit application and guidance forms for small projects with City personnel.

TASK 3 DELIVERABLES

- Final copies of ten (10) Stormwater SOPs.
- Stormwater SOP tracking table that summarizes all SOPs and related equipment, mapping, documentation, and general notes.

- Recordkeeping documentation as requested, not defined at this time.

TASK 3 ASSUMPTIONS

- Need to address one additional round of comment from the City on four (4) Stormwater SOPs before finalizing.
- Will address up to two (2) rounds of comments on six (6) Stormwater SOPs that have been drafted but not yet reviewed by the City.
- Permit due date is December 31, 2022 for SOPs.
- The training session(s) is assumed to include two (2) hour training session(s) with two (2) Otak personnel attending.

Schedule

No significant schedule changes are expected.

Budget

We estimate that we can complete the additional services described in this amendment for **$9,048**, see attached Fee Estimate. The new not-to-exceed budget total for the project will be $21,385 + $9,048 = **$30,433**.

2022 MS4 Compliance: Manual Adoption

Fee Estimate

Otak Project #20304.B00

11/7/2022

		Trista	Amy	TBD	Cody			
Task	***Description***	*Sr. PM - Planner I*	*Civil Engineer V*	*Engineering Designer IV*	*Planner Associate III*	*Project Admin. Asst.*	***Total Hours***	***Total Budget by Task***
1	Project Management	1	8			2	11	$1,441.00
3	Update Related Forms and Drawings and Document Internal Maintenance Practices	1	24	8	32		65	$7,607.00
	Total Hours	2	32	8	32	2	76	
	Current Billing Rate	$167.00	$138.00	$112.00	$101.00	$85.00		
	Total Labor Cost	*$334.00*	*$4,416.00*	*$896.00*	*$3,232.00*	*$170.00*		***$9,048.00***
	Direct Expenses							
	Project Total							**$9,048.00**

Exhibit A

Contract and Agreement Approval Thresholds
As Amended November 9, 2020

The expenditure of public funds for the purchase of and contracting for goods, services, supplies and materials and all other contracts and agreements shall comply with all applicable state law requirements set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable federal laws and regulations.

The City Council authorizes the City Manager, or designee, to enter into and execute on behalf of the City all contracts and/or agreements specifically budgeted for, and the following contracts and/or agreements without individual approval of each contract and/or agreement by the City Council, so long as the contract and/or agreement is consistent with the approved budget for the City, and the City's liability under the contract and/or agreement does not exceed available fund balances. The amounts authorized below are excluding sales tax.

A. Professional Service Contracts and Agreements - including, but not limited to contracts and agreements for architectural, engineering, legal and consulting services involving a cost or fee of less than $50,000.
B. Maintenance/Service Contracts and Agreements - for nonprofessional services involving a cost or fee of less than $50,000.
C. Lease Agreements- for materials, supplies, and equipment where the expenditures or fee does not exceed $50,000 per year.
D. Interlocal Agreements- where no expenditure is involved
E. Projects and Services Individually Identified in Budget- contracts and/or agreements for all projects and/or services that are specifically identified and funded in the adopted budget regardless of cost. If the project and/or service was not specifically identified and funded in the adopted budget the cost will not exceed $50,000.
F. Settlement Agreements - involving a cost or fee of less than $50,000, not including retention of legal counsel and expert consultants, involving risk management claims or suits.
G. Other Routine Agreements - where no expenditure is involved, or the cost, expenditure or fee does not exceed $50,000.
H. Contracts and/or agreements which carry out or implement a provision of the Washougal Municipal Code or established city policy, e.g., maintenance or performance bonds for plat improvements.
I. Memorandum of Understanding regarding existing Collective Bargaining Agreements – where no expenditure is involved.
J. Sale of Surplus Property - with an estimated value of $50,000 or less, which has been certified for disposition, such sale or disposition to be made by the administration in accordance with applicable law and any procedures established by the Finance Director or designee deemed to be in the best interests of the City.
K. Change orders to all city contracts and/or supplemental agreements:~~, regardless of contract and/or agreement price, where the total of all change orders and/or supplemental agreements does not exceed fifteen percent (15%) of the original contract and/or agreement price.~~ when the original contract or agreement does not exceed $50,000, or in the case of specifically budgeted projects or services, does not exceed the budgeted amount, multiple change orders or supplemental agreements may be approved provided the total of the original contract and change orders and/or original agreement and supplemental agreements does not exceed $50,000 plus 15%, or in the case of specifically budgeted projects or services, does not exceed the budgeted amount plus 15%.The breaking down of any purchase, contract and/or agreement into units or phases for the purpose of avoiding these maximum dollar thresholds is prohibited.

