



**CITY COUNCIL MEETING AGENDA**  
**Monday, March 4, 2013, at 7 p.m.**  
**Camas City Hall, 616 NE 4<sup>th</sup> Avenue**

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**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. PUBLIC COMMENTS**

**V. CONSENT AGENDA**

- A. Approve the minutes of the February 19, 2013, Camas City Council Meeting and the work session minutes of February 19, 2013.
- B. Approve claim checks as approved by the Finance Committee.
- C. Authorize Release of Retainage for Project S-569 2012 Camas Pavement Project in the amount of \$2,691.61 to Haag & Shaw, Inc. All required state releases have been received (submitted by James Carothers).
- D. Approve Pay Estimate No. 1 for Project WS-713 Waste Water Treatment Facilities (WWTF) Improvements, Phase 2B, in the amount of \$337,296.34 to Contractors Northwest, Inc., for work completed through February 18, 2013. This project is budgeted and fully funded (submitted by James Carothers).
- E. Authorize the Mayor to execute Amendment "A" to the City's existing Drinking Water State Revolving Fund (SRF) Loan – Contract DM12-952-089 from the Department of Commerce for Project WS-709 Pressure Zone 544' Surface Water Treatment & Transmission Improvements. Amendment "A" is a condition of the funding and adds a condition for preparation of an investment grade audit for projects that have significant electrical power usage. The City's project will not be impacted by this requirement. This project is budgeted and fully funded (submitted by James Carothers).
- F. Authorize and approve the contract supplement with Gray & Osborne, Inc., for additional engineering services related to Project WS-656 WWTF Improvements, Phase 2A, in the amount of \$146,225.00. This item was discussed at the February 19, 2013, Council Workshop. The project is budgeted and fully funded (submitted by James Carothers).
- G. Authorize Release of Retainage for Project S-569B Slurry Seal Treatments in the amount of \$1,618.45 to Valley Slurry Seal, Co. All required state releases have been received (submitted by James Carothers).

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

**VI. NON-AGENDA ITEMS**

- A. Staff
- B. Council

**VII. MAYOR**

- A. Announcements

**VIII. FINANCE**

- A. Resolution No. 1267 to Adopt the Ambulance Billing Debt Forgiveness Policy
  - 1. Details: The Finance Committee helped significantly in drafting this policy. It is an expansion of the City's general debt forgiveness policy, but is much more comprehensive. It also allows for partial debt forgiveness now for those that did not qualify for any debt forgiveness before.  
Department/Presenter: Joan Durgin, Finance Director  
Recommended Action: Adopt Resolution No. 1267

**IX. EXECUTIVE SESSION**

- A. Potential Litigation

**X. ADJOURNMENT**

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



**CITY COUNCIL WORKSHOP MEETING MINUTES - Draft**  
**Tuesday, February 19, 2013 at 4:30 p.m.**  
**Camas City Hall, 616 NE 4<sup>th</sup> Avenue**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present: Greg Anderson, Don Chaney, Linda Dietzman, Steve Hogan, Melissa Smith, and Shannon Turk

Excused: Tim Hazen

Staff: Kristin Berquist, Phil Bourquin, James Carothers, Sherry Coulter, Joan Durgin, Jim Hodges, Mitch Lackey, Eric Levison, Nina Regor and Nick Swinhart

Press: There were no members of the press present.

**III. PUBLIC COMMENTS**

There were no comments from the public.

**IV. ADMINISTRATION**

**A. Clark County Arts Commission Update**

Details: This was the second annual report of the Clark County Arts Commission. The report included some of the accomplishments for 2012 and the goals for 2013.

Department/Presenter: Donna Roberge Nozel, Clark County Arts Commission - Camas Representative

Clark County Arts Commission Presentation Power Point

Clark County Arts Commission Presentation.pdf

**V. COMMUNITY DEVELOPMENT DEPARTMENT**

**A. Professional Service Contract (PSC) for Project WS-714 24" Sanitary Sewer Transmission Main**

Details: Staff is working on obtaining a PSC for engineering, permitting, and design services for Project WS-714. The project will install approximately 7,500 feet of new transmission main that will transport all of our STEP System waste water directly to our Wastewater Treatment Plant (WWTP). This project is critical for future development, and includes some tasks that may require significant time to complete. These include installing pipe through an area that is historically significant, and another that has been delineated as a wetland. The project will also require obtaining one or more easements from private property owners. The goal is to complete the design so the project is ready for construction when it is needed. The project is budgeted and is funded by a \$3,740,000 Public Works Trust Fund (PWTF) loan.

Department/Presenter: James Carothers, Engineering Manager

This item will be submitted for Council's consideration on the March 4, 2013, Consent Agenda.

**B. WS-656 Waste Water Treatment Facility (WWTF) Improvements, Phase 2A, Professional Services Amendment**

Details: This contract amendment in the amount of \$146,225.00 is the final change to our Professional Services Contract with Gray & Osborne, Inc. for Project WS-656 WWTF Improvements, Phase 2A. Including this amendment, the Design and Construction Management consulting costs equal \$1,664,361.00 or about 12.2% of the \$13,604,300 construction costs. In summary, all of this work was over and above that which is described in the existing scope of services agreed to by Gray & Osborne, Inc., and the City of Camas. Additional explanation is provided in the attached workshop memo and letter from Gray & Osborne, Inc. The project is budgeted and fully funded.

Department/Presenter: James Carothers, Engineering Manager

[Gray & Osborne letter](#)

[WS-656 Workshop Memo](#)

This item will be submitted for Council's consideration on the March 4, 2013, Consent Agenda.

**C. Amendment to the City's Purchase and Sale Agreement (PSA) for a Property Acquisition Related to Project WS-709 544' Zone Water System Improvements (Slow Sand Filter)**

Details: Our current Purchase and Sale Agreement with Longview Timberlands, LLC, for the purchase of ten acres of property expires on March 1, 2013. This new amendment will extend the existing agreement to September 1, 2013. There is no additional cost associated with this item. Acquisition of the property requires approval from Clark County Planning for a short plat and other land use

related applications. Clark County Staff has indicated the review and approval process will take longer than originally indicated.

Department/Presenter: James Carothers, Engineering Manager

#### [PSA Second Amendment](#)

This item is on this evening's Consent Agenda for approval.

#### **D.** [WS-709 544' Zone Water System Improvements Contract Amendment](#)

Details: The City has received a Drinking Water State Revolving Fund (DWSRF) Loan through the Washington State Department of Commerce for design and construction of a new slow sand treatment facility and for water line replacement and rehabilitation. The initial contract has already been signed by both agencies but lacks the required "Section 1.36 Investment Grade Audit" language. This audit is required for improvements where energy efficiency is obtainable. The requirement of an audit for this project has yet to be determined.

Department/Presenter: James Carothers, Engineering Manager

#### [WS-709 Commerce Contract Ammdement](#)

This item will be submitted for Council's consideration on the March 4, 2013, Consent Agenda.

#### **E.** [Wittler Short Plat Declaration of Covenant](#)

Details: On February 1, 2012, Joe and LouAnn Wittler submitted an application to short plat their property at 2222 SE 283rd Avenue. The preliminary short plat was approved on May 15, 2012, and a decision for a minor modification was approved on July 30, 2012. As a part of the short plat approval, an approximate 4.15 acre tract was required to be set aside, and a conservation covenant recorded to protect the sensitive area, per CMC 16.53.040(C)(3). The covenant requires a signature by an authorized representative of the City. The applicant has met all other conditions of approval for the short plat, which will be recorded before the end of the month. A copy of the Preliminary Decision, the Minor Modification Decision, and the Declaration of Covenant are included for review.

Department/Presenter: Phil Bourquin, Community Development Director

#### [MinMod12-05 Staff Report & Decision](#)

#### [Declaration of Covenant for Wittler](#)

#### [Wittler SP12-01 Staff Report & Decision](#)

The Declaration of Covenant is listed on this evening's Consent Agenda for Council's consideration.

