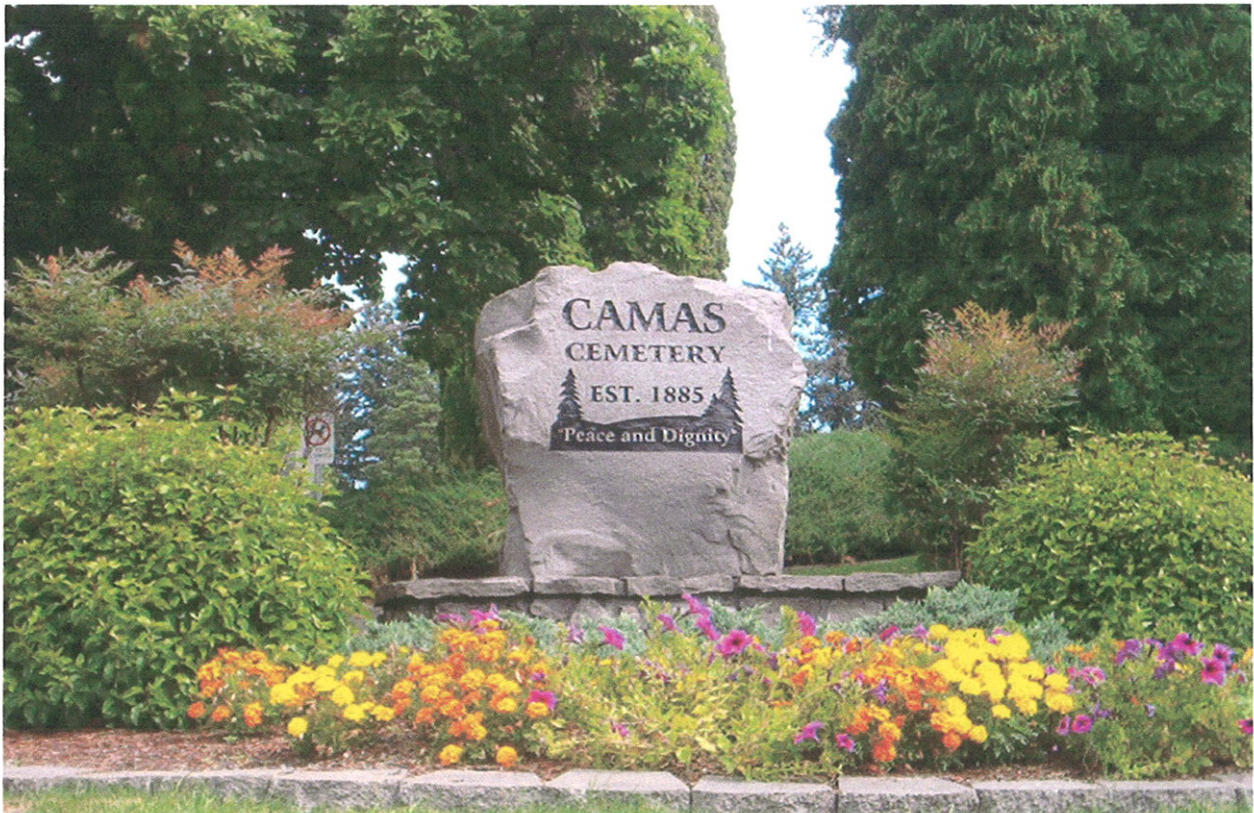




**CITY OF CAMAS  
2009  
CEMETERY MASTER PLAN**



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## City of Camas Cemetery Master Plan 2009

### **Executive Summary**

The Camas Cemetery is an important historic and aesthetic resource for the City of Camas. Located adjacent to Lacamas Park, it provides a peaceful resting place for our loved ones, a quiet place for reflection and an addition to our open space network.

The 2009 Master Plan will provide the City of Camas with direction for the continued operation of the Cemetery. The most pressing issue facing the Cemetery is to provide a stable funding source that will allow for the needed capital improvements and ongoing perpetual maintenance requirements of the Cemetery. Along with the budget concerns, the citizens of Camas have placed a high expectation on the care and maintenance of the Cemetery to honor our heritage and family members.

The Cemetery currently generates approximately \$41,500 in revenue per year and has total expenditures of about \$136,000 (this excludes an \$18,000 capital expenditure for the office trailer in 2010). The General Fund will contribute \$80,000 in 2010 to balance the budget. General Fund dependence forces the Cemetery to compete with other pressing City priorities like fire/EMS and police. Staffing has been cut to minimum levels due to General Fund constraints and provides a challenge to meet community maintenance expectations.

The Camas Cemetery can provide a place for burial for generations to come. With minimal capital investment the currently developed area has a capacity of 30 to 40 years. This capacity limits the funding problem largely to maintenance of the grounds in a manner acceptable to the citizens. Capital investment in the developed area is limited to additional niche wall space, data base needs and the purchase of the office trailer. Major capital investment on the undeveloped property will have to be made past the 20 year horizon of this plan to maximize the capacity of the Cemetery site.

The plan identifies five major goals:

- Develop a robust and trustworthy data base and information system
- Meet the service expectations of the citizens of Camas
- Make the Cemetery financially stable and reduce dependency on the General Fund
- Maximize the developed and undeveloped property for Cemetery use to meet future burial needs and trends
- Develop a strong volunteer/donation program

Two issues dominated the discussion of the committee. The first is the potential use of the undeveloped property for purposes other than future burial sites. The committee's first priority is to maintain the property for exclusive Cemetery use, with the understanding that with the consent of the Parks and Recreation Commission and City Council other uses that are compatible and provide economic benefit to the Cemetery may be explored. The second issue is the importance of developing a robust volunteer program to help staff maintain the facility at or above the current levels and help with capital costs. The committee recommended that the City



provide any help allowed under State Law to foster development of a “Friends of the Cemetery” group with non-profit status.

Implementation of this plan is underway in the 2010 budget. The capital cost of purchasing the office trailer is funded using REET. Staff will be required to add this element to the upcoming Capital Facilities Plan before the monies can be expended from the REET account. The budget also provides limited funding to start some data base work, advertising and signage as listed in the objective sections of this report.

## **Introduction and Scope**

On January 1, 2007 the City of Camas accepted ownership, maintenance and operational control of the Cemetery from the Camas Cemetery Association. During 2007 and 2008 City of Camas staff operated the Cemetery with the sole intent to keep the grounds in good order, provide for lot sales and locate graves for contract services. Over the last two years the Cemetery has been required to reduce its budget to meet city wide budgetary targets, while identifying a number of concerns expressed by citizens and staff.

This Master Planning process was implemented based on discussions at the 2008 Planning Conference, a number of Parks and Recreation Commission meetings, and as identified in the 2009 Cemetery Public Works Budget to update the 1972 Master Plan completed by the Cemetery Association. The primary goal of the Master Plan is to assess the current conditions, future needs and financial health of the cemetery, and provide a road map for the operation into the future. This plan represents the findings of the assessment to meet the needs of Camas Citizens for the next 20 years to help guide decisions on capital investment, service needs, meeting community expectations, budget requirements and financing.

The Parks and Recreation Commission, who has the responsibility of Cemetery oversight, prepared a draft Master Plan at four advertised special meetings that were held on March 19, 2009, April 22, 2009, May 19, 2009 and December 9, 2009. The draft plan was approved at the December 9, 2009 Parks and Recreation Commission meeting to release for public comment. The draft plan was made available at the Camas Library, City Web page and City Hall for review and public comment for a 30-day period closing on February 11, 2010. On February 24, 2010 the Parks Board reviewed public comments and formally submitted the Master Plan for Council adoption. On March 15, 2010 the Camas City Council adopted the 2009 Cemetery Master Plan by Resolution.

## **Definition of Terms**

The following terms will be used throughout this document:

- “Cemetery” means the burial ground commonly known as the Camas cemetery, including, without limitations:
  1. All land dedicated, reserved or used for interment of the remains of human dead.
  2. All vegetation therein.
  3. All graves, mausoleums, crypts, columbaria, niches or other interment spaces therein..

