



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MEETING
MINUTES
Monday, January 10, 2022
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/84271274933>

I. CALL TO ORDER

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

II. ROLL CALL

Present: Mayor Rochelle Ramos and Councilmembers Michelle Wagner, David Stuebe, Molly Coston, Julie Russell, and Ernie Suggs

Staff:

David Scott, City Manager
Kenneth Woodrich, City Attorney
Trevor Evers, Director of Public Works
Jennifer Forsberg, City Clerk/Finance Director
Mitch Kneipp, Community Development Director
Wendi Steinbronn, Police Chief
Jeanette Cefalo, Human Resources Director
Teresa Stedman, Human Resources & Risk Director
Michelle Wright, Public Works Business Administrator
Rob Charles, City Engineer
Rose Jewell, Assistant to the City Manager

III. PUBLIC COMMENTS

None

IV. NEW BUSINESS

A. Public Works: Community Center and Council Chambers Logo and Lettering

Michelle Wright presented the logo design and artwork for the community center and council chambers.

B. Public Works: Professional Services Agreement with OTAK for SMAP (Stormwater Management Action Planning)

Rob Charles presented the following:

- Stormwater Management Action Plan (SMAP)
- Part of the National Pollutant Discharge Elimination System (NPDES)
- Recommendation for policy and implementation
- SMAP follow up steps
- Finalize plan with Dept. of Ecology
- Public input will be solicited
- Next step is to authorize psa at the January 24th meeting

C. City Manager's Office: Updated Council Goals 2021-2022

David Scott brought forward the amended council goals for review. Council concurred to include the additional four items under Parks, Recreation and Trails.

V. PUBLIC COMMENTS

None

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott welcomed everyone to 2022.

Zoom versus in-person meetings was discussed. Council concurred to stay on virtual meetings for now.

B. MAYOR

Deferred to council.

C. CITY COUNCIL

Councilmember Coston gave an update from CTRAN and spoke about the new transportation option.

Councilmember Wagner announced the upcoming parks board meeting and Marshall Scholarship application period.

Councilmember Stuebe complimented public works staff for their efforts during the recent inclement weather, inquired about the status disc golf course, and comment on recent stolen packages in the area.

Councilmember Suggs inquired about the status of Campen Creek Bridge repair and Steamboat Landing Dock.

VII. ADJOURNMENT

Mayor

City Clerk





Community Center Updates



City of Washougal

Stormwater Management Action Planning (SMAP)

January 10, 2021 | Presented by Rob Charles



City of Washougal

SMAP

- As part of the city's National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Permit, the city is required to complete an analysis of where potential stormwater quality can be improved in the city.
- The purpose of SMAP is to find a location where the City could make a measurable improvement in a stream, lake, or river by better managing and treating stormwater in the area, through either additional stormwater treatment facilities, enhanced maintenance activities, or other methods to achieve the final goal.
- After a location has been selected, the City will create a Stormwater Management Action Plan, that would include any potential Capital Improvement Projects (CIPs), enhanced maintenance plans, or areas of increased outreach and inspection frequency. Recommendations for targeted policy and procedure implementation will also be included.
- The Department of Ecology (DOE) is providing a grant in the amount of \$97,020 for this project and will have heavy oversight into the means and methods as to how the city achieves its final plan. The remaining funding of \$48,936 will come from city stormwater revenues bringing the total SMAP contract amount to \$145,956.



SMAP

The project will be completed in the following steps;

- 1) Assess receiving water conditions in the city based on land uses, land cover, impervious surface contributions, traffic volumes, and any stormwater treatment facilities. This will provide a receiving water assessment for the city to review.
- 2) Review the receiving water assessment and prioritize which basin should be selected for capital improvements or increased maintenance, or other non-structural stormwater management activities based on scientific data. The public will also be solicited for their input on basin selection and their input will be reviewed before final selection of a targeted basin.
- 3) Create the Stormwater Management Action (SMA) for the selected basin which may include new stormwater facilities, enhancing existing stormwater facilities, or enhanced maintenance activities within the basin. Prepare cost estimates for the SMA's. Provide this information to the public so they can provide feedback to the city on the proposed SMA's.
- 4) Finalize the plan with Ecology. DOE offers grants for construction of the proposed SMA's when the plan is completed.



Next Steps

- At the next regular meeting, this item will be on the consent agenda. The action will be to authorize the city manager to execute a PSA with OTAK, Inc. for the SMAP scope of work in the amount of \$145,956.



Questions?