**F. Miscellaneous and Updates**

Details: Updates on miscellaneous or emergent items

Department/Presenter: Phil Bourquin, Community Development Director

There were no miscellaneous or emergent items.

**VI. PUBLIC WORKS DEPARTMENT**

**A. Professional Services Contract to Study Street Lighting Options**

Details: As part of an Energy Grant, the City authorized a pilot project installing light emitting diode (LED) street lights in selected neighborhoods. As a follow-up to the pilot project, staff is proposing a study to 1) Confirm or suggest changes to current street lighting policies 2) Discuss benefits and concerns of allowing or requiring LED or other energy-saving technologies in new development 3) Identify options for standards of new lighting technologies 4) Identify existing lighting system inventory 5) Investigate the cost/benefit of retrofitting existing inventory 6) Identify potential funding strategies. This is a non-budgeted item. Assuming a satisfactory negotiated fee, staff is proposing reallocating a portion of the lighting budget for funding and will pursue grant or partnership opportunities with Clark Public Utilities and others.

Department/Presenter: Eric Levison, Public Works Director

After Levison responded to Council's questions and concerns, Council authorized staff to initiate a professional services contract to study street lighting options for Camas.

**B. Policy Discussion on Sanitation Rates and Collection Frequency**

Details: Last month the Lacamas Heights area became part of the City sanitation utility and mandatory garbage service. Prior to January, this area was served through the Clark County solid waste contract that allowed for voluntary service. To date, we have received four requests for Council to examine the policies and effects that mandatory service has on fixed income groups and low usage customers.

Department/Presenter: Eric Levison, Public Works Director

**Sanitation Staff Report**

As a result of the discussion, the rate study will include the possible option of a monthly sanitation pick-up schedule. This study will likely be conducted beginning in May with potential adoption in July. A second result was to form a committee which will include Finance Committee Members Shannon Turk and Tim Hazen as well as Melissa Smith to explore donation-based relief. The committee will report to Levison.

**C. School Impact Fee Credit Request for Hills at Round Lake Development (HARL)**

Details: The Camas School District will be submitting a request for the final School Impact Fee credit for the HARL Development.

Department/Presenter: Eric Levison, Public Works Director

A resolution for the school impact fee credit request for the Hills at Round Lake (HARL) will be on the March 4, 2013, Agenda for Council's consideration.

**D. Miscellaneous and Updates**

Details: Updates on miscellaneous or emergent items

Department/Presenter: Eric Levison, Public Works Director

There were no miscellaneous or scheduling items.

**VII. FINANCE DEPARTMENT**

**A. Revised Policy for Ambulance Debt Forgiveness**

Details: The original policy on debt forgiveness was adopted in 2009 in the Ambulance Billing Policy. The Finance Committee wanted to expand upon that policy and to add the consideration of a partial debt forgiveness program. Also, they wanted to add a section that other extenuating financial circumstances could be taken into account when approving some or all debt forgiveness.

Department/Presenter: Joan Durgin, Finance Director

**Policy for Ambulance Debt Forgiveness (revised)**

Dietzman suggested that orientation for new and returning members be required for the Finance Committee. It was also suggested that all of the committees have an orientation process.

The City of Camas Ambulance Billing Debt Forgiveness Policy will be brought back as a resolution on the March 4th or March 18th Agenda. Turk's suggestion for the draft policy was to keep the process as simple as possible when determining whether or not individuals qualify.

**VIII. CITY ADMINISTRATION**

**A. Miscellaneous and Scheduling**

Details: Updates on miscellaneous or scheduling items

Department/Presenter: Nina Regor, City Administrator

Nina Regor, City Administrator, commented that about half of the City departments' Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analyses have been completed, with a scheduled completion date of February 28th. She also commented that she has been spending time doing some background reading on LEAN value streaming.

## **IX. COUNCIL COMMENTS AND REPORTS**

Dietzman expressed a welcome to Regor. She reported that there will be a Regional Fire Authority (RFA) Meeting next Tuesday, February 26<sup>th</sup>, and that First Friday is March 1st.

Mayor added that there will be two ribbon cuttings during First Friday and said that he has seen positive activity occurring in the downtown area.

Anderson questioned whether Camas should be represented in C-Tran's all day planning meeting.

In response, Mayor reported that he had a discussion with Washougal City Council Member Connie Jo Freeman who is the C-Tran Liaison for Camas and Washougal. The discussion's outcome was to schedule quarterly reports about C-Tran to Camas City Council. Mayor also asked to be kept informed of any plans that would affect Camas.

Hogan expressed regret that he missed the Georgia Pacific meeting. He said that the staff of the Downtown Camas Association (DCA) will be approaching Council regarding 42" signs and downtown parking.

Turk is looking forward to her first Planning Commission Meeting on Tuesday, February 20th.

Smith commented about the first Regional Transportation Council's (RTC) meeting of the year and reported that the C-W Chamber of Commerce has new energy.

Mayor reported that the groundbreaking ceremony for NW 38th Avenue is scheduled for March 5th at 3 p.m. and that construction will begin soon.

Mayor expressed sincere sympathy for the passing of Carol Hossman, who was a past member of the Camas Library Board and Camas's Sister City Organization. Also, for Bob Tidland, who passed away and who has contributed, along with his family, in many ways to the Camas community. Mayor commented that there will be another park in Camas, thanks to Bob Tidland and his family.

## **X. PUBLIC COMMENTS**

Ken Hadley, 4011 F Circle, Washougal, commented on the policy discussion about sanitation rates and collection frequency.


## **XI. ADJOURNMENT**

The meeting adjourned at 5:56 p.m.



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

**Quick Preview of Agenda and Supporting Documents - February 19, 2013**

Workshop Agenda with Supporting Documents 2-19-13 

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Mayor

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City Clerk



**CITY COUNCIL REGULAR MEETING MINUTES - Draft  
Tuesday, February 19, 2013 at 7:00 p.m.  
Camas City Hall, 616 NE 4<sup>th</sup> Avenue**

**I. CALL TO ORDER**

Mayor Scott Higgins called the meeting to order at 7 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Greg Anderson, Don Chaney, Linda Dietzman, Steve Hogan, Melissa Smith, and Shannon Turk

Excused: Tim Hazen

Staff: Kristin Berquist, Phil Bourquin, Sherry Coulter, Joan Durgin, Eric Levison, Shawn MacPherson and Nina Regor

Press: There were no members of the press present.

**IV. PUBLIC COMMENTS**

There were no comments from the public.

**V. CONSENT AGENDA**

- A.** Approve the minutes of the January 25, 2013, Planning Conference, the February 4, 2013, Camas City Council Meeting and the work session minutes of February 4, 2013.

Planning Conference Minutes January 25, 2013 

Council Meeting Minutes February 4, 2013 

Workshop Meeting Minutes February 4, 2013 

- B.** Approve claim checks numbered 116217-116374 in the amount of \$523,091.80.
- C.** Authorize Pay Estimate 7-FINAL for Project WS-720 2012 STEP/STEF Tank Pumping in the amount of \$586.22 to AAA Septic Service and accept project as "complete". The Pay Estimate is for work completed through February 9, 2013. This project is budgeted and fully funded.

#### Pay Estimate 7-FINAL

- D.** Authorize a 12-month contract extension with AAA Septic Service for Project WS-720A 2013 STEP/STEF Tank Pumping. The City's existing contract for annual STEP/STEF Tank Pumping with AAA Septic Service, Inc. (AAA) allows for a contract extension to occur provided that both parties (The City of Camas and AAA) mutually agree to such extension, subject to an adjustment of unit costs equal to the Portland Consumer Price Index (CPI) for the most recent 12 month period. The relevant Portland CPI is +2.5%. Camas Operation's staff has indicated satisfactory results with the City's current contractor, AAA Septic; and AAA Septic has indicated that they would like to perform our STEP/STEF Tank Pumping through 2013. The City has \$60,000 allocated for this work in the adopted 2013 Budget.