4. All works of art therein.
  5. All roads, walkways and other structures of every kind therein.
  6. All equipment and facilities incidental to the operation of Camas cemetery.
- “City” means the city of Camas.
  - “Columbarium” means a structure or other space containing niches for permanent inurnment of cremated remains.
  - “Committal” means the part of a funeral service which commits the remains of the deceased to their final resting place.
  - “Companion or double graves” means two single graves side by side.
  - “Cremated remains” means a human body after cremation in a crematory.
  - “Funeral” means a memorial service for a deceased person.
  - “Grave” means a space of land in a cemetery used or intended to be used for the burial of human remains.
  - “Grave owner” or “owner” means any person in whose name an interment plot stands of record as owner, in the records of the cemetery at Camas City Hall.
  - “Human remains” or “remains” means the body of a deceased person, and includes the body in any stage of decomposition.
  - “Interment” means the burial, entombment or inurnment of human remains.
    1. “Burial” means the disposition of human remains by earthen burial in a grave.
    2. “Entombment” means the placement of full body human remains in a crypt either above or below ground.
    3. “Inurnment” means placing of cremated remains in an urn in a grave, crypt, or niche.
  - “Maintenance” means cutting of the lawns on the graves and other lawn areas within the cemetery at reasonable intervals, and the general maintenance of the cemetery including building roads, fences, etc., in so far as the city budget will permit.
  - “Memorial” means:
    1. A monument, tombstone, grave marker, tablet or headstone identifying a grave or graves.
    2. A name plate or inscription identifying a crypt or niche to preserve remembrance; or
    3. A name inscribed on the remembrance wall.
  - “Niche” means a space in a columbarium used or intended to be used for the inurnment of cremated human remains.
  - “Plot” means a grave site or lot.

## **Camas Cemetery History**

In 1883, the Camas Colony Company formed by Oregonian publisher Henry Pittock and a group of investors, sought land near La Camas Lake (Lacamas Lake) on which to establish a newsprint-producing paper mill. The company plotted the cemetery in 1885, shortly after establishment of the mill, but their temporary layout markers and plats were lost. Although there is uncertainty over the early years, many believe the land the cemetery now occupies was originally owned by Donald Stearns, a close associate of Pittock.

The Women’s Civic Club maintained the affairs of the cemetery from 1910 through 1914. In 1914, a deed was recorded giving ownership of the cemetery land to the recently-incorporated

City of Camas, granted by the Pittock and Leadbetter families. The operation of the cemetery was then performed by the City of Camas for six years until the Camas Cemetery Association was formed. The association operated the cemetery for more than eighty years, doing the majority of the work in creating what we know today as the Camas Cemetery, before ownership and operation came full circle and were transferred back to the City of Camas in 2007.

Throughout its history, several local cemeteries have incorporated their graves into the Camas Cemetery. The Camas Catholic Cemetery relocated a number of its graves and erected a memorial listing the names of all those moved. Previously known unofficially as The Dead Lake and Fallen Leaf Cemetery, many others were also relocated from this cemetery over the years, including one of our oldest-dated headstones, belonging to the Karnath family.



*Wall of Remembrance on the small brick mausoleum*

Visitors to the cemetery will notice in the Southeast section of the cemetery is the “Pioneer Section.” In this section, visitors can find graves from the original plotting of the cemetery, such as the 1881 interment of Lieutenant Henry Walton, our oldest grave. Also prominent in this section is a tiny red-brick mausoleum erected by Donald Stearns to hold his beloved wife, Clara Dunaway, who died of pneumonia. Although the small brick mausoleum now rests empty, it has the distinction of bearing the current Wall of Remembrance.

## **Camas Cemetery Location and Description**

The Camas Cemetery is located north of NE 19<sup>th</sup> and NE Oak Street, east of the Camas Doc Harris football stadium and south and west of Lacamas Park in the Southeast ¼ of Section 2, Township 1 North, Range 3 East. The Cemetery consists of County tax lot #'s 91044019, 91044000, 90939000, 91044020, 91044313, 90924003, and 91044017 for a total of 19.94 acres. The current developed area is platted into a block and lot configuration with names for each section (See appendix A). Future areas will be named as they are established from a list of possible names as listed on the appendix above. Approximately 5.5 acres of developable unplatted property remains for beneficial use after accounting for impacts of Shoreline and Tree ordinance regulations.

## **Current Operation**

The City Grounds Maintenance crew maintains the grounds, marks out the grave site, inspects the site after service, marks out and inspects marker installation, and will provide interment of remains in a grave plot or niche wall without a service, and administers lot sales along with the Finance Department

Service burials, headstones and markers are the responsibility of the funeral home. The City provides a license (revocable grave digging permit) for contractors to dig graves and place markers under the supervision and authority of the funeral home. The costs for these services are paid directly by the family to the funeral home and do not pass through the City. Staff involvement is limited to marking the grave site for the contractor and inspection after closing.

Prior to City ownership, the Cemetery Association opened and closed graves, provided service set up, sold and installed markers. The City chose to follow the City of Vancouver model as a prudent step to provide time to understand the cemetery business. Based on discussion with the Master Plan Committee it is recommended that the City continue this model for the near future. The City reserves the right to reevaluate and provide some or all of the functions described above if it is found to provide a positive cash flow for the Cemetery.

## **Grounds**

Grounds Maintenance includes: mowing, irrigation, fertilizing, weed control, landscape bed care, tree trimming, asphalt maintenance, mole control, hardscape (benches, walkways, flagpole area) and general grounds repair.

Staff mows grass on a weekly schedule and attempts to mow the section where a service is scheduled. The current budget allows for moderate irrigation, some weed and fertilizer application, and staff overtime to prepare for and work Memorial Day and Veterans Day. Current budgetary authority provides for a .75 full-time equivalent (FTE) with .50 FTE seasonal help.

Maintenance of headstones is the responsibility of the family. Maintenance includes damage from vandalism or general weathering and lawn edging. Repairs and maintenance by family



members must meet current City Standards. The City does provide for volunteer groups and the offender work crew to do some edging of headstones along with headstone cleaning. Preparation for Memorial Day starts in early May with mowing, fertilizing, installing new bark dust, flowers and general clean up. City Staff is present on Saturday, Sunday and Monday to help families locate grave sites and maintain the grounds. Historically the local Boy Scout troop performs a flag ceremony on Memorial Day, lowering the flag to half mast and placing service and US flags throughout the cemetery. Other local veterans groups place flags at veteran grave sites.

## **Cemetery Services**

Cemetery services are coordinated by the funeral home under family direction. City grounds staff involvement includes: marking grave sites for service, maintenance of niche walls, coordinating with Finance Department, funeral home and grave digging service; head stone location marking; inspection of site after service, coordinating repair or clean up with contractors and interment paperwork. Upon request staff will be present at the service to assist.

Grounds staff also helps citizens find an existing grave location and assists families on purchase of a plot. Current staffing levels do not allow for a full time presence at the cemetery but contact information is posted at the office. Staff makes every effort to respond to calls that day or arrange an alternate time to meet.

Currently the Cemetery offers the following options for burial or remembrance:

- Traditional burial with casket and liner is required. Plot sizes range from the child section of 3' x 5' to 4' x 10' and 5' x 10' standard plots. In some of the older sections of the cemetery family plots of varying size exist. With the exception of the Garden of Angels child section, up to two cremains are allowed with a traditional burial with a limit of one headstone per plot. Currently the City is selling only from the blocks 91, 92, 102-104 until a full inventory of the remaining portion can verify availability of additional space in the older sections. The City ordinance prescribes the type and location of markers.
- Cremation interment in burial site or niche wall. Current options are in the Garden of Faith 4' x 4' plots, niche walls, or traditional plot. The 4' x 4' plots allow for a maximum of two burials per lot with grey granite marker name and date only. Two different styles of niche walls are available. The Garden of Faith walls provide for box only (no urn) single units and have name and date and font style restrictions. The niche wall (Johnson Wall) located in new section requires purchase of a double space but will accommodate urns.
- The Remembrance Wall, located on the old mausoleum and the niche wall provide a place to honor family with a name and date engraving without any burial on the site. Font, content, and location are restricted by ordinance.



*Garden of Angels Child Section*

## **Finance**

The Finance Department interacts with families purchasing plots, funeral home coordination for services and general citizen requests. Finance also maintains all data and accounting for the Cemetery. The Finance Department is still in the process of data base clean up from the multiple data sets provided at the change of ownership. They are currently working with the State Archive Department to scan and index all relevant documents.

All lot sales go through the Finance department. The family selects and pays for the lot at the Finance Department. The department issues a payment receipt and mails out a deed to the family and updates the data base and map. When a sale is associated with a burial service, the Finance Department charges either the family or the funeral home the appropriate fees based on the current fee schedule. After the service is complete, the Finance Department is required to send the Department of Health, a Burial – Transit Permit, signed by Grounds staff to Clark County Public Health – Vital Records Department within three days of receiving the permit.

## **Cemetery Rules**

The cemetery currently has distinct rules, and/or policies for different types of burials or sections that were carried over from the previous owners or have been added by City ordinance:

- The Columbarium located in block 93 is designed for two cremations for each panel space. Currently we require purchase of both spaces at the current rate of \$1,030, even if there is a single occupant.
- The City recently took over maintaining the lettering on the Garden of Faith Columbarium and has style and content restrictions.
- The Remembrance Wall has specific lettering and content restrictions.