City of Washougal

City of Washougal, Washington

PROFESSIONAL SERVICES AGREEMENT

Project Name Stormwater Management Action Planning

This Agreement made and entered into this _____ day of _____ 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 Professional Stormwater Management Services and other related professional services for Stormwater Management Action Planning (SMAP), 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, to the standards required by City,

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES: The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, in a satisfactory and proper manner, as determined by City, 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 12/28/2021**
 - 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 **\$ 145,956.00** 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, 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 than 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 as 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:

City of Washougal
1701 "C" Street
Washougal, WA. 98671

Contractor:

NAME: OTAK
ADDRESS: 08 SW 3rd AVE, Suite 800
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 _____ day of _____, 2022.

CITY OF WASHOUGAL, a Municipal Corporation

BY:

City Manager

ATTEST:

Approved as to Form:

Finance Director

City Attorney

CONTRACTOR, *CONTRACTOR NAME HERE*

BY:

Title:

Scope of Service



Washougal Stormwater Management Action Planning

Scope of Work

Otak Project 20155
12/28/2021

Understanding

The City of Washougal will complete a Stormwater Management Action Plan (SMAP) in compliance with the Comprehensive Stormwater Planning requirements of the National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater Permit (Permit). The City has also received a grant from the Washington Department of Ecology for the "Washougal Stormwater Management Action Plan (SMAP)" under agreement WQC-2022-WashPW-00041. The plan will be intended to meet both permit requirements and the grant requirements, and the elements will be completed as separate deliverables in phases.

The project length is approximately 15 months.

Overall Project Assumptions

- City will prepare communications with Ecology for the grant, including submitting deliverables and preparing status reports. Otak will support communications by submitting project deliverables and a monthly status report detailing work completed during the period.
- City will consolidate review comments and resolve conflicting directions before providing to Otak.
- Otak will generally provide responses to Ecology's comments via replies to Ecology's comments on Word documents. The City may wish to consolidate comments in a spreadsheet or table before providing to Ecology.

1. Project Management

The purpose of this task is to manage the project through its lifetime and deliver products that meet the contract and Ecology's grant terms, scope of work, and schedule.

A. Otak will:

- Manage the contract.
- Prepare a schedule and a quarterly update.
- Prepare a monthly status report to track schedule and earned value of the project.

B. Otak will coordinate with the City internally by:

- Preparing for and participating in a bi-weekly 30-minute status meeting on Teams or through phone calls with the City's Project Manager (PM) to discuss tasks being worked on and the next steps.
- Maintaining a log of decisions made during status and technical meetings.
- Preparing for and participating in a one-hour kick-off meeting with City on Teams.
- Preparing for and participating in a one-hour internal kick-off meeting.

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- Preparing for and participating in as-needed team working meetings with team members active in the then-ongoing task(s). Other than the PM, team members will charge their time to the technical task.

Phase 1 Deliverables

- Schedule
- Monthly status report
- Kick-off meeting notes
- Decision log

Phase 1 Assumptions

- Consultant's project management expenses do not have a specific line item in the grant. The City will need to include project management expense reimbursement requests with the open task at the time.

3. Receiving Water Conditions¹

A. Otak will identify receiving waters, delineate basins, and calculate the total basin size and the portion of each basin within the City limits. The references for this exercise will be the City's existing basin boundaries in GIS and the City's MS4 map. Otak will create an online map interface suitable for review by City staff and Ecology.

B. Otak will begin documenting by performing a rapid desktop assessment of existing information, considering the following: designated uses, known impairments, land cover/imperviousness, flow characteristics, fish use, and the Benthic Index of Biotic Integrity (B-IBI), zoning, public and private storm systems, transportation system (including average daily traffic), and development plans. Sites or census blocks with known environmental exposures will be collected from Environmental Protection Agency's (EPA) Environmental Justice Screening and Mapping Tool (EJSCREEN). Data layers will be added to the online map.

C. Otak will assess the influence of the City's MS4 and land use patterns on each receiving water (stormwater management influence, or SMI). At a minimum, the assessment will consider: MS4 relative flow contribution to receiving water, land cover, pollution generating impervious surface, large-scale pollution generating pervious surfaces, traffic volume, presence and lack of treatment and flow control facilities, and land uses. Otak will prepare a draft assessment for one basin for City review. After the City's review, Otak will update the method to address any City comments and apply the method to all basins. Basins will be compared by including the assessment results (e.g. each basin's SMI score or each basin's SMI qualitative assessment value) in the online map.