#### WS-720A Contract Extension

- E.** Authorize Pay Estimate No. 2 for Project P-874A Louis Bloch Park Restroom Improvements in the amount of \$7,691.41 to Michael Green Construction, Inc., for work completed through February 8, 2013. This project is budgeted and fully funded by a Community Development Block Grant (CDBG).

#### P874A Pay Estimate 2

- F.** Authorize Mayor to sign a professional services contract with Gray and Osborne for an Odor Control Study in the amount of \$39,670. This study provides an in-depth analysis of data gathered in 2012 to provide recommendations to best treat hydrogen sulfide to reduce collection system corrosion and provide cost effective odor control.

#### G&O Odor and Corrosion Contract

- G.** Authorize staff to make payment and issue credit vouchers in the amounts identified in the attached letter request at qualifying project final acceptance for the Transportation Impact Fee (TIF) and System Development Charge (SDC) credit request from Hills at Round Lake (HARL). The HARL Development has completed a variety of qualifying capital improvements as part of their development. Approval of the letter request will authorize staff to issue a combination of cash, SDC and TIF credit vouchers for the qualifying projects. The projects and amounts are included in the attached staff report. All cash contributions are in the approved 2013 Budget. The qualifying projects are as follows: 1) Cash payment of \$198,090 for the Crown Road Water Booster Station 2) Cash payment of \$458,010 for the Crown Road 24" water line 3) Water SDC credit voucher in the amount of \$827,635 for the balance of the Crown Road 24" water line 4) Sewer SDC credit voucher in the amount of \$846,820 for the 12" force main, 6" force main and sewer pump station 5) A TIF credit voucher in the amount of \$381,900 for the portion of Route "J" of the TIF Study.

#### HARL Staff Report

#### HARL Letter Request

- H. Authorize the Mayor to sign the Hills at Round Lake (HARL) Developer Agreement for the water line up-size from 8" to 12" in the amount of \$102,316.67. The Developer Agreement reimburses HARL for the regional component of the water line upsize. This item was presented at workshop on April 2, 2012, and is in the 2013 approved budget.

#### HARL Developer Agreement

- I. Approve for signature by an authorized representative of the City, the Conservation Covenant being recorded to protect the 4.15 acre sensitive area tract within the Wittler Short Plat at 2222 SE 283rd Avenue. The preliminary short plat was approved on May 15, 2012, and a decision for a minor modification was approved on July 30, 2012. As a part of the short plat approval, an approximate 4.15 acre tract was required to be set aside, and a conservation covenant recorded to protect the sensitive area, per CMC 16.53.040(C)(3). The applicant has met all other conditions of approval for the short plat, which will be recorded before the end of the month.

#### SP12-01 Staff Report & Decision

#### MinMod12-05 Staff Report & Decision

#### Declaration of Covenant

- J. Authorize the Mayor to execute the Purchase and Sale Agreement (PSA) Amendment with Longview Timberlands, LLC, for property acquisition related to Project WS-709 Zone 544 Water Improvements - Slow Sand Filter. Our current PSA with Longview Timberlands, LLC, for the purchase of ten acres of property expires on March 1, 2013. This amendment extends the existing agreement to September 1, 2013. There is no additional cost associated with this item. Acquisition of the property requires approval from Clark county Planning of a short plat and other land use related applications.

#### PSA Second Amendment

- K. Authorize the write-offs of ambulance billings for January in the amount of \$67,495.79. This is for the remaining balance of Medicaid and Medicare patient's accounts that the City of Camas cannot collect after receiving payments from Medicare, Medicaid, and secondary insurance.

**It was moved by Don Chaney, seconded by Greg Anderson to approve the Consent Agenda. The motion carried unanimously.**

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

VI. NON-AGENDA ITEMS

A. Staff

There were no comments from staff.

B. Council

There were no comments from Council.

VII. MAYOR

A. Announcements

Mayor awarded Councilman Don Chaney a 40-year tenure pin.

VIII. COMMUNITY DEVELOPMENT

A. Resolution No. 1266 Establishing Jimmie Rodgers Avenue as an Honorary Designation

Details: A Resolution declaring and establishing "Jimmie Rodgers Avenue" in the City of Camas as an honorary designation.

Department/Presenter: Phil Bourquin, Community Development Director

Resolution 1266 Jimmie Rodgers Avenue

**It was moved by Don Chaney, seconded by Shannon Turk that Resolution No. 1266 be read by title only. The motion carried unanimously.**

**It was moved by Don Chaney, seconded by Melissa Smith that Resolution No. 1266 be adopted. The motion carried unanimously.**

IX. HUMAN RESOURCES

A. Ratify International Association of Fire Fighters (IAFF) Local #2444 Contract for the One-Year Period Beginning January 1, 2013, and Ending December 31, 2013

Details: This has been previously discussed and guided by City Council, and has been the subject of Executive Sessions on labor negotiations. The agreement is with IAFF which represents employees of the Camas Fire Department. IAFF has ratified the labor agreement. A draft copy of the contract is attached.

Department/Presenter: Jennifer Gorsuch, Human Resources Director

IAFF 2013 Final

It was moved by Greg Anderson, seconded by Steve Hogan that the IAFF 2013 Final Contract be ratified and authorization be given for the Mayor and City Administrator to sign the contract. The motion carried unanimously.

**X. EXECUTIVE SESSION**

**A. Potential Litigation**

The meeting recessed at 7:07 p.m. for discussion about potential litigation for an estimated twenty minutes. No further action was taken. The meeting reconvened at 7:20 p.m.

**XI. ADJOURNMENT**

The meeting adjourned at 7:20 p.m.

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

**Quick Preview of Agenda and Supporting Documents - February 19, 2013**

[Council Agenda with Supporting Documents 2-19-2013](#) 

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Mayor

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City Clerk

5-569

CITY OF CAMAS PROJECT NO. S-569 Project Name: 2012 Camas Pavement Project			PAY ESTIMATE: ONE PAY PERIOD: August 1, 2012 - August 10, 2012 Original Contract Amount: \$57,532.20				Haag & Shaw, Inc. 636 SE 3rd Ave Camas, WA 98607 (360) 834-2514				
ITEM NO.	DESCRIPTION	UNIT	ORIGINAL QUANTITY	UNIT PRICE	CONTRACT TOTAL	QUANTITY PREVIOUS	TOTAL PREVIOUS	QUANTITY THIS EST.	TOTAL THIS EST.	QUANTITY TO DATE	TOTAL TO DATE

Base Bid											
1	Mobilization	LS	1.00	\$4,000.00	\$4,000.00	0.00	\$0.00	1.00	\$4,000.00	1.00	\$4,000.00
2	Flaggers and Spotters/Traffic Control	LS	1.00	\$5,000.00	\$5,000.00	0.00	\$0.00	1.00	\$5,000.00	1.00	\$5,000.00
3	Project Temporary Traffic Control	LS	1.00	\$1,000.00	\$1,000.00	0.00	\$0.00	1.00	\$1,000.00	1.00	\$1,000.00
4	Unsuitable Foundation Excavation, Incl. Haul, Import, CSBC & Compaction.	CY	50.00	\$25.00	\$1,250.00	0.00	\$0.00	2.00	\$50.00	2.00	\$50.00
	4" Depth Remove & Replace A.C.P. - HMA Cl. 1/2" PG 64-22 for Pavement Repair, 4" Compacted Depth.	SY	770.00	\$56.86	\$43,782.20	0.00	\$0.00	770.00	\$43,782.20	770.00	\$43,782.20
6	Survey Monument Preservation (Min Bid = \$500/Ea)	EA	5.00	\$500.00	\$2,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00


Street Subtotal \$57,532.20 \$0.00 \$53,832.20 \$53,832.20

	ORIGINAL CONTRACT TOTAL	TOTAL PREVIOUS	TOTAL THIS EST.	TOTAL TO DATE
SUBTOTALS	\$57,532.20	\$0.00	\$53,832.20	\$53,832.20
CHANGE ORDERS TO DATE	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL	\$57,532.20	\$0.00	\$53,832.20	\$53,832.20
TOTAL CONTRACT	\$57,532.20	\$0.00	\$53,832.20	\$53,832.20
LESS 5% RETAINAGE		\$0.00	\$2,691.61	\$2,691.61
TOTAL LESS RETAIN.		\$0.00	\$51,140.59	\$51,140.59