- Upright headstones are only allowed at the following locations: Blocks 1-70. perimeter plots in the Garden of Faith, and on runners in Blocks 91 - 104
- Headstone size and shape restrictions per current code.
- Infant plots are done in order, no individual lot selection is allowed.

## Camas Cemetery Trends and Statistics

The following information was compiled from the City of Camas Cemetery data base along with other sources as noted. The current City of Camas data base was assembled by the Finance Department after the ownership transfer in 2007 from a number of data sources. While this data represents a best effort in accuracy it is acknowledged that there are gaps, errors and omissions in the data.

The data below lists general information as of June 2009:

- 5,258 burials to date.
- 249 cremations were placed in lots or niche walls. Based on observed data base errors this number is presumed to be low.
- 389 veterans according to the veteran's book.

Table 1 provides a snapshot of current inventory of remaining lots and provides a basis for determining the capacity of the cemetery in both the developed and undeveloped properties as shown in Graph 1. The marketing potential of the developed area is now confined to traditional lots in Blocks 91 – 104, the child section Block 83N, 83S, and 86, ground niche spaces in the Garden of Faith and double niche spaces in the Johnson Wall Block 93. Past offerings of family plots and single niche walls have reached capacity and are no longer available. Single niche wall spaces will require additional capital expenditure in the next year or two to capture this market. Until additional capacity is created for single niche, families looking for this burial option will be required to purchase two spaces in the Johnson niche wall or purchase from the other local cemeteries. As an interim measure the board could allow some of the Johnson Wall to be sold as single spaces. The family plot concept has been replaced with multiple adjacent lot purchases. Currently the cemetery does not offer a scatter garden as an option.

**Table 1: Developed Area Capacity**

Burial	Total Lots Platted	Total Lots Occupied	Total Lots Sold Empty	Total of Current Lots Allocated	Available Lots	% Available Lots
General Lots <sup>1</sup>	5,529	3,318 <sup>5</sup>	862	4,180	1347	24
Child Section <sup>2</sup>	425	215	0	215	210	49
Family/Oversize <sup>3</sup>	435	435 <sup>5</sup>	0	435	0	0
Cremain Lot <sup>4</sup>	174	98 <sup>5</sup>	4	102	72	41
Johnson Wall	96	5	19	24	72	75

Garden of Faith Niches	264	159	102	261	3	1
Remembrance Walls	60	14	0	14	46	77

1. Single casket lots located throughout cemetery 4'x10' or 5'x10' assumed available in sections 91-104 only. Total includes tree and bench encumbered lots.
2. Section A lots 63-74, Blocks 83N, 83S, 86, Sec A lots 65-70, 1C, and 3A.
3. Located Blocks A, 1 through 28. Plots larger than 5'x10.' No further sales of family plots.
4. Section 2B and Garden of Faith.
5. Multiple burials per lot allowed. Do not correspond to burial totals.

There are a number of variables in trying to determine the capacity and capital needs of the cemetery. The historical family plots in sections 1-26 still have additional capacity especially with the placement of cremains. City Code allows for additional cremains to be added to existing lots, the number depending on configuration and size. Both local and national trending shows an increase in cremation. If this trend continues it could drastically increase the holding capacity of the developed portion of the cemetery with redevelopment of the blocks 94 – 101 to provide additional cremains.

A range of burial capacities are shown in Graph 1. A number of assumptions were used in developing the capacity of the currently developed area at 8,340 burials which should provide a capacity of between 30 to 40 years:

- A factor of 1.1 was used on the existing 5,529 traditional and 174 cremain lots to account for additional cremains allowed by code.
- Averages of 2.6 burials were assumed for each family plot.
- The niche walls and child sections were limited to platted capacity.
- 160 future niche spaces were added to balance the 80/20% trend for cremain capacity.

For the undeveloped area the following assumptions were used to determine capacity of 1,150 per acre for the 20% cremains/burial ratio and 1,400 per acre for the 50% cremains/burial ratio. The per acre undeveloped figure is additive to the developed capacity above:

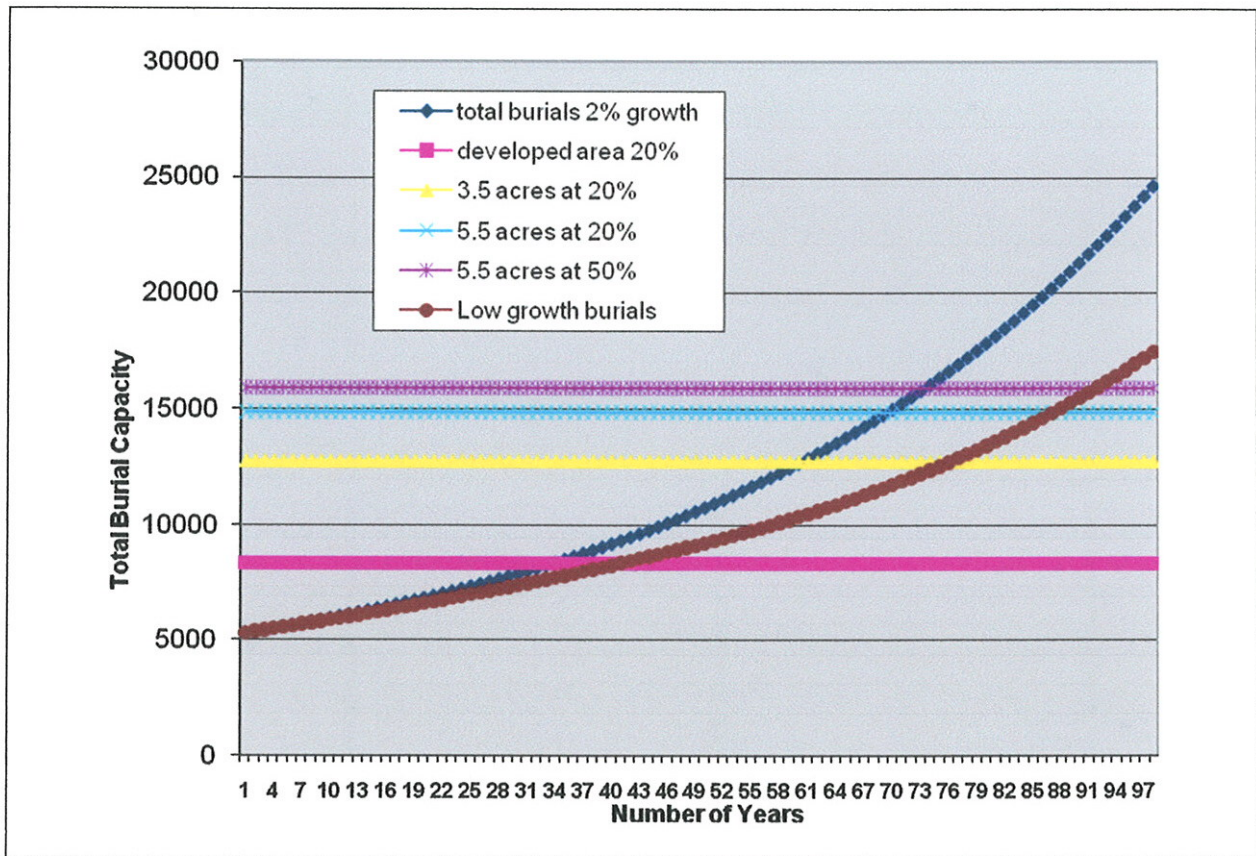
- 20% of the land will be used for non-burial purposes including roads, landscape, benches, paths and irrigation corridors.
- 40 square feet per lot was used.
- A 20% and 50% cremain lots or niche ratio to traditional lots.
- 10% factor on traditional lots to account for cremains allowed by code.

The undeveloped property consists of 5.5 acres. As discussed in the goals section of this report there may be the possibility of using up to two acres for a water reservoir or other compatible use. Graph 1 indicates that depending on the amount of acreage developed, the cremain/burial ratio and growth expectations of the undeveloped property would extend the service life from 60 to 92 years.

To determine the number of burials per year, it is assumed that the number of burials is proportional to the City population. Graph 1 displays two possible population growth scenarios.



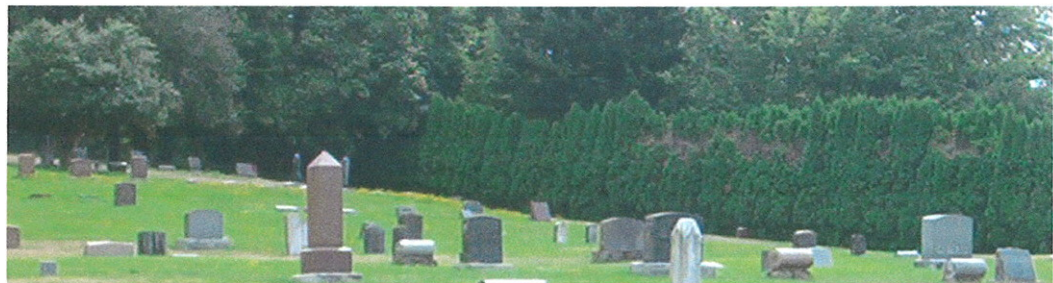
The first is a straight 2% growth. The second assumes minimal, or no growth for the next five years, with 45 years at 1% and the remaining 50 years at 2% growth. Green burial options and the addition of scatter gardens could significantly alter the time horizons.