The City Manager, in the City Manager's discretion, may present any contract and/or agreement to the City Council for prior approval, even if the contract and/or agreement may be approved without prior City Council approval.

Explanation Chart

Type of Contract	**Letter Reference**	**City Manager or Designee Maximum Authorization (excluding tax)**
Professional Service Contracts and Agreements	A	$50,000
Maintenance/Service Contracts and Agreements	B	$50,000
Lease Agreements	C	$50,000 per year
Interlocal Agreements	D	Where no expenditure is involved
Contracts and Agreements for Projects or Services Individually Identified in Budget	E	No limit if individually identified and funded in approved budget
Contracts and Agreements for Projects or Services Not Individually Identified in Budget	E	$50,000 if not specifically identified and funded in approved budget but still within current budget
Settlement Agreements	F	$50,000
Other Agreements	G	$50,000
Contracts that carry out WMC or City Policy	H	no limit
Memorandum of Understanding	I	Where no expenditure is involved
Authorize Sale of Surplus Property	J	$50,000
Change Orders and Supplemental Agreements	K	Not to exceed 15% over $50,000 for non-budgeted items or 15% of total budgeted amount for budgeted items ~~original contract or agreement price~~

City of Washougal
2023 Legislative Agenda

Restore and maintain existing infrastructure funding programs – our infrastructure is aging, and cities can't keep up with increasing demands. New investments are necessary. To achieve this, we need the **Public Works Assistance Account, Transportation Improvement Board, Recreation and Conservation Office** and other infrastructure programs to remain intact, adequately funded, and stable, allowing for sustained investments in our local infrastructure.

Extend time allowed for expenditure of Impact Fees and System Development Charges – Cities have had to delay significant infrastructure projects due to the impacts of the COVID-19 pandemic, supply chain issues and the growing cost of construction. As we recover, **additional time in which to expend Impact Fees and System Development Charges will assist local communities** in delivering important infrastructure and community amenities.

Provide funding for transportation needs – State funding assistance is critical to the maintenance and improvement of our local transportation system. Adopt state funding assistance that emphasizes maintenance/ preservation and provides an equitable level of local funding as well as additional local revenue options for cities. Continued investments are needed, including projects in our region. **We support the Clark County Transportation Alliance 2023 Policy Statement.**

Local government funding and local authority – Preserve and enhance state shared revenues for cities, guard existing local option revenue authorities and expand local option revenue tools. Provide cities greater flexibility to use funds from existing revenue sources. This will allow cities the ability to adapt locally to direct scarce resources where they are most needed when responding to pressing community conditions.

Increase housing availability & affordability - Support a proactive approach that creates new tools, incentives, and revenues that cities can use to help increase housing supply and address affordability.

Provide funding for specific Washougal capital and transportation projects: (see individual project sheets)

- <u>City of Washougal and Fort Vancouver Regional Library District Civic Campus Project - $2M:</u> provide funding for multi-faceted project including a new Dog Park, water play feature, new multi-purpose outdoor plaza for community/senior center, required parking for the new FVRL Washougal Library branch and expansion of existing campus public parking to serve the growing Washougal Towncenter.

- <u>Washougal Town Center Transportation Access Improvements - ($80M):</u> improve corridors connecting Washougal including **32nd Street Rail Underpass**; Town Center Connectors; 27th/Index Improvements for Port and SR-14 access (total $80M in phases)

- <u>SR-14 West Camas Slough Bridge - $45M:</u> develop parallel bridge structure for westbound traffic and added capacity (joint request with City of Camas and Port of Camas Washougal)