STREET ACCT. NUMBER: 112-59-595-300-65

THIS PAY EST. LESS RETAINAGE = \$51,140.59

  
 Project Engineer 8/10/12  
 Date

  
 Contractor 8-10-12  
 Date

  
 Project Manager 8/10/12  
 Date

REC  
 KB 8-14-12

**PROGRESS ESTIMATE NO. 1**

FEBRUARY 20, 2013

CITY OF CAMAS  
CLARK COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
JANUARY 15, 2013 TO FEBRUARY 18, 2013

RFC  
ENTERED

*✓ 2/25/13*

PROJECT:  
CITY OF CAMAS  
WASTEWATER TREATMENT FACILITIES IMPROVEMENTS - PHASE 2B  
G&O JOB NUMBER #11505.02  
CITY OF CAMAS PROJECT #WS-713

CONTRACTOR:  
CONTRACTORS NORTHWEST, INC.  
P.O. BOX 6300  
COEUR D'ALENE, ID 83816

*425-00-594-350-65*

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
1	Bond and Insurance	1 LS	\$51,114.00	100.00%	100.00%	\$51,114.00	\$51,114.00	100%
2	Mobilization and Demobilization	1 LS	\$95,000.00	47.37%	47.37%	\$45,000.00	\$45,000.00	47%
3	General Requirements	1 LS	\$188,970.00	11.22%	11.22%	\$21,193.16	\$21,193.16	11%
4	Site Work	1 LS	\$676,981.00	11.34%	11.34%	\$76,744.10	\$76,744.10	11%
5	UV Disinfection/Effluent Pump Station	1 LS	\$500,101.00	0.00%	0.00%	\$0.00	\$0.00	0%
6	Clarifier No. 3	1 LS	\$695,938.00	1.59%	1.59%	\$11,089.75	\$11,089.75	2%
7	Hydrogen Sulfide Scrubber System	1 LS	\$277,769.00	0.00%	0.00%	\$0.00	\$0.00	0%
8	Electrical	1 LS	\$273,127.00	0.00%	0.00%	\$0.00	\$0.00	0%
9	Trench Excavation Safety System	1 LS	\$5,703.00	0.00%	0.00%	\$0.00	\$0.00	0%
10	Dewatering	1 LS	\$6,064.00	0.00%	0.00%	\$0.00	\$0.00	0%
11	Unsuitable Excavation	100 CY	\$37.00	0	0	\$0.00	\$0.00	0%
12	Rock Excavation	220 CY	\$68.50	0	0	\$0.00	\$0.00	0%
13	Additive Item No. 1 - Dryer Building	1 LS	\$23,600.00	0.00%	0.00%	\$0.00	\$0.00	0%
14	Additive Item No. 5 - Launder Covers	1 LS	\$45,700.00	0.00%	0.00%	\$0.00	\$0.00	0%
<b>CHANGE ORDERS:</b>								
CO1						\$0.00	\$0.00	
CO2						\$0.00	\$0.00	
CO3						\$0.00	\$0.00	
CO4						\$0.00	\$0.00	



**PROGRESS ESTIMATE NO. 1**  
**FEBRUARY 20, 2013**

CITY OF CAMAS  
 CLARK COUNTY  
 WASHINGTON

PROGRESS ESTIMATE PERIOD  
 JANUARY 15, 2013 TO FEBRUARY 18, 2013

PROJECT:  
 CITY OF CAMAS  
 WASTEWATER TREATMENT FACILITIES IMPROVEMENTS - PHASE 2B  
 G&O JOB NUMBER #11505.02  
 CITY OF CAMAS PROJECT #WS-713

CONTRACTOR:  
 CONTRACTORS NORTHWEST, INC.  
 P.O. BOX 6300  
 COEUR D'ALENE, ID 83816

	PROJECT COSTS	
	AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE	\$205,141.01	\$205,141.01
SALES TAX 8.40%	\$17,231.84	\$17,231.84
MATERIALS ON HAND	\$125,180.54	\$125,180.54
TOTAL	\$347,553.39	\$347,553.39
LESS 5% RETAINED (BEFORE TAX)	\$10,257.05	\$10,257.05
<b>TOTAL EARNED TO DATE LESS RETAINAGE</b>		<b>\$337,296.34</b>
<u>LESS AMOUNTS PREVIOUSLY PAID</u>		

**TOTAL PAYMENT NOW DUE: \$337,296.34**

ORIGINAL CONTRACT AMOUNT \$2,858,837.00  
 CONTRACT PERCENTAGE TO DATE 7%

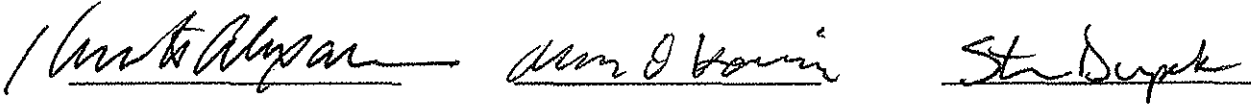
I HEREBY CERTIFY THE ABOVE ESTIMATE IS A TRUE AND CORRECT STATEMENT OF THE WORK PERFORMED UNDER THIS CONTRACT.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

GRAY & OSBORNE, INC.

CONTRACTORS NORTHWEST, INC.

CITY OF CAMAS



**SUMMARY AND DISTRIBUTION OF PAYMENTS**

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL EARNED PER PERIOD	SALES TAX RATE	SALES TAX AMOUNT	MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
1.	JANUARY 15, 2013 TO FEBRUARY 18, 2013	\$205,141.01	8.40%	\$17,231.84	\$125,180.54	\$10,257.05	\$337,296.34
<b>TOTAL:</b>		\$205,141.01		\$17,231.84	\$125,180.54	\$10,257.05	\$337,296.34

February 12, 2013

Eric Levison  
City of Camas  
616 NE 4th Avenue  
Camas, WA 98607

RE: Amendment to Loan Agreement/Contract **DM12-952-089**

Dear **Mr. Levison**:

Enclosed are two originals of an amendment to your DWSRF loan identified above. The purpose of the attached Amendment is to insert Section 1.36 - Investment Grade Audit.

Please have both originals of the amendment signed and dated by the appropriate authorities, and return them to the Contracts Administration Unit within 60 days of the date of this letter.

Sincerely,

Jeff Hinckle  
PWB Staff  
(360) 725-3060  
[jeff.hinckle@commerce.wa.gov](mailto:jeff.hinckle@commerce.wa.gov)

Enclosures

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## AMENDMENT DECLARATIONS

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### CLIENT INFORMATION

<i>Legal Name</i>	City of Camas
<i>Loan Number</i>	DM12-952-089

### PROJECT INFORMATION

<i>Title</i>	544 Foot Pressure Zone Surface Water Supply Projec
<i>Project City</i>	
<i>Project State</i>	Washington
<i>Project Zip</i>	

### LOAN TERMS and CONDITIONS

<i>Loan Amount</i>	7,920,792.00
<i>Loan Term</i>	24
<i>Interest Rate</i>	1.00
<i>Loan Forgiveness %</i>	\$819,190.00 (currently 10%)
<i>Loan Reimbursement Date</i>	6/1/2012
<i>Payment Month</i>	October 1
<i>Time of Performance</i>	48 months from Contract Execution to Project Completion date.