D. Otak will assess the relative conditions of receiving waters and contributions of basins using information collected in previous steps to identify which receiving waters are most likely to benefit from stormwater management planning (Relative Conditions Assessment, or RCA). Assigning a management goal as described in Building Cities in the Rain will be the primary outcome of this evaluation process. Each basin will be assigned a flow condition management goal based on the degree of degradation of flow conditions in the basin. Degree of degradation will be determined using available data and professional judgement. The available goal categories will be protection, restoration, conservation, and development. Each basin's management goal will be documented in the online map.

¹ There is no Phase 2 in this Scope of Work. Phase numbers are set to align with the City's grant task numbers, and there is no work for Otak in Task 2 of the grant agreement.

E.1. Otak will submit a brief Receiving Water Conditions Assessment memo, including a watershed inventory table that references a map of delineated basins. The table will include: the receiving water name, its total watershed area, the percent of the total watershed area that is in the Permittee's jurisdiction, the findings of the SMI assessment, and the findings of the RCA for each receiving water. One round of review by City staff is included. The City will then submit the draft and link to the online map to Ecology.

E.2 Otak will respond to Ecology's comments and revise methodologies for SMI or RCA. Otak will update the memo and revise the online map. If the budget allows after responding to comments, then Otak will create a printed map or maps of selected data and/or SMI or RCA assessment results to illustrate the memorandum.

Phase 3 Deliverables

- Online GIS interface, including data described above
- Draft SMI applied to one basin for City review
- Revised SMI applied to all basins
- Draft RCA applied to one basin for City review
- Revised RCA applied to all basins
- Draft Receiving Water Conditions Assessment memo, including watershed inventory table for City review
- Revised draft Receiving Water Conditions Assessment memo for Ecology review
- Final Receiving Water Conditions Assessment memo

Phase 3 Assumptions

- Permit due date is March 31, 2022
- City staff will download cultural resources map data from WISAARD and provide to Otak in a GIS format that can be displayed in the online map

4. Receiving Water Prioritization

A. Otak will develop and document a system to prioritize the receiving waters and select a catchment area to focus improvements. The prioritization will include the SMI score, RCA, development potential, critical areas, environmental justice considerations, and high-risk cultural resources areas. Otak will prepare a draft scoring methodology for the City's review. After the City's review, Otak will update the method to address any City comments.

B. Otak will apply the methodology to all basins and add the basin prioritization findings to the online map. The City will submit the draft prioritization methodology and basin prioritization to Ecology. Otak will respond to Ecology's comments and revise methodology and prioritization.

C.1. Working closely with the City, Otak will develop public outreach materials to support community engagement to solicit feedback from stakeholders and/or the public about the prioritization of a basin. Outreach materials will incorporate existing graphics such as maps or images and will provide additional narrative content. An online interface such as StoryMap may be used. The City will submit draft outreach materials to Ecology. Otak will make minor revisions to materials to address Ecology's comments, if any.

C.2. If the City chooses to hold an online or in-person outreach event, Otak will support the City in conducting the event. One staff member may attend up to two hours. The City will take the lead in hosting

and compiling public comments into a document or table. Working closely with the City, Otak will assist in responding to public comments. The City will submit comment responses to Ecology.

D.1. Otak will hold a workshop with City staff up to 90 minutes to select a basin, based on the prioritization methodology and public/stakeholder feedback. Otak will document the workshop in notes.

D.2. City staff will delineate subbasins or catchments in the selected basin. An Otak engineer will provide guidance and review for the delineation process.

D.3. Together with City staff, Otak will hold a windshield field visit to the selected basin to assist in prioritizing a catchment. Up to two Otak staff will be available for two hours with City staff accompanying. Otak will document the field visit and provide recommendations in notes. City staff and Otak will agree on the priority catchment.

D.4 Otak will document the Receiving Water Prioritization in a brief memorandum and update the online map with the final prioritization data. The draft memo will be provided to the City for one round of review, and Otak will update the memo in response to comments. The City will submit the final Receiving Water Prioritization memo to Ecology.