**Graph 1: Burial Capacity**

Table 2 tracks total sales from January 2007. Current trends show that approximately 22% -25% of both sales and burials since 2007 have been cremains. Tables 2 and 3 show that over the last two and a half years the average burial sales is 46 per year and the average number of burial over the same time period is 64 per year. The wall niches are outselling the ground niche by almost two to one. Future sales and revenue could be constrained by the lack of single niche wall availability. Single niche walls are currently priced at \$720 vs. \$410 for an in-ground lot. General trending toward cremation and the lower overall customer costs for this service could also reduce future income.

*Grounds staff helps citizens find an existing grave location and assists families on plot purchases*





**Table 2: Sales 2007 to Current**

Year	Burial Plot	Ground Niche	Wall Niche	Total	% Cremains	Sales
2007	39	2	8	49	20.4	\$36,100
2008	29	5	9	43	32.5	\$32,300
2009 through June	18	3	1	22	18.1	\$13,950
<b>TOTAL</b>	86	10	18	114		\$82,350
<b>Average</b>	34.5	4	7.2	46	24.5	\$32,900

**Table 3: Historical trends**

Date	Number of Years	Number of Burials	Number of Cremations	% Cremations	Average Number of Burials
2005-2008	4	255	56	22.0	64
2000-2004	5	270	23	8.5	54
1995-1999	5	349	38	10.9	70
1990-1994	5	344	36	10.5	69
1985-1989	5	354	22	6.2	71
1980-1984	5	341	0	0.0	68
1966-1979	13	994	46	4.6	76
1960-1965	6	371	16	4.3	62
1950-1959	10	604	4	0.7	60
1940-1949	10	695	4	0.6	70
1918-1939	22	622	0	0.0	28

Over the past 20 years, 90% of the funeral services have been administered by Brown's or Straub's Funeral Home, but the Cemetery is open to all registered funeral homes.

*The City recently took over maintaining the lettering on the Garden of Faith Columbarium which has style and content restrictions.*



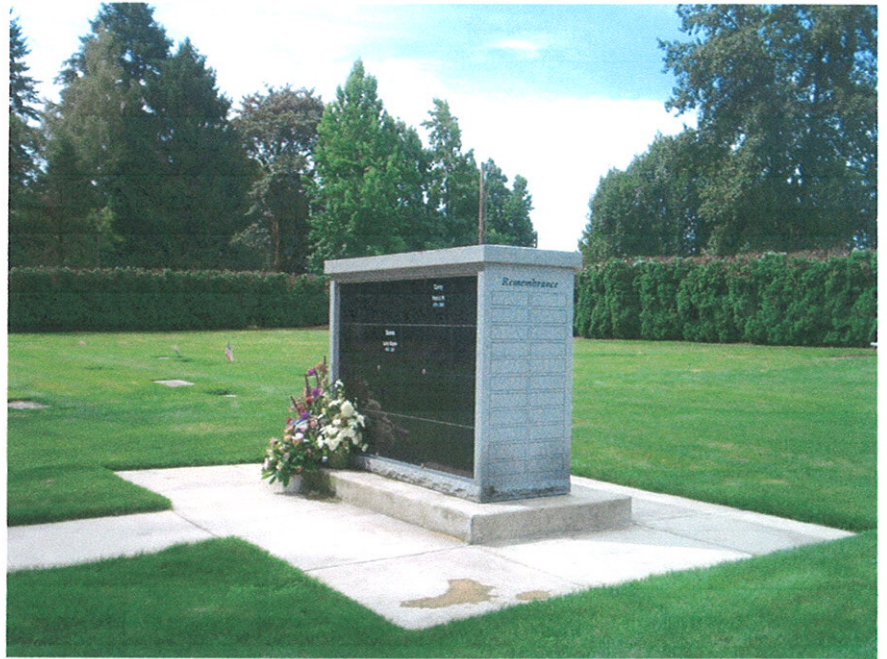
Table 4 below provides a comparison of the rates for the local cemeteries.

**Table 4: Rate Comparison of Local Cemeteries**

Type of Service Performed	Camas	Washougal	Fern Prairie In District	Fern Prairie Out District	Evergreen
<b>Lots - Flat Section</b>					
Adult	\$825.00	\$750.00	\$350.00	\$450.00	\$840.00
Upright Marker (adult)	\$1,135.00	\$1,518.00	\$425.00	\$525.00	
Infant (3' x 5' and under 5 years old)	\$265.00	\$400.00			
<b>Lots - Garden of Faith</b>					
Adult	\$825.00				
Single Niche	\$720.00	\$450.00	\$425.00	\$525.00	
Double Niche	\$1,030.00	\$900.00	\$625.00	\$725.00	
Cremain Lot - 4' x 4' ground	\$410.00	\$300.00	\$325.00	\$450.00	\$430.00
<b>Open and Close (if Performed by City Staff)</b>					
Adult	\$575.00	\$560.00			\$495.00
Infant	\$285.00	\$240.00			
Niche Wall	\$255.00	\$240.00	\$125.00	\$125.00	
Cremain in Ground	\$285.00	\$275.00			\$180.00
Disinterment (fee is the same as for interment)	\$575.00	\$800.00			
Inspection and Locating Fee (also covers marker setting)	\$60.00		\$75.00	\$75.00	
<b>Other Services (if Performed by City Staff)</b>					
Saturday Cremain Service (in addition to regular charges)	\$260.00	\$240.00			
Sunday and Holiday Cremain Service (in addition to regular charges)	\$390.00	\$360.00			
<i>Saturday Inspection and Standby (optional)</i>	\$125.00				
<i>Sunday and Holiday Inspection and Standby (optional)</i>	\$185.00				
Vases	\$90.00	\$85.00	\$75.00	\$75.00	
Remembrance wall	\$100				



*The Johnson Columbarium Niche Wall located on the SW corner of the cemetery. General trending toward cremation and the lower over all customer costs for this service could also reduce future income.*



## **Goals and Objectives**

During the development of this plan, a number of issues were presented for evaluation by the committee. The following goals and objectives were developed to answer and provide direction on these issues. Some objectives are listed under more than one goal. In general this reflects the importance of that objective to the overall success of the Cemetery.

### **Goal 1: Develop a Robust and Trustworthy Data Base of Burial Information**

#### **Narrative**

As noted above, the current data base was gathered from a number of records and represents the best effort to date. The data over the last 100 years was dependent on the volunteers and staff working at the cemetery. While some records are meticulous, it is apparent that some record keeping and field work was not. There have been a few attempts at consolidating the older data over the last 10 years. A volunteer created a data set used by the Association that formed the basis on the Camas data base. Beth Cross, a genealogical Society volunteer has done extensive work up to 1998 including a data set and photos of most of the headstones. The Genealogical Society has a wealth of historic information available that may be invaluable in “truthing” the current data base and is willing to provide the data to the City with the understanding that citizens will not be charged for the use. The City received a grant from the State Archives to scan all historic documents passed over from the Association. The City is currently working with State Archives to sort the data in a useable order.

A concerted effort will have to be made over the next few years to consolidate the data and complete detailed field work to match the ground to the data. Understanding the gaps and areas



of discrepancies will help reduce the cost associated with moving or finding an alternate location and limit the conflict with family members when changes have to be made or their loved one cannot be located. Past and current rules require that a head stone be placed within one year of burial. This rule has not been enforced over the years leading to a number of unmarked or temporary marked grave sites that could present an obstacle to verifying locations. Many of the temporary markers are missing some or all of the information.

## **Objectives**

- Develop strict protocols for data entry (nomenclature) to maintain the integrity of the data and clean up existing data fields.
- Cross check current data with actual burials in the cemetery.
- Develop a contingency plan for discrepancies found. Place a hold on any empty graves in the older sections.
- Develop a robust data base with links to all relevant documents and photos.
- Make data available to the public on the City web site.
- The City could install a low cost grave marker for all existing unmarked and temporary marked graves. The City could also develop protocol to install a low cost marker one year from burial. Increase burial fees to cover the cost of the marker.
- Find and preserve all existing field monuments and reestablish missing control including block markers, alleyways, and family plot curbs.