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AMENDMENT DECLARATIONS (continued)

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**SCOPE OF WORK**

Loan Number

DM12-952-089

Title

544 Foot Pressure Zone Surface Water Supply Project

Scope of Work

The project scope includes three main elements: New slow sand treatment facility – construct a new 2.2 MGD slow sand treatment facility, to include engineering report, survey, land and easement purchase (10 acre parcel), utility installation, new source meters, site preparation, chlorination (treatment) station, telemetry control, and fencing. Transmission and distribution water line replacement and rehabilitation – construct and/or rehabilitate up to 5.3 miles (2800 linear feet) of 12” water line to deliver water from the new slow sand treatment facility to the 544 foot pressure zone. Improvements approximately 1200 feet of 8” transmission line from existing source to new treatment facility, pressure reducing valves, telemetry as needed, air/vacuum relief valves, street trenching, pavement restoration, landscape restoration, survey, and State and County franchise or permit fees. Consolidation (restructuring) – restructure up to four existing Group A or B systems. Scope includes, service connection with associated System Development Charges, decommissioning of well if applicable, miscellaneous site pipe improvements, and landscape and pavement restoration. Distribution connections for consolidation 2000’, 12 and 8 inch diameter, 2,922 linear feet of 5’ high security fencing, 2000 linear feet of distribution main, 8-12 inches, Install two service meters, Construction of slow sand filters 8400 sq ft cells and one roughing filter cell, 120 x 70 each, 1,000 sq ft control and treatment building, 25’ x40’, 6 ft high.

# AMENDMENT FACE SHEET

**Loan Number: DM12-952-089**  
**Amendment Number: A**  
**Washington State Department of Commerce**  
**PUBLIC WORKS BOARD**  
**DRINKING WATER STATE REVOLVING FUND**

<b>1. Contractor</b> City of Camas 616 NE 4th Avenue Camas, WA 98607		<b>2. Contractor Doing Business As (optional)</b> N/A	
<b>3. Contractor Representative (only if updated)</b> N/A		<b>4. Public Works Board Representative (only if updated)</b> N/A	
<b>5. Original Contract Amount</b> \$7,920,792.00	<b>6. Amendment Amount</b> N/A	<b>7. New Contract Amount</b> N/A	
<b>8. Amendment Funding Source</b> Federal: <input checked="" type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		<b>9. Amendment Start Date</b> Amendment Execution Date	<b>10. Contract End Date</b> <u>October 1, 2036</u>
<b>11. Federal Funds (as applicable):</b> N/A		<b>Federal Agency:</b> N/A	<b>CFDA Number:</b> N/A
<b>12. Amendment Purpose:</b> The purpose of this amendment is to clarify the requirements for submission an Investment Grade Audit relating to construction activities within the scope of this agreement/contract.  The Board, defined as the Washington State Public Works Board, and Borrower/Contractor acknowledge and accept the terms of this Agreement/Contract As Amended and attachments and have executed this Contract on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement/Contract As Amended are governed by this Agreement/Contract Amendment and the following other documents incorporated by reference: Declarations Page, Amendment Terms and Conditions including all attachments. A copy of this Agreement/Contract Amendment shall be attached to and made a part of the original Agreement/Contract between the Board and the Borrower/Contractor. Any reference in the original Contract to "Agreement" or "Contract" shall mean the "Agreement As Amended" or "Contract As Amended," respectively.			
<b>FOR THE BORROWER/CONTRACTOR</b>  _____ Signature  _____ Print Name  _____ Title  _____ Date		<b>FOR PUBLIC WORKS BOARD</b>  _____ John LaRocque, Executive Director  _____ Date  <b>APPROVED AS TO FORM ONLY</b>  This 18 <sup>th</sup> Day of December, 2008 _____ Rob McKenna Attorney General  _____ Signature on File Kathryn Wyatt Assistant Attorney General	

# AMENDMENT TERMS AND CONDITIONS

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## PUBLIC WORKS BOARD DRINKING WATER STATE REVOLVING FUND

Contractor/Borrower: **City of Camas**  
Contract Number: **DM12-952-089**  
Amendment Number: **A**

The Public Works Board (or its successors), a department of the State of Washington, (hereafter referred to as the "Board") and the Contractor, listed on the Face Sheet, agree to amend the declared loan by appending the following clause to Part I - Special Terms and Conditions:

### 1.36 INVESTMENT GRADE AUDIT

For projects involving repair, replacement, or improvement of a wastewater treatment plant, or other public works facility for which energy efficiency is obtainable, Contractor must undertake an investment grade audit per ESHB 1497 Section 1021.

Costs incurred as part of the investment grade audit are eligible project costs.



Gray & Osborne, Inc.  
CONSULTING ENGINEERS

February 8, 2013

Mr. Eric Levison  
Public Works Director  
City of Camas  
P.O. Box 1055  
Camas, Washington 98607

SUBJECT: REQUEST FOR COMPENSATION FOR EXTRA CONTRACT  
ADMINISTRATION SERVICES FOR PHASE 2 WWTF  
IMPROVEMENTS  
CITY OF CAMAS, CLARK COUNTY, WASHINGTON  
G&O #07511.00 CAMAS #WS-656

Dear Mr. Levison:

Gray & Osborne, Inc. respectfully submits this request for compensation for additional construction administration services for the Phase 2 Wastewater Treatment Facilities (WWTF) project. During the past 2 years of construction activities, we have tried to limit our hours spent on the project to remain within the contract budget. During the past 8 months, however, we have worked significant extra hours evaluating and assisting with resolution of several significant issues. These include operational and startup problems with the sludge dryer, numerous existing HMI programming problems, and other existing treatment plant equipment issues as well as preparing a number of very technical change orders and alternate design options for a number of different plant systems. The cost of this unanticipated, extra workload has exceeded our contract budget; consequently, we are therefore respectfully requesting additional compensation for these services. We alerted the City to some of these issues last spring, but it was clear that the work had to be performed and that the total amount of work required could not be reasonably estimated. Since then, additional extra work has been performed to support the completion of construction activities for the project. Project construction is now complete and the upgraded facilities are operating as designed.

The additional construction administration tasks performed are described below, along with the estimated cost for each task. The work described for the following tasks is additional to the scope of work included in the existing Contract for Phase 2 WWTF Construction Administration Services dated January 5, 2010.



Mr. Eric Levison  
February 8, 2013  
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### **TASK 1 – EXISTING PAKSCAN AERATION CONTROLLER TROUBLESHOOTING**

This task consisted of troubleshooting the existing Pakscan controller unit that communicates with the existing plant SCADA (Systems Control and Data Acquisition) system and automatically controls the aeration basin air valves to distribute air from the blowers to the basin zones. During startup of the new aeration system controls, it was noted that the existing Pakscan motor-operated valve controller had not been communicating with the plant SCADA system, and that the existing valves have been manually operated since failure of the program had occurred sometime before commencement of this project. This information was unknown to Gray & Osborne during the project design. The new upgrades designed for the aeration control system depend on the proper operation of the existing valve controller program. Gray & Osborne and Conley Engineering, Inc. (CEI) were required to perform lengthy troubleshooting of the Pakscan unit and to research modification options in a timely manner to bring communications back online without delaying the Contractor's construction schedule for the aeration system controls startup. This item was within the critical path for the project. Gray & Osborne and CEI performed troubleshooting via remote computer connection, made several site visits to troubleshoot the controller, and coordinated with the controller manufacturer to get the unit to operate as required. CEI provided an intermediate communication device (DigiOne Unit) and an uninterruptable power supply (UPS) to replace existing units, which had failed. Performance of this work was crucial to avoid potential claims for delaying startup of the new plant facilities and improved stability of the existing aeration basin control system.

The cost to perform this engineering work is \$19,740.