Clark County Transportation Alliance
2023 Policy Statement

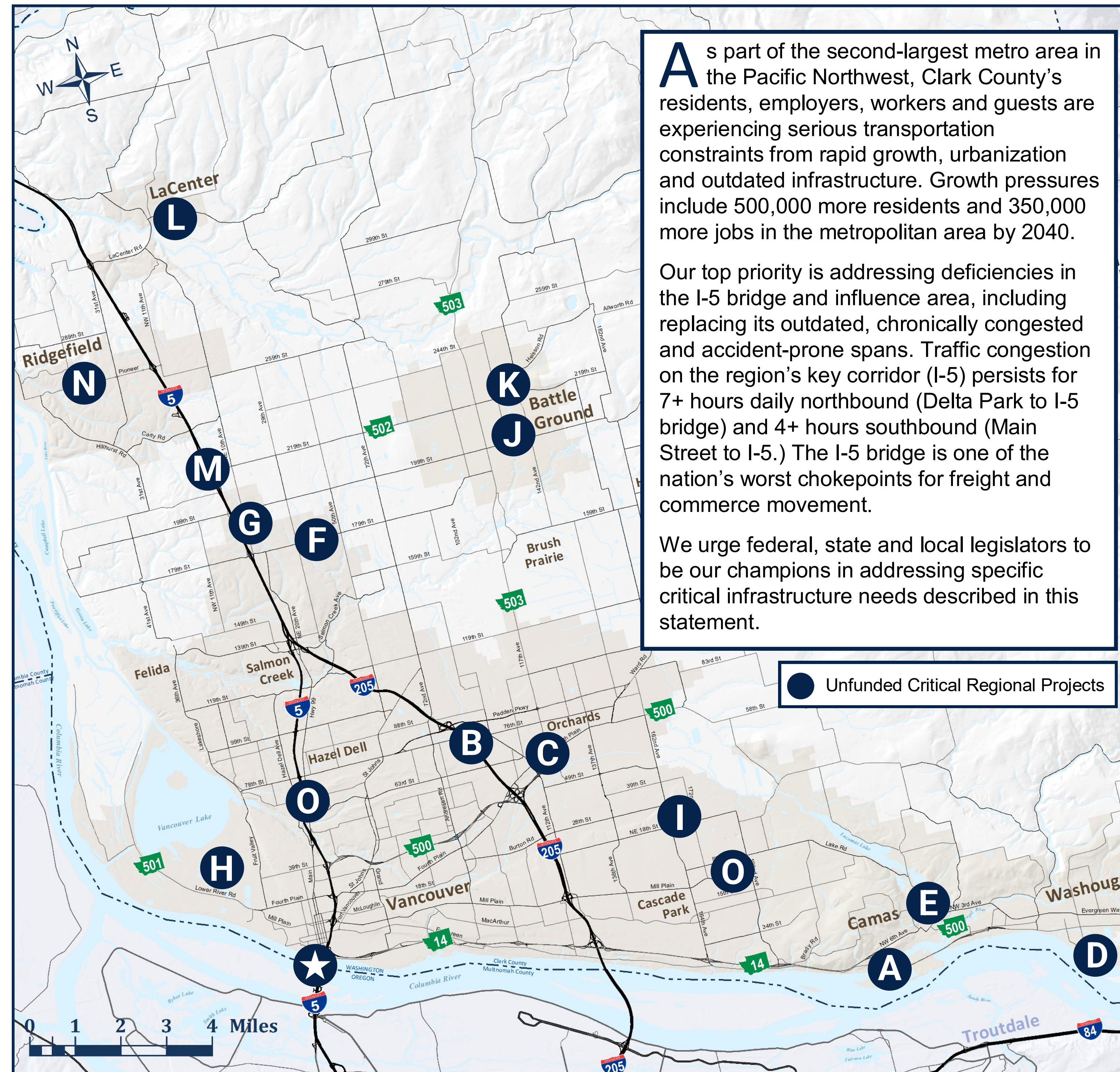
[LOGOS HERE]

Sponsoring Organizations:

[LIST HERE]

For more information, contact admin@iccbusiness.org or call 360.695.4116

Clark County Transportation Alliance
2023 Policy Statement



As part of the second-largest metro area in the Pacific Northwest, Clark County's residents, employers, workers and guests are experiencing serious transportation constraints from rapid growth, urbanization and outdated infrastructure. Growth pressures include 500,000 more residents and 350,000 more jobs in the metropolitan area by 2040.

Our top priority is addressing deficiencies in the I-5 bridge and influence area, including replacing its outdated, chronically congested and accident-prone spans. Traffic congestion on the region's key corridor (I-5) persists for 7+ hours daily northbound (Delta Park to I-5 bridge) and 4+ hours southbound (Main Street to I-5.) The I-5 bridge is one of the nation's worst chokepoints for freight and commerce movement.

We urge federal, state and local legislators to be our champions in addressing specific critical infrastructure needs described in this statement.