## **Goal 2: Meet the Service Expectations of the Citizens of Camas**

### **Narrative**

Service and caring are of the utmost importance when dealing with grieving families. Decisions and conflicts arising over money, location, marker restrictions and timing are heightened by this emotional time for many families. Afterwards the upkeep of the facility can become a high priority to honor the family member. The community, including past Cemetery Board members, have expressed a desire that the Cemetery should be well maintained to honor our heritage and family members. Complaints have typically been related to turf health, brown grass, weeds, condition of flower beds, and the perimeter hedge. A common point of misunderstanding is the maintenance responsibility of the headstone. Lack of full time staff at the site has generated complaints from citizens wanting help with lot selection or help finding a grave site. Grave marker ordinance restrictions (style, color, size) have been another common point of concern.

The current budget provides funding for a .75 FTE and a six-month summer employee to provide general maintenance of the grounds, grave marking and limited sales or location help. A small amount of overtime is allocated for Memorial Day and Veteran's Day. No capital expenditures are scheduled in the 2009 budget for cemetery improvements or additions. Funding beyond the current level is not anticipated in the next few years, which will provide a challenge identifying a capital funding source. The committee determined that the office and maintenance area were adequate for the 20-year planning period with some capital investment for repair and maintenance. Currently the office trailer is being leased.

A new trend emerging is the concept of green burial. The term has a fairly broad application approach from simply placing the body without a coffin or liner in a traditional grave to a holistic certified green burial site that is designed for carbon offset. The Fern Prairie Cemetery is now offering an area for a non-coffin burial and is looking at setting aside an acre as a dedicated area. Developing a site at the Camas Cemetery is possible, but will need to have the demand and will require some discussion as to what level the community is willing to support. Scatter gardens are another popular offering for cremain placement that is not currently offered at the Camas Cemetery. Washougal cemetery currently offers this option.



*Garden of Faith Columbarium Niche Wall*

## **Objectives**

- Provide training for staff on dealing with grieving families while adhering to the rules.
- Complete a periodic review (every two years) to adjust ordinance or rules based on comments throughout the time period.
- Maintain current staffing for grounds maintenance. Maintain watering, fertilizer and weed management. Trim perimeter hedge as needed.
- Develop volunteer groups for headstone cleaning and edging, Memorial Day help and identified service projects.
- Provide web presence for general cemetery information, rules and education on responsibilities of City and family members on the City website.
- Provide better signing and mapping availability for self help. Provide clear signage with contact numbers to call for help if staff is not present at site. In the future look at a computer kiosk when data and mapping are complete.
- Keep current on burial trends to make sure we provide the proper alternatives to meet market needs. This could include items like scatter gardens, web cast services, and green burials.
- Maintain Memorial and Veterans day staffing and preparation. Explore VFW participation (color guard) on Memorial Day.
- Encourage volunteers and Friends organization to help with potential and defined projects.
- Maintain niche walls and lettering. Schedule repair of Garden of Faith niche walls.
- Purchase the office trailer to eliminate lease payments after a payoff of five years.
- Update the Capital Facilities Plan to reflect the addition of a cemetery facility.





*Current Cemetery Office Trailer that is Leased*

### **Goal 3: Make the Cemetery Financially Stable and Reduce Dependency on the General Fund**

#### **Narrative**

Prior to the City assuming ownership of the Cemetery, the Association provided a full complement of services including burial and headstone sales and installation. With a volunteer board, a full-time field employee, part-time bookkeeper, much lower salary and benefit requirements and equipment and irrigation subsidies from the City, they were able to meet expenses as shown in Table 5 (association values were calculated based on a very limited amount of data and reflect a best guess of revenues and expenditures). Conversely, when the City accepted ownership, it came with much higher salary and fiduciary requirements, equipment charges and a higher expectation of maintenance. Compounding the financial issue for the Association and the City was a loss of a portion of the endowment fund through a bankruptcy. In discussions with Council in 2006 prior to taking ownership it was estimated that the annual budget would be approximately \$125,000 per year (2006 dollars) and services and headstones would be delegated to the private sector. This figure was based on the 2006 labor and equipment costs and a best estimate of the time needed to maintain the cemetery to the perceived standard. Over the last two years of operation the endowment has been exhausted and the General fund has contributed about \$82,000 in 2008 and 2009 to balance the budget (see Table 5). Without changes in revenue or reduced expenditures (reduced level of service), this annual contribution will likely increase with inflation and higher labor costs.

The committee did discuss the possibility of contracting out the operation and maintenance of the Cemetery, or selling out right to a private contractor. The City of Klamath Falls, Oregon is currently considering the sale of its Cemetery. It was determined that this option was not in the best interest of the Citizens of Camas at this time.

**Table 5: Revenue and Expenditures**

Year	Revenue <sup>1</sup>	Endowment Fund <sup>1</sup>	Expenses <sup>1</sup>	General Fund Contribution	Profit/Loss
2002	\$82,729 <sup>1</sup>	\$136,122 <sup>1</sup>	\$59,025 <sup>1</sup>	\$0	\$23,704
2003	\$71,642 <sup>1</sup>	\$138,289 <sup>1</sup>	\$60,778 <sup>1</sup>	\$0	\$10,864
2004	\$64,710 <sup>1</sup>	\$139,293 <sup>1</sup>	\$62,438 <sup>1</sup>	\$0	\$2,272
2005	\$92,279 <sup>1</sup>	\$143,233 <sup>1</sup>	\$71,727 <sup>1</sup>	\$0	\$20,552
2006	\$81,435 <sup>1</sup>	\$97,225 <sup>1</sup>	\$120,351 <sup>1</sup>	\$0	\$38,916
2007	\$74,031	\$137,444 <sup>2</sup>	\$160,299	\$0	<\$86,268>
2008	\$59,828	\$36,973	\$177,765	\$80,964	<\$117,937>
2009	\$36,500 <sup>3</sup>	\$15,000 <sup>3</sup>	\$134,352 <sup>3</sup>	\$82,852 <sup>3</sup>	<\$97,852> <sup>3</sup>

<sup>1</sup> 2002, 2003 per Association records, 2004-2006 per 990 tax reports, 2007-2009 per Camas Budget Documents

<sup>2</sup> Received \$137,444 from Cemetery Association at time of transfer in addition to \$74,031 in revenues

<sup>3</sup> Projected from 2009 Camas Budget

### Objectives

- Check local Cemetery pricing annually and update Camas pricing as needed to reflect market conditions. See Table 4 for current comparison.
- Develop marketing strategies for sales.
- Provide burial options not generally offered locally (green burial, web service) that may provide a higher return.
- Promote and help with the creation of Friends of the Cemetery for fund raising of capital needs like niche walls and provide for volunteer recruitment and organization.
- Periodically review cost effectiveness and legality of providing additional services (grave digging, tent set up, marker sales and installation, pet cemetery).
- Explore the possibility of using some of the undeveloped property for short or long-term compatible uses that provide revenue. This could include projects like a pet cemetery or water reservoir.
- Explore implementation of Cemetery District to secure separate funding source.
- Use Real Estate Excise Tax (REET) for qualifying capital improvements to reduce annual general fund expenditures. Make sure qualifying projects are on the Capital Facilities Plan.
- Explore the viability of separation of Park functions from Cemetery functions in budget process.
- Purchase office trailer to eliminate lease payments with REET.
- Develop In-City/Out-of-City rates.
- Possible System Development Charge (SDC) concept to help with capital investments on long term care charge.



## **Goal 4: Maximize the Developed and Undeveloped Property for Cemetery use to Meet Future Burial Needs and Trends and Provide Economic Stability to the Cemetery Fund**

### **Narrative**

The committee concluded that the Camas Cemetery has more than a 20-year capacity of traditional grave sites within the already developed area. Niche wall capacity will need to be supplemented within the next six years, but can easily be accommodated within the developed area. With niche wall additions the holding capacity is between 30 and 40 years (see Graph 1). This capacity is based on the current rate of traditional burial vs. cremations currently at about 20% for the Camas Cemetery (see Table 2). If the percentage of cremations continues to increase, the capacity of the existing developed area could easily be moved out to 40 years or more. Niche wall designs can house about 160 cremations in the area of eight traditional burial sites.

The committee discussed the possibility of including a pet cemetery in the undeveloped property. State law restricts the placement of pet burial within the platted portion of Cemetery property (restricted for the placement of human remains). There may also be local resistance to this mix of uses that future decision makers will want to take into account if State Law later allows this use.

The Camas Water Department is currently studying the possibility of a reservoir site that would consume approximately two acres of the undeveloped site. The sale of the property along with required road improvements could reduce general fund contributions for the next six years and provide capital improvements that would make additional cemetery property available with minimal costs.

A future phasing map (Appendix B) shows future expansions and proposed locations for a green burial area and an ancillary use area.