### **TASK 2 – EXISTING ULTRAVIOLET DISINFECTION SYSTEM CONTROL SYSTEM MODIFICATIONS**

This task consisted of extra work to restore the existing ultraviolet disinfection system control panel to full automatic control and reporting. This task included inspection of the existing control panel, preparation of record drawings of the existing components, requesting a proposal from the existing ultraviolet disinfection system manufacturer, and providing review and communication with the ultraviolet disinfection system manufacturer for two subsequent proposals. The control system for the existing ultraviolet disinfection system, which was installed in 1999 by a third party, failed prior to the design phase of the current project. The operators had planned to have the control system updated by the prior integrator, but the integrator was no longer in business. Gray & Osborne and CEI prepared a request for proposal from the existing ultraviolet





Mr. Eric Levison  
February 8, 2013  
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disinfection system manufacturer (Trojan UV) after visiting the site to record the as-built existing system, provided recommendations for component replacement, and defined the programming changes required. The first proposal from the manufacturer was reviewed by Gray & Osborne and CEI, and a second modified proposal was requested. The proposed cost submitted by the ultraviolet disinfection system manufacturer was determined to be too expensive and a change order was not issued for this work. The system is currently being operated in manual mode as it has been for several years. The City may elect to receive bids from third-party integrators and the ultraviolet disinfection system manufacturer in the future for this work.

The cost to perform this engineering design work is \$9,380.

### **TASK 3 – EXISTING MAIN PLANT PUMP STATION (MSPS) CONTROL AND LEVEL SENSOR CURRENT CONVERTER ADDITION**

This task consisted of providing direction to the Contractor to provide an electrical current converter to convert the current from a new level sensor to an existing controller and to research possible revisions to allow the existing pumps to be controlled via the existing programmable logic controller (PLC) prior to a directive by the City to design revisions to the MSPS PLC. It was therefore decided to convert the signal (4-20 milliamp) from the new level sensor to match the signal range for the existing ultrasonic level sensor, which was replaced due to poor performance. This change allows the existing controller to receive the same signal range from the new level sensor that it received from the previous level sensor, without interrupting operation of the MSPS.

The cost to perform this engineering work is \$8,770.

### **TASK 4 – EXISTING MAIN PLANT PUMP STATION (MSPS) TELEMETRY TROUBLESHOOTING AND REPAIR**

This task consisted of troubleshooting and repairing the existing telemetry communications between the main sewage pump station PLC and the plant PLC to allow operators to receive equipment status and alarms at the WWTF computers for new equipment at the pump station. During startup of new equipment at the main sewage lift station, operators indicated that they had not been receiving status and alarms for the pump station equipment at the WWTF computers for several years and they requested that this capability be restored. After research and troubleshooting, CEI was able to restore power to the radio device, replaced a PLC analog output card and a central processing unit (CPU) with spares, and installed programming software on the CPU. Plant operators now have the capability to view the status of the equipment and receive



Mr. Eric Levison  
February 8, 2013  
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alarms at the control stations remotely at the WWTF for the equipment at this pump station. This work was conducted by CEI and Gray & Osborne and was not included in a change order.

The cost to perform this engineering work is \$4,715.

#### **TASK 5 – EVALUATION/ASSISTANCE WITH RESOLUTION OF NEW SLUDGE DRYER PERFORMANCE PROBLEMS**

This task consisted of work associated with the resolution of new sludge dryer belt tracking problems that resulted in damage and shutdown of the dryer in addition to various other dryer operational issues. Services included several site meetings and investigative work required to make an assessment of the damage, troubleshoot and identify the causes of the belt tracking problems, reporting of the problems and the incident history to the City and the dryer manufacturer (Andritz Separation, Inc.), meetings and phone calls with the City and the dryer manufacturer to discuss dryer problems and potential solutions, negotiations with the dryer manufacturer on repairs and improvements, preparation of technical memoranda and letters documenting dryer operational issues, review of proposed dryer improvements, and inspection of dryer modifications. Major improvements performed by Andritz as a result of these efforts include repair of the dryer cabinet, installation of a more robust belt tracking system, installation of several new inspection and access ports, installation of additional screening, installation of internal wear liners on conveyors, modification of the crusher components, installation of new electrical devices, installation of a new slide gate, installation of new access walkways and platforms, and control programming revisions.

Similar work, as described above, was also provided by Gray & Osborne to support the City after a smolder incident occurred in the dryer recycle bin in July 2012 and after the recycle bin gyrator assembly was damaged in October 2012.

The cost to perform this engineering work is \$19,050.

#### **TASK 6 – BIOSOLIDS TAX EXEMPTION RESEARCH**

This task consisted of research of Washington State regulations defining rules for tax exemptions for biosolids equipment purchase and construction. This information was provided to the City in e-mails. The City can potentially receive an estimated refund of \$192,000 for this exemption.

The cost to perform this engineering work is \$1,340.



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February 8, 2013  
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### **TASK 7 – ADDITIONAL INSPECTION OF CONCRETE PLACEMENT AT NEW STRUCTURES**

This task consisted of additional structural inspections and design review for correcting concrete placement problems at the anaerobic digesters, aeration basins, and the main sewage pump station. Gray & Osborne provided additional on-site inspection and provided additional design plans for acceptable corrective measures for these structures. Gray & Osborne also reviewed additional submittals and information requests for these structures and attended meetings and telephone conferences to resolve these issues in a timely manner, thereby meeting the specification requirements without delaying the project.

The cost to perform this engineering work is \$4,240.

### **TASK 8 – ADDITIONAL PROGRAMMING WORK DUE TO EXISTING HMI WONDERWARE PROGRAM INSTABILITY**

The existing WWTP computer graphics interface, also known as the human-machine-interface (HMI) system, was originally created by a contracted programmer over 12 years ago. The framework for the existing program architecture is not consistent with industry standards. These inconsistencies resulted in frequent system crashes and corruption of the HMI during efforts to integrate new systems software into the existing program, and also during other contracted programming upgrades work by CEI. These problems required numerous site visits and substantial additional programming time when compared to typical HMI programming applications. Additionally, considerable extra engineering time was expended to troubleshoot and repair the existing HMI program framework during contracted work.

The cost to perform this engineering work is \$27,365.

Note: It is recommended that the City plan to replace the existing problematic HMI screens with new, updated programming for the HMI system in the future. Gray & Osborne and CEI will soon present the City with a contract proposal for this work, with the recommendation that the updated programming be performed during the WWTF Phase 2B construction project.



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February 8, 2013  
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#### **TASK 9 – ADDITIONAL COMPUTER SUPPORT**

As part of this project, the City purchased an upgrade to Wonderware 2012 as well as a new computer to replace an outdated computer, identified as “HMI A” computer, which handles the input/output information traffic, historical plant operational data, and critical alarming functions of the HMI application. Typically, a computer used for this purpose should be used solely for plant HMI applications and no other software or internet use; however, this computer has been used for other uses, which has caused HMI A to crash on several occasions. CEI was called to troubleshoot and restore the HMI application each time this computer crashed. The computer now is currently operating with the HMI application and the operators have been instructed to use this computer only for the HMI application.

The cost to perform this engineering work is \$1,430.

#### **TASK 10 – ADDITIONAL REMOTE COMPUTER ACCESS WORK**

This task consisted of providing secure remote access connections for various equipment manufacturers to the PLCs associated with the biosolids drying system, the digester heating system, the aeration control system, and the digester gas compressor system, to allow manufacturers to troubleshoot and download programming changes to their respective PLCs. The addition of the remote access allows the manufacturer to access their PLC only when allowed by plant operators and benefits the City by providing instant online technical support and diagnostics from manufacturers instead of waiting for a manufacturer’s representative to visit the plant.

The cost to perform this engineering work is \$6,685.

#### **TASK 11 – ANAEROBIC DIGESTER SEEDING/STARTUP**

This task consisted of providing coordination and support for the anaerobic digester seeding and startup operations. Seed sludge was required to be hauled from an existing WWTF and added to the new anaerobic digesters to reduce the time required to begin operating the new digesters. Gray & Osborne contacted several WWTFs in the area to determine the best source of the seed sludge and then coordinated with the Salmon Creek WWTF on the timing, delivery method, and determination of volumes of sludge removal from their existing anaerobic digesters. Gray & Osborne also coordinated with the Contractor for the delivery of the seed sludge and provided direction to plant operators on the interim startup and sludge wasting procedures.



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February 8, 2013  
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The cost to perform this engineering work is \$4,950.