Phase 4 Deliverables

- Draft basin prioritization methodology
- Draft basin prioritization
- Final prioritization methodology and revised draft basin prioritization
- Draft public/stakeholder outreach materials
- Final outreach materials
- Basin selection workshop notes
- Windshield field survey notes
- Draft Receiving Water Prioritization memo
- Final Receiving Water Prioritization memo

Phase 4 Assumptions

- Permit due date is June 31, 2022
- City staff will develop a list of key internal and external stakeholders for Task 4.C
- One opportunity will be provided for the stakeholders/public to review and comment on the catchment prioritization
- Outreach material format has not been determined. Outreach materials may include either printed or electronic media. Options for printed media include two posters, a flyer, or equivalent. Options for electronic media include a PowerPoint presentation, up to 10 slides, a StoryMap, up to 10 map frames, or other media of equivalent complexity to produce.
- For Task 4.C.2., if an online or in-person event is held for public involvement, City staff will organize technology, bookings, and advertising and will attend the event. One Otak staff may attend up to two hours.
- For Task 4.C.2., the City will take the lead in compiling stakeholder/public comments on the basin prioritization and responding to comments.
- For Task 4.D.2., City staff will delineate subbasins or catchments in the selected basin.
- For Task 4.D.3., City staff will drive and/or navigate an Otak driver through the selected basin and provide information verbally about properties, storm systems, and rights-of-way.

5. Stormwater Management Action Plan

A.1. Within the prioritized subbasin or catchment area, Otak will describe potential structural Stormwater Management Actions (SMAs). Structural SMAs could be proposed as new treatment or flow control facilities, retrofit of existing treatment or flow control facilities, or opportunities to provide additional treatment or flow control service with planned public construction projects. Otak will document structural SMA locations and attributes in the online map. For treatment and flow control facilities, the online map will include feature layers for each facility's approximate catchment and approximate footprint. Facility attributes will include type of facility and types of pollutants removed.

A.2. Within the prioritized subbasin or catchment area, Otak will describe potential non-structural SMAs. Non-structural SMAs may include non-structural BMPs, land/development management policies and actions, and targeted stormwater management program (SWMP) actions to support improved receiving water quality. Otak will document proposed non-structural SMAs in the online map, represented by approximate polygons over the area proposed to be impacted by the BMP, policy, or SWMP action. Otak will prepare a half-page summary of each proposed non-structural SMA.

B. Working closely with the City, Otak will develop public outreach materials to support community engagement to solicit feedback from stakeholders and/or the public about SMAs. Outreach materials will incorporate existing graphics such as maps or images and will provide additional narrative content. An online interface such as StoryMap may be used. The City will submit draft outreach materials to Ecology. Otak will make minor revisions to materials to address Ecology's comments, if any. If the City chooses to hold an online or in-person outreach event, Otak will support the City in conducting the event. One staff member may attend up to two hours. The City will take the lead in hosting and compiling public comments into a document or table. Working closely with the City, Otak will assist in responding to public comments. The City will submit comment responses to Ecology.

C.1 Otak will revise SMA concepts based on outreach results, update the online map, and prepare concept-level costs for the highest-rated actions.

C.2 Otak will prepare a brief draft SMAP, with City staff writing portions of the plan. Otak will write the introduction, description of SMAP process, recommended actions, and conceptual budget sections. The City staff will write two sections: potential funding sources and adaptive management. The memos produced in previous tasks will be included as appendices. The draft plan will be provided to the City for one round of review, and Otak will update the plan in response to comments. The City will then submit the draft plan to Ecology.

D. Otak will update the SMAP sections authored in Task 5.C and will update the online map based on Ecology's comments. City staff will update SMAP sections they authored. The draft final plan will be provided to the City for one round of review, and Otak will update the plan in response to comments.

Phase 5 Deliverables

- Draft list of SMAs in online map and narrative forms
- Public/stakeholder outreach materials
- Revised list of SMA concepts and costs
- Draft SMAP
- Responses to Ecology comments
- Final SMAP

Phase 5 Assumptions

- Permit due date is March 31, 2023
- City staff will write portions of the draft and final SMAP as described above

6. Cultural and Environmental Reviews, and Permitting

Otak has limited work associated with Grant Task 6, which will be completed, if needed, by the City. Otak will attend one meeting or provide input on the preparation of a SEPA Checklist and Determination for the SMAP up to two hours as requested by the City. Otak will provide data or input on the preparation of a Cultural Resources Review form for the SMAP up to one hour as requested by the City.