A CALL TO FURTHER ACTION

I-5 Bridge Replacement and Influence Area Improvements

Action #1

Support Timely I-5 Bridge Replacement: We fully support replacement of the I-5 bridges and related corridor improvements:

- Supplemental EIS: support timely completion of studies, reports and permit applications
- Bi-state legislative consensus: drive toward regional consensus for long-term solution responsive to economic prosperity, climate stewardship and social equity
- Funding commitments: secure balanced project funding including emerging federal bridge and transit grants, commitments from both states and local contributions

The I-5 spans are functionally obsolete and require outsized maintenance investments to remain operational. A bi-state approach focused on practical solutions that improve mobility throughout this primary freight, commerce and commuter corridor is a regional imperative congruent with the 2002 I-5 Corridor Strategic Plan.

Additionally, we place high priority on long-range land-use and transportation corridor planning given steadily rising population and commerce forecasts.

105-year old I-5 Bridge

Regional Maintenance and Operations Needs

Action #2

Pursue Funding to Advance State of Good Repair and Operations: carefully evaluate recommendations of the Joint Transportation Committee's Statewide Transportation Needs Assessment, and consider enhanced and new funding models (e.g. road-usage charge).

Fund Critical Area Operations: dedicate additional maintenance, planning and traffic operations funds for critical urban areas (SR-14, SR-500, I-5, I-205) to optimize safety and mobility on our existing system.

The 2022 Move Ahead Washington package was a welcome down payment on our maintenance and preservation backlog. Additional funding is needed to support our regional economy and community with an optimized transportation network.

Catalytic Economic Development Investments

Action #3

Fund Job- and Employer-Enabling Improvements: support funding catalytic investments, which serve the objective of accelerating shovel-ready land for jobs and industry expansion.

- Prioritize prime opportunities:
  - Discovery Corridor (I-5/179th St)
  - Section 30 (SE 1st St)
  - Washougal Town Center/Port of Camas Washougal (32nd St)
  - Port of Vancouver USA Industrial Corridor (NW 32nd Ave)
- Support long-range transportation corridor scenario planning and needs analysis
- Refine tax increment financing (TIF) to facilitate economic and infrastructure opportunities
- Stabilize statewide programs including the Public Works Trust Fund, CERB, FMSIB, TIB, and FRAP

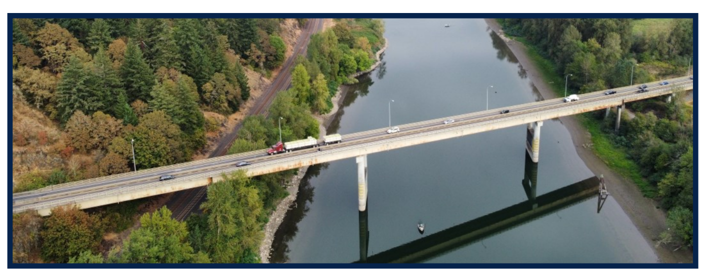
Critical Regional Projects and Needs

Action #4

Fund Regionally Critical Projects to Address Immediate Needs: secure funding for priorities that reduce congestion hotspots, improve safety and deliver multi-modal investments. Each project has been vetted through the regional planning process.

Following are critical regional projects (*lead agency*):

A) West Camas Slough Bridge Widening ($50M): develop parallel bridge structure for westbound SR-14 traffic and added capacity *(WSDOT)*



West Camas Slough Bridge

B) I-205/SR-500 to Padden Exwy ($50M): add auxiliary lanes to address congestion hotspot *(WSDOT)*

C) SR-500/Fourth Plain/SR-503 ($20M): following recent planning study, provide funds for initial intersection improvement to address congestion hot spot *(WSDOT)*

D) Washougal Town Center Transportation Access Improvement ($80M): improve corridors connecting Washougal including 32nd Street Rail Underpass; Town Center Connectors; 27th/Index Improvements for Port and SR-14 access *(City of Washougal)*

Continued...

E) SR-500/Everett St Corridor Improvements Phase 1 ($15M): install new Lacamas Lake Bridge above the floodplain with multimodal capacity *(City of Camas)*

F) 179th St from NE 15th to NE 50th Ave ($65.7M): improve roadway to multimodal arterial standards supporting expanded capacity and economic development opportunities *(Clark County)*

G) NE 15th Ave from 179th St to NE 10th Ave ($21.8M): add arterial connection to increase capacity in conjunction with 179th/I-5 interchange upgrade *(Clark County)*

H) NW 32nd Ave Industrial Corridor ($125M): planning, engineering, environmental review for new north-south freight arterial *(City of Vancouver)*

I) NW 18th St at 138th Ave to 192nd Ave ($40M): arterial widening and multi-modal upgrade; leverages significant private sector investments *(City of Vancouver)*

J) Eaton Blvd from SW 20th Ave to SR-503 ($3.3M): improve roadway to urban arterial standards and improve traffic safety *(City of Battle Ground)*