#### **TASK 12 – DIGESTER GAS COMPRESSOR TROUBLESHOOTING**

This task consisted of providing troubleshooting for the new digester gas compressor system. The startup of the digester gas compressor system required additional work by Gray & Osborne to troubleshoot equipment and control issues associated with the manufacturer-supplied equipment and control panel. The relationship between the manufacturer, HSI, and the Contractor had degraded during the course of the project, requiring Gray & Osborne to directly coordinate with the manufacturer to ensure that the City received an operational system.

The cost to perform this engineering work is \$8,400.

#### **TASK 13 – ANAEROBIC DIGESTER LEAK PROBLEMS INVESTIGATION/RESOLUTION**

This task consisted of investigating and resolving problems associated with leaks in the digester gas system. During startup of the digesters, it was discovered that the digester gas system was not holding the required design pressure. Gray & Osborne and CEI performed troubleshooting via remote access and during on-site inspections. The discovered causes of the digester gas pressure and leaking problems were faulty emergency pressure relief manhole covers on the digesters and sludge holding tank, faulty plug valves on the digester gas lines, and faulty installation of the digester overflow pipes. Gray & Osborne subsequently provided direction to the Contractor to resolve these issues.

The cost to perform this engineering work is \$7,415.

#### **TASK 14 – CONSTRUCTION CHANGE ORDERS**

A number of change orders have been prepared in response to requests from the City for construction contract changes. These change orders are listed below and are classified according to their objective: repair existing facilities (Code RF), add improvements (Code AI), deal with unforeseen construction conditions (Code CC), and improve operation and maintenance (Code OM). Also shown are the final change order construction cost and the estimated engineering fee to perform the work to design, process the change orders, and provide construction support for each change. A brief summary of the scope of each change order task is provided below the table.



Mr. Eric Levison  
February 8, 2013  
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### City-Requested Change Orders for Phase 2 WWTF Improvements

Task	Description	Code	Change Order Cost	Estimated Engineering Fee
14A	Paved Driveway at Digester Building	AI	\$ 5,666	\$ 895
14B	MSPS Sewer Repair/Cleaning/TV Inspection	CC/RF	\$ 71,017	\$ 5,020
14C	Aerobic Digester Backfill Deletion	AI	\$ 33,413*	\$ 3,570
14D	H <sub>2</sub> S Scrubber Revisions	AI	\$ 39,749	\$ 5,020
14E	Existing Grit Room Vent Piping Modifications	OM	\$ 4,398	\$ 1,340
14F	Remove Biosolids from Existing Aerobic Digester	OM	\$118,891	\$ 6,900
<b>Total</b>			<b>\$273,134</b>	<b>\$22,745</b>

\* Credit to City.

#### Change Order Task 14A

The City requested that an additional driveway at the new digester building be paved. Gray & Osborne prepared marked up drawings as part of the request for a change order proposal and will include these revisions on the record drawings. This work was performed by the Contractor for the construction cost of \$5,666, as authorized by Change Order 5.

The cost to perform this engineering work is \$895.

#### Change Order Task 14B

Excavation of the existing 36-inch inlet pipe at the main plant pump station to construct the new wet well expansion revealed that the pipe was cracked. A section of this pipe required replacement. The repair work by the Contractor included cleaning of the existing pipe and television inspection and subsequent pipe replacement, complete with additional traffic control and bypass pumping requirements. Gray & Osborne provided design of the coupling of the new pipe to the existing pipe, reviewed submittals, coordinated with the City and contractors, and provided additional design clarifications, all in a timely manner to avoid delays to the construction schedule. The sewer repair was performed by the Contractor for the construction cost of \$71,017, as authorized by Change Order 6.



Mr. Eric Levison  
February 8, 2013  
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The cost to perform this engineering work is \$5,020.

#### **Change Order Task 14C**

The original project design included demolition of Aerobic Digester 1 and backfill of the digester site. Subsequently, the City decided to proceed with a future project to construct a third secondary clarifier at this site. Since the future project will require excavation to construct the clarifier, the backfilling of the aerobic digester site was deleted from the current construction project. Gray & Osborne prepared two separate change order proposals for this work since the cost proposed for the first proposal was not acceptable. Gray & Osborne prepared revised drawings and estimated quantities as part of the requests for change order proposals and will include the revisions on the record drawings. The deletion of this backfill work resulted in a credit to the City of \$33,413, as documented in Change Order 6.

The cost to perform this engineering work is \$3,570.

#### **Change Order Task 14D**

The scope of work for Phase 2A included the design and construction management for the hydrogen sulfide scrubber system to be installed as a change order to this project. The change order documents were prepared and the several versions of the change order were reviewed by Gray & Osborne. It was determined that a lower construction cost could be obtained via competitive bid in the Phase 2B project at a later date, leaving only the installation of the underground piping and utilities and piping on the digester building roof in the current Phase 2A project. Gray & Osborne changed the plans to show the revised underground and digester piping and utilities, in a revised change order, for construction by the Contractor on a force account basis. Gray & Osborne will include these revisions on the record drawings. This work was completed by the Contractor for the construction cost of \$39,749, as authorized by Change Order 5.

The cost to perform this engineering work is \$5,020.

#### **Change Order Task 14E**

The City requested that existing vent lines in the grit room of the equipment building be revised to drain to existing building drains. Gray & Osborne prepared drawings to revise this piping and will include these revisions on the record drawings. This work was completed by the Contractor for the construction cost of \$4,398, as authorized by Change Order 1.



Mr. Eric Levison  
February 8, 2013  
Page 10

The cost to perform this engineering work is \$1,340.

#### **Change Order Task 14F**

The original project design included removal of sludge in existing Aerobic Digester 1 by the City down to a level 3 feet above the bottom of the tank prior to tank demolition. Sludge below the 3-foot depth was required to be removed by the Contractor. Because of conflicting schedules and difficulties for City staff performing this removal work and then coordinating this work with an outside vendor once staff realized they could not perform the work with their own forces, it was agreed to have the Contractor schedule and perform all digester sludge removal by force account. The Contractor performed this sludge removal and disposal work for the construction cost of \$118,891, as authorized by Change Order 7. The cost was very near the amount the City would have been billed, if the City had contracted a third party to perform this work. The volume of material pumped and disposed of was approximately 265,000 gallons. Gray & Osborne provided assistance to the on-site inspector to provide direction and monitoring of the Contractor's work for this item and to negotiate the final change order amount.

The cost to perform this engineering work is \$6,900.

#### **SUMMARY**

As indicated in the summary table below, the total estimated cost of the additional construction administration services (Tasks 1 through 14 above) is the not-to-exceed amount of \$146,225.





Mr. Eric Levison  
February 8, 2013  
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**Summary of Additional Construction Administration Services and Costs**

<b>Task</b>	<b>Description</b>	<b>Estimated Engineering Cost</b>
1	Pakscan Aeration Controller	\$ 19,740
2	UV Disinfection System Controls	\$ 9,380
3	MSPS Current Converter and Control	\$ 8,770
4	MSPS Telemetry Repair	\$ 4,715
5	Sludge Dryer Performance Problems	\$ 19,050
6	Biosolids Tax Exemption	\$ 1,340
7	Concrete Work Inspection	\$ 4,240
8	HMI Programming	\$ 27,365
9	Computer Support	\$ 1,430
10	Remote PLC Access	\$ 6,685
11	Anaerobic Digester Seeding/Startup	\$ 4,950
12	Digester Gas Compressor Troubleshooting	\$ 8,400
13	Anaerobic Digester Leak Investigation	\$ 7,415
14	City-Requested Change Orders	\$ 22,745
<b>Total</b>		<b>\$146,225</b>

If you find the descriptions of these tasks and costs acceptable, please sign the authorization statement below to amend the existing agreement for Phase 2 WWTF Improvements Construction Administration and return one copy to us. A second copy of this letter is provided for this purpose.

Thank you for the opportunity to provide these engineering services to the City. Please advise us should you require any additional information.

Very truly yours,

GRAY & OSBORNE, INC.

John P. Wilson, P.E.