The committee concluded that all property should be used for cemetery purposes with the ability of individual proposals to be vetted to determine if they are a compatible use, and provide an economic benefit to the cemetery. This is intended to provide future decision makers with flexibility to meet cemetery capacity and financial needs.

### **Objectives**

- Review trends in burial types (cremation, traditional, green burial, scatter garden) to meet market demand and target capital investment to maximize return on investment.
- Solicit donations or private fund raising for capital projects.
- Commission design and convert existing platted lots into niche and scatter garden areas.
- Consider ancillary uses on undeveloped property like pet burial or reservoir site.
- Consider market analysis of green burial potential.

## **Financing**

Below are a number of options to provide financing for Cemetery operations.

The City can continue to finance the operations through fees/sales and general fund supplements. For the foreseeable future the general fund will have larger expenditure demands than revenue. Cemetery operations will have to compete with other departments for this overburdened source. Reliance on the general fund will provide uncertain and fluctuating support over the next few years and will likely require additional cuts in service unless revenue can be increased to reduce dependency on the general fund.

Increased revenue could come from raising fee and lot sales amounts. Price increases much above the crowded local market could reduce lot sales (see price comparison). The cemetery could try to create locally unique burial types that could carry a higher fee such as green burial or specialty sections along the lines of the Garden of Faith that is currently sold out. The committee discussed the possibility of a pet cemetery. It is currently understood that a pet cemetery is not allowed in connection with the platted portion of the cemetery by State Law. Greater effort in marketing the Cemetery could include web presence, advertising (yellow pages) as done by the City of Vancouver and marketing directly to other funeral homes in the area with brochures and incentives if allowed by law. In the past, the Association provided for marker sales and burial services. Implementing this option would increase revenue for the cemetery but would require the cemetery to staff, capitalize, retool, establish protocol, establish industry connections and provide training for these services. We would also be required to compete as a municipality against the current private sector suppliers who do not have upfront costs associated with startup. As recommended in the goals section, the City should periodically analyze these or other services as potential revenue sources.

Under RCW 68.52.090 citizens can establish a Cemetery District. The process requires a petition signed by 15% of the registered voters within the designated boundary, a public hearing by County Commissioners, publication and posting of the petition and public hearing, and an election on the formation and first commissioners. If established, the tax levy is based on the operating budget submitted to the County Treasurer. Due to the complexity of property tax limitations and loss of local control, this does not seem to be a viable option at this time.

Explore the possibility of separating cemetery costs and park maintenance costs as it relates to budget regulations. Since both budgets are general fund dependant, there is no net gain for the general fund, but the Parks budget is much larger and can absorb general fund decreases with less overall level of service impact to the cemetery. This allows the decrease to be spread over the entire park system. The concept would be to separate the cemetery full-time employee duties and assets to be included in the cemetery budget. This would include the office costs and all duties that currently, or in the future, are associated with a fee and would include grave marking, lot sales, interment, and customer service. The remaining duties related to grounds maintenance (mowing, irrigation, fertilizer, weed control, landscape maintenance) would be allocated to the parks budget. This allows a much more flexible approach to maintenance while very clearly allocating the cost of cemetery services to incoming revenue.

The Camas Water Facility Draft Plan calls for the replacement of Butler Reservoir. As part of the study a technical memorandum was prepared that analyzes the suitability of the cemetery property as a location for the proposed replacement of Butler as it relates to the overall benefit for the water system. This may provide an opportunity for the cemetery to sell approximately two acres of the undeveloped property to offset general fund contributions. While an appraisal would be required for the sale, Clark Co Assessor records indicate that the adjacent School District property is valued around \$175,000 per acre. Using this value the total sale could be worth up to \$350,000. Paying for the land over time with interest would help the water utility moderate rates and provide a long term infusion of cash to the cemetery fund. Using a 10-year payback and 4% interest the annual revenue based on the \$350,000 sale price would be approximately \$45,000. This amount represents about half of the current general fund contribution. There may be other cash benefits from the siting of the reservoir including additional roadway that would open up future burial areas at no capital cost to the cemetery and the possibility of joint office/restroom facilities. The loss of the two acres will certainly reduce the longevity of the cemetery, but with the remaining undeveloped area, current available inventory and market trending to cremains, there would still be 75 to 100 years of remaining service. This option would require Parks and Recreation Commission and Council approval and may require Removal of Dedication per RCW 68.24.090.

The use of REET funds for qualifying capital projects listed on the six-year plan could help offset general fund contributions.

Develop the SDC concept for buying into the existing infrastructure and future capital. This option would be additive and would effectively be a rate increase to the consumer. Other agencies apply it as an additive fee as a perpetual maintenance cost.

## **Goal 5: Develop a Strong Volunteer/Donation Program**

### **Narrative**

Many of the objectives listed above include the need for volunteers and donations to help bridge the gap between current funding levels and service level expectations. To meet these objectives the City must have a defined and aggressive plan to recruit, retain and provide real opportunities and direction for volunteer services along with viable projects for donations. The committee concluded that this is the single most important goal to realize a vibrant and cost efficient Cemetery, especially under the current economic conditions and high community expectations. Since the City has taken ownership there have been significant volunteer and donation activity. Eagle Scout projects have rebuilt stairways, provided facility maintenance, and rebuilt and cleaned headstones. The local Boy Scout troop administers the flag ceremony on Memorial Day, lowering the flag to half mast, and placing flags along the driveway. The VFW and the Scouts place flags on all veteran grave sites. The Assembly of God Church has provided work days to clean and edge headstones throughout the Cemetery. Local citizens have donated much needed improvements, including fencing along the east boundary, and signage for the public. The City also takes advantage of the Offender Work Crew to help with ground maintenance at a very low cost. Private organizations, like the Clark County Genealogical Society, maintain a separate web site and data base that could be integrated to meet both organizations goals.

The committee has discussed the possible formation of a Non-Profit status group “Friends of the Cemetery” that would be modeled after existing non-profits, Friends of the Community Center, Friends of the Library and Friends of the Downtown that was formed in 2009. Formation of this group may help provide stability to a volunteer force and provide a place to make donations to the Cemetery. The City should provide any assistance allowed by law to help in the formation of this group. A citizen champion will have to step forward to help organize and promote the concept along with the establishing the non-profit status.

**Objectives**

- Nurture the development of a Friends of the Cemetery organization with non- profit status.
- Identify and promote specific capital projects that require fund raising.
- Maintain list of pre-approved volunteer or donation projects.
- Prominently honor and recognize volunteers and donors.
- Develop relationships with other organizations to consolidate services
- Annual cleanup volunteer day

**Capital Improvement Plan**

The Capital Improvement Plan (CIP) was developed (see appendix) with the assumption of continuing with the current level of service and moderate sales growth. The number of burials was estimated to grow at 2% per year, and inflation was assumed to be 3% throughout the document. On the revenue side, lot sales were held at the current rate of 46 per year. With marketing and general demand this may be a conservative estimate. The use of REET was assumed for capital items that qualify. The use of REET will require Council approval for each budget year. Table 6 highlights the capital investments anticipated in the next six years.

**Table 6: Six year capital investment schedule**

<b>PROJECT</b>	<b>YEAR</b>	<b>COST</b>
Purchase of office trailer	2010	\$18,000
Data base development	2010-2015	\$10,000
Design and install single niche wall	2011	\$25,000
Purchase new mower	2012	\$12,000
Miscellaneous signs, advertising	2010-2015	\$5,500
Internet connection	2010	\$1,000

**Implementation**



Staff will work with the Board in setting priorities from the goals and objects in this document each year during the budget process and will work within the budgetary limits set by Council. Staff will monitor pricing and track changes in market conditions that may affect the decision process and report to the Board. In 2010 Staff will be working to develop the data base framework and work towards developing a volunteer program to meet the needs of the Cemetery.