K) Downtown Revitalization and Circulation Study ($0.35M): planning and design for downtown circulation plan including focus on alternative transportation options *(City of Battle Ground)*

L) E 4th St Widening/Brezee Creek Culvert ($12M): complete street makeover with fish bearing culvert replacement for improved environmental outcomes *(City of La Center)*

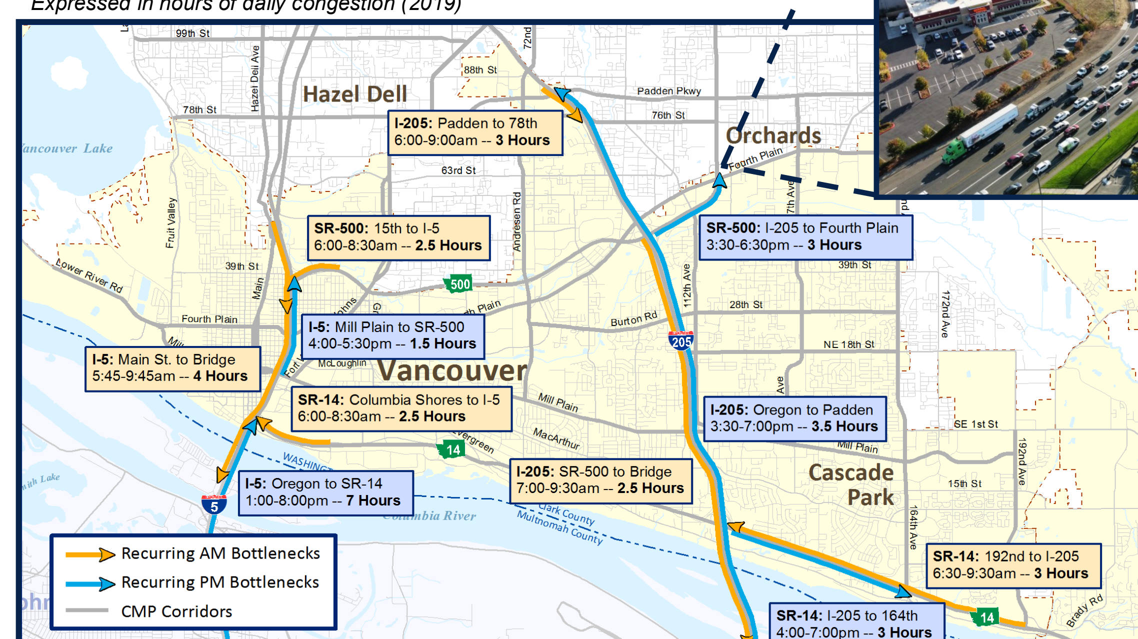
M) NW 219th St Extension/I-5 to Hillhurst Rd ($5M): add western ramp access at I-5 and arterial street extension to Hillhurst Rd *(City of Ridgefield)*

N) SR-501/Pioneer between 56th and 51st Ave ($10M): improve roadway to multimodal standards supporting economic development and community partnership opportunities *(City of Ridgefield)*

O) Public Transit ($10M): help fund construction of C-TRAN's extension of the Fourth Plain BRT line to connect both Mill Plain and Fourth Plain lines at its new East Mill Plain Transit Center *(C-TRAN)*

Peak AM/PM Traffic Bottlenecks

Expressed in hours of daily congestion (2019)



Courtesy SW Regional Transportation Council

Facilitating Transportation Mobility, Economic Growth and Equity

We urge legislators to embrace the following priorities where possible:

- Support the evaluation of transportation investments to help ensure equity and climate goals
- Support broadband infrastructure to disperse economic opportunity, foster telecommuting and better compete in the evolving digital economy
- Support funding to adequately maintain the Columbia River marine highway shipping channel for the next 20-years, and for ongoing implementation of the channel maintenance plan
- Fund regionally significant freight mobility improvements for river, road and rail for Ports, as well as track improvements for the county-owned Chelatchie Prairie Railroad
- Support the Workforce Impact Fund to increase the supply of highly skilled and job ready individuals
- Support ($3.5M) the Port of Vancouver USA's Terminal 1 Waterfront development project for safety, commerce and tourism
- Enhance or expand funding programs to improve Complete Streets by promoting safety and accessibility for everyone, including increased funding for safe bike and pedestrian pathways, sidewalks and street crossings
- Actively embrace smart technologies to ease pressures on the transportation grid and improve safety for all users

SR-500/Fourth Plain