Task	Description	Civil Engineer IX	Senior PM - Planner I	Planner IV	Civil Engineer VII	Engineering Designer IV	Sr. GIS Specialist	Project Assistant	Planner Assoc. III	Total Hours	Budget by Task	Budget by Phase
1	Project Management**											\$14,194
1.A	Contract Management & Monthly Reporting (15 months)		6	18	4			4	28	60	\$7,706	
1.B	Coordination (15 months)		6	18	4			2	18	48	\$6,488	
3***	Receiving Water Conditions											\$40,449
3.A	Delineate Basins and Create Online Map Interface		1		2	4	8			15	\$1,946	
3.B	Data Collection		1	3	1	24	4		44	77	\$8,601	
3.C	RWA: MS4 Relative Influence Method and Analysis (Draft)		2	6	1	12	16	2	40	79	\$9,134	
3.D	RWA: Relative Conditions and Contributions (incl. creating Management Goals) (Draft)		2	6	1	48	4	2	12	75	\$8,726	
3.E.1	RWA Memo & Watershed Inventory (Draft)		2	6	1	4	4	4	16	37	\$4,386	
3.E.2	Respond to Ecology comments and Revise methodologies, goals, and RWA Memo		2	6	2	16	6	2	32	66	\$7,656	
4	Receiving Water Prioritization											\$39,240
4.A	Draft Prioritization Methodology, Analysis, and Online GIS Interface		2	8	2	32	24	2	32	102	\$12,004	
4.B	Respond to Ecology comments and revise Methodology, Analysis, and Update GIS		1	3	1	1	4	2	24	36	\$4,093	
4.C.1	Draft Public Outreach Materials		2	8	1	1	24	4	20	60	\$7,276	
4.C.2	Public Outreach & Document Comments		6				2		6	14	\$1,900	
4.D.1	Select Priority Receiving Water		1	3	1	4			8	17	\$2,081	
4.D.2	Catchment Delineation			1	3					4	\$645	
4.D.3	Select Priority Catchment		1	3	4					8	\$1,285	
4.D.4	Receiving Water Prioritization Memo and GIS, Draft and Final		2	8	2	24		4	48	88	\$9,956	
5	Stormwater Management Action Plan											\$51,063
5.A.1.	Identify Structural Retrofits & update GIS	4	1	3	12	52	12	2	16	102	\$12,549	
5.A.2.	Identify Non-Structural Actions/Policies & prepare draft list		2	6	2	12		2	32	56	\$6,458	
5.B	Outreach for SMAs & Document Comments		8		4		8	4	12	36	\$4,612	
5.C.1	Revise Retrofits Based on Outreach		1	3	8	24	2	1	16	55	\$6,643	
5.C.2	Draft SMAP	2	4	12	4	24		6	48	100	\$11,794	
5.D	Respond to Ecology comments, prepare Final SMAP, and update Online GIS	2	3	9	4	16	2	8	32	76	\$9,007	
6	Cultural and Environmental Reviews and Permitting		3							3	\$510	\$510
	Total Hours	8	59	130	64	298	120	51	484	1214		
	Annualized Billing Rate****	\$195	\$170	\$153	\$164	\$112	\$125	\$84	\$105			
	Total Labor Cost	\$1,560	\$10,030	\$19,890	\$10,496	\$33,376	\$15,000	\$4,284	\$50,820		\$145,456	\$145,456
	Direct Expenses										\$500	
	Project Total										\$145,956	

**Consultant's project management expenses do not have a specific line item in the grant. City will need to include project management expense reimbursement requests with the open task at the time.

***There is no Task 2 in this fee. Task numbers are set to align with the City's grant.

****Staff categories and annualized billing rates are used for estimation only. Billings will reflect classifications of staff working on the project and Otak's billing rate for that classification in the year hours are charged to the project.



Washougal City Council

2021-2022 Goals

❑ Strategic Planning

- Initiate Update to Strategic Plan
- Initiate General Facilities Plan Development
- Pursue Federal and State Funding Opportunities for Capital Projects

❑ Public Safety

- Fire Partnership
(complete Partnership Analysis and Path Forward)
- Finalize WASPC Accreditation

❑ Transportation

- Pavement Management
- 32nd Street Railroad Underpass (pursue funding for design and construction)
- Sidewalks (identify projects, pursue funding)

❑ Parks, Recreation and Trails

- Complete Schmid Fields Enhancements
- [Complete Hartwood bridge replacement](#)
- [Complete Hartwood Disc Golf Course](#)
- [Complete Hamllik Park enhancements](#)
- [Complete design and pursue funding for Civic Campus Parking, Community Center Plaza/Outdoor Seating, and Park and Recreation Amenities Project](#)

❑ Land Use and Economic Development

- Urban Forestry
- Prepare for GMA Update and Towncenter Planning
- Explore new Tax Increment Financing Tool

❑ Community

- Community Aesthetics (including enhanced code compliance) - Implement new program
- Finalize and Implement Community Engagement Plan