## Appendix

- "A" Naming map
- "B" future layout map
- "C" 6-Year Plan
- "D" SEPA Checklist
- "E" Written comments
- "F" Parks Board and Council Minutes
- "G" Resolution #1175

# Camas Cemetery

A ~ Garden of Disciples

F ~ Garden of Hope

B ~ Garden of Peace

G ~ Garden of Love

C ~ Garden of Rest

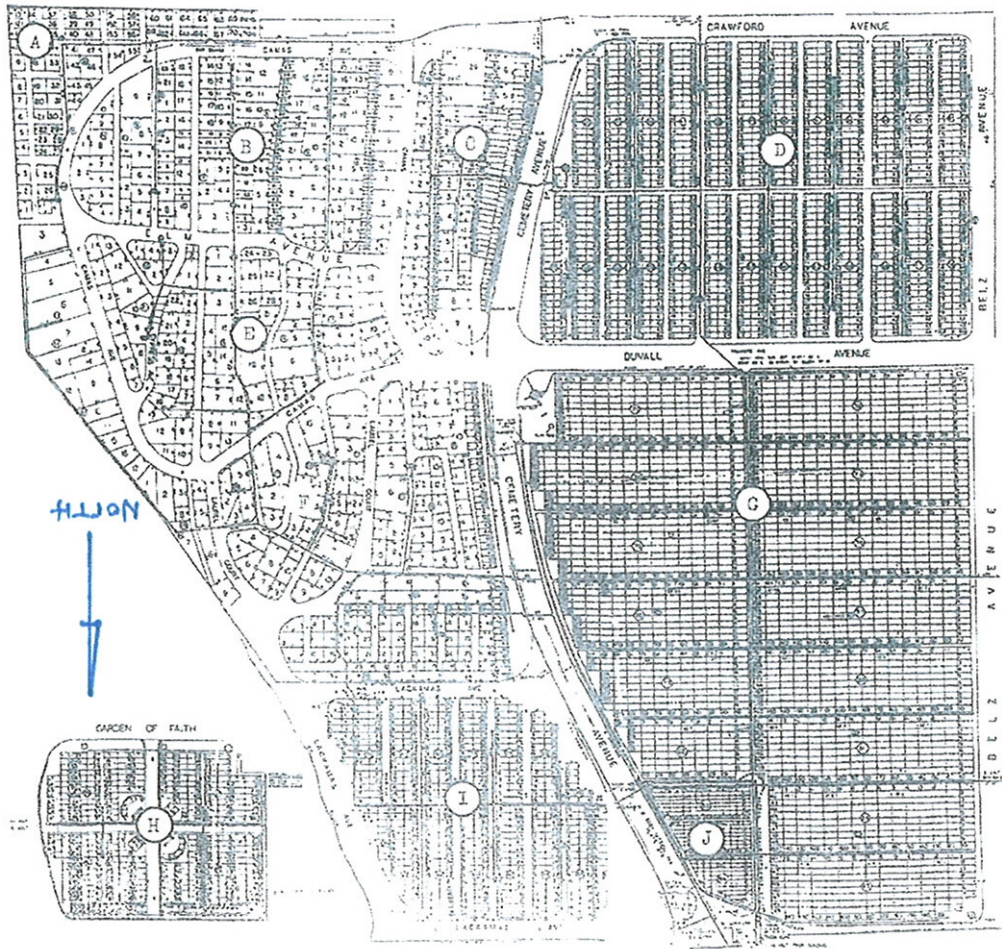
H ~ Garden of Faith

D ~ Garden of Friendship

I ~ Garden of Apostles

E ~ Garden of Remembrance

J ~ Garden of Angels



Existing Gardens At The Camas Cemetery:

Garden of:

Angels

Apostles

Disciples or Friendship

Faith

Hope

Love

Peace

Remembrance

Rest

Suggested Names for Newer area:

Garden of:

Appreciation

Compassion

Courage

Dedication

Devotion

Inspiration

Loyalty

Respect

Wisdom

Other Suggestions: \_\_\_\_\_

Vote for 4 new names:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_







CITY CEMETERY EXPENSE DETAIL											
	2009	2010	2011	2012	2013	2014	2015 2016-2022	2022-2029			
500	OPERATIONS AND MAINTENANCE										
11	Regular Salaries and Wages	\$56,280	\$59,491	\$61,276	\$63,114	\$65,007	\$66,955	\$68,956			
12	Overtime	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
21	Personnel Benefits	\$20,745	\$23,628	\$24,337	\$25,067	\$25,819	\$26,594	\$27,391			
31	Office and Operating Supplies	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850			
41	Professional Services	\$18,043									
42	Communication	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800			
45	Office Rental	\$3,780	\$3,780								
46	Insurance	\$500	\$200	\$200	\$212	\$219	\$225	\$232			
47	Public utilities	\$5,100	\$5,100	\$5,263	\$5,411	\$5,572	\$5,740	\$5,912			
48	Repairs and Maintenance	\$500	\$500	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
49	Miscellaneous	\$500	\$500	\$500	\$500	\$500	\$500	\$500			
91	Interfund Professional Services	\$14,674	\$15,591	\$16,051	\$16,543	\$17,059	\$17,590	\$18,077			
95	Interfund rentals and leases	\$8,600	\$18,000	\$18,540	\$19,096	\$19,669	\$20,259	\$20,867			
594	370 60										
6 YEAR CAPITAL PLAN SHOWN IN RED, 20 YEAR IN GREEN											
TOTAL EXPENSES											
CURRENT BUDGET WITH FLAT 3% INCREASE											
CITY CEMETERY REVENUE DETAIL											
Burials assumes a 2% growth per year											
Lot sales constant from 2009											
Fund balance											
Grants - irrigation conservation											
Cemetery lot, niche, reinterment wall sales											
Cemetery services											
liners/Headstone installations											
Investment interest											
Insurance recovery											
Volunteer contributions											
misc											
REET											
Subtotal revenue											
Additional revenue required											



## CITY OF CAMAS

616 Northeast Fourth Avenue  
P.O. Box 1055  
Camas, Washington 98607  
PH: 360-834-6864 • F: 360-834-1535  
<http://www.ci.camass.wa.us>

### COMMUNITY DEVELOPMENT DEPARTMENT

Date Published: January 26, 2010

To Whom It May Concern:

Please find enclosed a Determination of Non-significance (DNS) Non-Project Action for SEPA10-02 City of Camas Cemetery Master Plan, that was issued pursuant to the State Environmental Policy Act (SEPA) Rules, Chapter 197-11, Washington Administrative Code. The enclosed review comments reflect evaluation of the environmental checklist by the lead agency as required by WAC 197-11-330(1)(a)(i).

Copies of the proposed Cemetery Master Plan are available online at <http://www.ci.camass.wa.us> or at the Community Development Department at 616 NE 4<sup>th</sup> Avenue, Camas, WA.

Written comments may be submitted on this determination within fourteen (14) days of its issuance, February 9, 2010, after which the DNS will be reconsidered in light of the comments received.

Please address all correspondence to:

City of Camas, SEPA Official  
Community Development Department  
616 NE Fourth Avenue / P.O. Box 1055  
Camas, Washington 98607

EXHIBIT D  
PAGE 1 OF 14

Human Resources	Community Development	Finance	Fire	Library	Police	Public Works	Parks & Recreation
360-817-1530	360-817-1562	360-834-2462	360-834-2262	360-834-4692	360-834-4151	360-817-1560	360-834-7092



Distribution

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Camas Finance Director, Joan Durgin  
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Department of Fish and Wildlife  
Department of Natural Resources, SEPA Center  
Department of Natural Resources, Pacific Cascade Region  
Department of Transportation  
Parks & Recreation Commission  
Post Record Publications  
Southwest Air Pollution Control Authority  
US Army Corps of Engineers  
Washington Office of Archaeology & Historic Preservation  
UCAN (United Camas Neighborhood Association)  
Property Owners within 300 feet



STATE ENVIRONMENTAL POLICY ACT  
DETERMINATION OF NON-SIGNIFICANCE  
(Non-project Action)

**CASE NO:** SEPA10-02 – 2010 City of Camas Cemetery Master Plan

**APPLICANT:** City of Camas

**REQUEST:** Adopt a new Camas Cemetery Master Plan to provide a 20-year development plan for the Camas Cemetery and develop a six year capital plan for inclusion with the next GMA update.

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**Location:**  
630 NE Oak Street, Camas, WA

**Legal Description:**  
Southeast quarter of Section 2, Township 1 North, Range 3 East WM, County tax parcel numbers: 91044019, 91044000, 90939000, 91044020, 91044313, 90924003, and 91044017.

**SEPA Determination:**  
Determination of Non-Significance. (Non-project Action)

**Comment Deadline:**  
February 9, 2010

As lead agency under the State Environmental Policy Act (SEPA) Rules [Chapter 197-11, Washington Administrative Code (WAC)], the City of Camas must determine if there are possible significant adverse environmental impacts associated with this proposal. The options include the following:

- DS = Determination of Significance (The impacts cannot be mitigated through conditions of approval and, therefore, requiring the preparation of an Environmental Impact Statement (EIS).
- MDNS = Mitigated Determination of Non-Significance (The impacts can be addressed through conditions of approval), or;
- DNS = Determination of Non-Significance (The impacts can be addressed by applying the Camas Municipal Code).

Published: Post Record on *January 26, 2010*. Legal publication #3195-6  
Posted: Camas Post Office, City Hall, Camas Library, & City of Camas web site at:  
<http://www.ci.camass.wa.us/govern/publicnotice.htm>

EXHIBIT   D    
PAGE   3   OF  14

**Determination:**

Determination of Non-Significance (DNS). The City of Camas, as lead agency for review of this proposal, has determined that this proposal does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the City.