JPW/hhj  
Encl.

cc: Mr. Jim Hodges, Capital Projects Manager, City of Camas



Mr. Eric Levison  
February 8, 2013  
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**CITY OF CAMAS – PHASE 2A WASTEWATER TREATMENT FACILITY  
IMPROVEMENTS CONSTRUCTION ADMINISTRATION SERVICES  
AMENDMENT 2**

Gray & Osborne, Inc. is authorized to proceed with the engineering services described herein under the terms and conditions of our existing contract for Phase 2 WWTF Improvements Construction Administration dated January 5, 2010, for a cost not to exceed \$146,225 as noted herein without further written direction and authorization of the City.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To: City of Camas  
 616 Northeast Fourth Avenue  
 Camas, 98607  
 Attn: Jeff Englund  
 Fax # 360-834-1535  
 Email: jenglund@ci.camas.wa.us

Invoice # 20015371  
 Date: 31-Aug-12  
 Project: 2012 Slurry Seal Treatment  
 Type II Slurry  
 Camas, WA  
 Contract # S-569B  
 Progress Billing # Final  
 Work Completed To: 31-Aug-12  
 Job # 12-057



Original Contract						Total Bill To Date		Prior Billings		Current Billings	
Contract Item #	Item / Work Description	Unit	Unit Price (\$)	Quantity at Bid	Bid Amount	Quantity	Amount (\$)	Quantity	Amount (\$)	Quantity	Amount (\$)
1	Type II Slurry	SY	\$ 1.76	18,391.00	\$ 32,369.00	18,391.00	\$ 32,369.00		\$ -	18,391.00	\$ 32,369.00
2											
3											
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OK to pay  
 S-569-B  
 [Signature]  
 9/14/12  
 Copy  
 RFE paid 9/17/12

RFC  
 ENTERED  
 8/25/13

FOR PROPER CREDIT REMIT TO:  
 ADDRESS AT BOTTOM OF INVOICE  
 TERMS:  
 ALL ACCOUNTS DUE UPON RECEIPT. OVERDUE  
 ACCOUNTS ARE SUBJECT TO 1.5%/MONTH, 18%/ANNUM.  
 ATTORNEY'S FEE INCURRED IN COLLECTING PAST DUE  
 ACCOUNTS WITH OR WITHOUT LEGAL ACTION  
 TOGETHER WITH ALL COURT COSTS INVOLVED.  
 CUST NO 20912057  
 DISTR 141 3000

TOTALS: \$ 32,369.00	\$ 32,369.00	\$ -	\$ 32,369.00
CONTRACT AMOUNT	BILLINGS TO DATE	PRIOR BILLINGS	BILLINGS THIS PERIOD
SALES TAX: 5% RETAINED:	\$ (1,618.45)	\$ -	\$ (1,618.45)
112-59-595-300-65		AMOUNT DUE THIS PAYMENT: \$ 30,750.55	

Valley Slurry Seal Company  
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**PAVEMENT MAINTENANCE SPECIALISTS**

RESOLUTION NO. 1267

A RESOLUTION adopting an Ambulance Billing Debt Forgiveness Policy.

WHEREAS, it is the policy of the City of Camas that the provision of emergency medical services is not conditioned upon ability to pay, and

WHEREAS, the City Council desires to adopt a policy providing for cancellation of all or a portion of debt owed to the City for emergency medical services for those with no means or inadequate means to pay.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section I

The City hereby adopts the Ambulance Billing Debt Forgiveness Policy attached hereto as Exhibit "A" and by this referenced incorporated herein.

Section II

ADOPTED by the Council of the City of Camas at a regular meeting this \_\_\_\_ day of March, 2013.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney

**CITY OF CAMAS**  
**AMBULANCE BILLING DEBT FORGIVENESS POLICY**

**Policy –**

It is the policy of the City of Camas that ability to pay is never a condition of emergency medical services. All aspects of emergency medical services will be provided to all patients without discrimination of those with no means or inadequate means to pay. A patient that cannot pay for emergency medical services may apply for debt forgiveness based on income eligibility.

**Definitions –**

Income Eligibility is the qualifying income level as determined by the current year Health and Human Services Federal Poverty Guidelines.

Debt Forgiveness is canceling all or a portion of debt owed to the City of Camas for emergency medical services rendered.

**Procedures –**

After receipt of an application for debt forgiveness, the finance department ascertains whether the applicant claiming to need financial assistance actually meets income eligibility criteria using documentation provided by the applicant. Such documentation may include the most recently filed federal tax returns, payroll check stubs, unemployment compensation and Medicaid eligibility. Other financial resources available to the patient including medical insurance, government programs and third party liability insurance will be reviewed and included in the ability to pay. The city will review each application, approve or deny each one and notification will be sent to the applicant.

Full debt forgiveness will be provided to a patient or responsible party with a gross family/household income at or below 100% of current published Federal Poverty Guidelines, adjusted for family size. If the patient can be claimed as a dependent, the parent or guardian income will be considered in the income eligibility. Partial debt forgiveness will be provided for a patient or responsible party with a gross family/household income between 101% and 200% of the current year published Federal Poverty Guidelines according to the sliding scale below:

<b>Debt Forgiveness</b>	
Income as a Percentage of Federal Poverty Level*	Percentage of Debt Forgiveness
100% or below	100%
101% to 133%	75%
134% to 166%	50%
167% to 200%	25%
Greater than 200%	0%

\*See Addendum A for poverty levels and number of persons in household. Addendum A to be updated annually based on current year Federal Poverty Guidelines.

Under some circumstances debt forgiveness may be provided to a patient or responsible party with a gross family/household annual income greater than 200% of the Federal Poverty

Guidelines. If circumstances such as extra-ordinary non-discretionary expenses, future earning capacity or the ability to make payments over an extended period of time may be taken into consideration. All members of the finance committee must be in agreement of any debt forgiveness allowed under these circumstances.

Reasonable payment arrangements, consistent with the eligible responsible party's ability to pay, will be extended for amounts not eligible for debt forgiveness. Up to ten monthly payments without interest may be arranged; additional months could be considered especially with consistent payment history. The finance department reserves the right to revoke any debt forgiveness and assign all unpaid balances to collections if an extended payment agreement is in default.

Addendum A

**Full or Partial Debt Forgiveness Schedule Based on  
2013 Health & Human Services Federal Poverty Guidelines**

<b>Persons in Family/Household</b>	<b>100% Forgiveness - Income Range 100% or below Poverty Guideline</b>	<b>75% Forgiveness - Income Range 101% - 133% Poverty Guideline</b>	<b>50% Forgiveness - Income Range 134% - 166% Poverty Guideline</b>	<b>25% Forgiveness - Income Range 167% - 200% Poverty Guideline</b>
1	\$0 - \$11,490	\$11,491 - \$15,282	\$15,283 - \$19,073	\$19,074 - \$22,980
2	\$11,491 - \$15,510	\$15,511 - \$20,628	\$20,629 - \$25,747	\$25,748 - \$31,020
3	\$15,511 - \$19,530	\$19,531 - \$25,975	\$25,976 - \$32,420	\$32,421 - \$39,060
4	\$19,531 - \$23,550	\$23,551 - \$31,322	\$31,323 - \$39,093	\$39,094 - \$47,100
5	\$23,551 - \$27,570	\$27,571 - \$36,668	\$36,669 - \$45,766	\$45,767 - \$55,140
6	\$27,571 - \$31,590	\$31,591 - \$42,015	\$42,016 - \$52,439	\$52,440 - \$63,180
7	\$31,591 - \$35,610	\$35,611 - \$47,361	\$47,362 - \$59,113	\$59,114 - \$71,220
8	\$35,611 - \$39,630	\$39,631 - \$52,708	\$52,709 - \$65,786	\$65,787 - \$79,260

For each additional person in family/household add:

<b>Add</b>	\$4,020	\$5,437	\$6,673	\$8,040
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For example: a family/household of 2 members with an income of \$25,000 will qualify for debt forgiveness of 50% of the ambulance billing as the patient's income is above \$20,629 and below \$25,747 per year.