**Date of Publication & Comment Period:**

Publication date of this DNS is January 26, 2010, and is issued under WAC 197-11-340. The lead agency will not act on this proposal until the close of the 14-day comment period which ends on February 9, 2010.

**SEPA Appeal Process:**

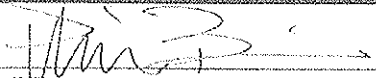
An appeal of any aspect of this decision, including the SEPA determination and any required mitigation, must be filed with the Community Development Department within fourteen (14) calendar days from the date of the decision notice. The letter of appeal should contain the following information.

1. The case number designated by the City of Camas and the name of the applicant; and,
2. The name and signature of each person or group (petitioners) and a statement showing that each petitioner is entitled to file an appeal as described under Section 16.28.060 of the Camas Municipal Code. If multiple parties file a single petition for review, the petition shall designate one party as the contact representative with the City Planner. All contact with the City Planner regarding the petition, including notice, shall be with this contact person.

The appeal request and appropriate fee is to be submitted to the Community Development Department between 8:00 a.m. and 5:00 p.m. Monday through Friday, at the address listed below:

Appeal to the City of Camas SEPA Official  
Community Development Department  
616 NE Fourth Avenue / P.O. Box 1055  
Camas, Washington 98607

**Staff Contact Person:** Eric Levison (360) 817-1563  
**Responsible Official:** Phil Bourquin (360) 817-1562

 <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <b>Phil Bourquin, Community Development Director</b> <b>Responsible Official</b>	<u>January 26, 2010</u> <b>Date</b>
---	--



**SEPA Environmental Checklist**  
**Washington Administrative Code (WAC) 197-11-060**

**Purpose of Checklist:**

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

**Instructions for Applicants:**

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer or if a question does not apply to your proposal, write "do not know" or "does not apply". Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

**Use of checklist for non-project proposals:**

Complete this checklist for non-project proposals, even though questions may be answered "does not apply". IN ADDITION, complete the **SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (PART D)**.

For non-project actions, the references in the checklist to the words "project", "applicant", and "property or site" should be read as "proposal", "proposer", and "affected geographic area", respectively.

**A. BACKGROUND**

1. Name of proposed project, if applicable:  
2010 City of Camas Cemetery Master Plan
2. Name of applicant:  
City of Camas
3. Address and telephone number of applicant and contact person:  
Applicant: City of Camas  
616 NE 4<sup>th</sup> Avenue  
P.O. Box 1055  
Camas, WA 98607  
(360) 817-1562  
  
Contact Person: Phil Bourquin, Director  
Community Development Department

4. Date checklist prepared:  
November 9, 2009
5. Agency requesting checklist:  
City of Camas
6. Proposed timing or schedule (including phasing, if applicable):  
Adoption of Master plan by Council Resolution anticipated in March 2010.
7. Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? If yes, explain.  
The Cemetery Master Plan will be amended from time to time.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.  
None
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.  
A plat map must be submitted to Clark County Surveyor prior to development of currently vacant land. Expansion of additional roadways and burial plots may require City permits for future development
10. List any government approvals or permits that will be needed for your proposal, if known.  
None.
11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)  
The Master Plan provides a 20 year development plan for the Camas Cemetery and develops a six year capital plan for inclusion with the next GMA update.
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Southeast ¼ of Section 2, Township 1 North, Range 3 East.

The Cemetery consists of County tax lot #'s 91044019, 91044000, 90939000, 91044020, 91044313, 90924003, and 91044017 for a total of 19.94 acres.

**B. ENVIRONMENTAL ELEMENTS**

1. Earth
  - a. General description of the site (underline one): Flat, rolling, hilly, steep slopes, mountainous, other \_\_\_\_\_.  
Topography on the property is primarily flat. The east boundary of the property is bounded by steep a slope.

- b. What is the steepest slope on the site (approximate percent slope)?  
The steepest slope on the east property line is well over 40%.
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.  
The US Soil Conservation Service survey of Clark County shows a number of soils series in the Camas area. The area northeast of Lacamas Lake contains approximately 330 acres in agricultural use.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.  
There are areas of potentially unstable soils within the City Limits. This Master Plan would have no affect on soils.
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.  
The adoption of the Master Plan would not directly result in filling or grading.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.  
N/A.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?  
N/A.
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:  
N/A

2. Air

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, and industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities, if known.  
N/A
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.  
N/A
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:  
N/A

3. Water

- a. Surface:
  - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.  
The site is located just west of Lacamas Creek that drains into the Washougal River and Columbia River.
  - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.



No

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetland, and indicate the area of the site that would be affected. Indicate the source of fill material.

None

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose and approximate quantities, if known.

No

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

The Cemetery site is not within a floodplain

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

N/A

b. Ground:

1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose and approximate quantities, if known.

NA

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial; containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) is expected to serve.

N/A

c. Water Runoff (including storm water):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

NA

2) Could waste materials enter ground or surface waters? If so, generally describe.

N/A

d. Proposed measures to reduce or control surface, ground and runoff water impacts, if any:

N/A

4. Plants

a. Check or underline types of vegetation found on the site:

deciduous tree: alder, maple, aspen, other

evergreen tree: fir, cedar, pine, other

shrubs

grass

pasture

crop or grain

wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

X  other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?  
N/A.
- c. List threatened or endangered species known to be on or near the site.  
N/A
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:  
N/A

5. Animals

- a. Underline any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other: osprey, waterfowl

mammals: deer, bear, elk, beaver, raccoon, possum

fish: bass, salmon, trout, herring, shellfish, other: \_\_\_\_\_

- b. List any threatened or endangered species known to be on or near the site.  
Five salmonoid species – Fall Chinook, Chum and Coho salmon, Summer and Winter steelhead, and Bull trout – are present within Lacamas Creek, the Washougal River and the Columbia River within the community. Bald eagles have been known to be along the Lacamas Lake/Lacamas Creek corridor and the Columbia River.
- c. Is the site part of a migration route? If so, explain.  
Portions of the City are within the Pacific Flyway, which is used by migratory waterfowl species.
- d. Proposed measures to preserve or enhance wildlife, if any:  
N/A.

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.  
N/A
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.  
No
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.  
N/A

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill or hazardous waste that could occur as a result of this proposal? If so, describe.  
The proposed Master Plan will not result in any environmental health hazards.

- 1) Describe special emergency services that might be required.  
N/A
  - 2) Proposed measures to reduce or control environmental health hazards, if any:  
N/A
- b. Noise
- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?  
None
  - 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.  
N/A
  - 3) Proposed measures to reduce or control noise impacts, if any:  
N/A

**8. Land and Shoreline Use**

- a. What is the current use of the site and adjacent properties?  
The Cemetery property is used for human burial and is adjacent to Camas Openspace to the north and east, Camas School district property to the west and residential to the south.
- b. Has the site been used for agriculture? If so, describe.  
No
- c. Describe any structures on the site.  
The site contains a historical unoccupied mausoleum, office building and maintenance shed.
- d. Will any structures be demolished? If so, what?  
The proposed Master Plan will not result in structures being demolished.
- e. What is the current zoning classification of the site?  
The property is currently zoned R 7.5
- f. What is the current comprehensive plan designation of the site?  
Single family medium
- g. If applicable, what is the current shoreline master program designation of the site?  
N/A.
- h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.  
Portions of the undeveloped cemetery land will be subject to the Cities critical Lands Code, specifically steep slopes and significant trees.
- i. Approximately how many people would reside or work in the completed project?



One full time FTE is on site and currently approximately 6000 burials

- j. Approximately how many people would the completed project displace?  
The proposed Master Plan will not displace any people.
- k. Proposed measures to avoid or reduce displacement impacts, if any:  
N/A
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:  
N/A

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle or low-income housing.  
N/A
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.  
N/A
- c. Proposed measures to reduce or control housing impacts, if any:  
N/A

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?  
N/A
- b. What views in the immediate vicinity would be altered or obstructed?  
N/A
- c. Proposed measures to reduce or control aesthetic impacts, if any:  
N/A

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?  
N/A
- b. Could light or glare from the finished project be a safety hazard or interfere with views?  
N/A
- c. What existing off-site sources of light or glare may affect your proposal?  
N/A
- d. Proposed measures to reduce or control light and glare impacts, if any:  
N/A

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

There are numerous active and passive recreational opportunities within the City of Camas and the immediate vicinity. Active recreational opportunities exist in the twelve developed parks, and on the major waterways within city limits. Passive recreation opportunities exist within the approximately 436 acres of open space areas within the city. A 312-acre regional park (Lacamas Lake County Park) provides both active and passive recreation. Numerous paved and unpaved trails within residential developments, parks, and open space areas also provide both active and passive recreational opportunities.

- b. Would the proposed project displace any existing recreational uses? If so, describe.  
No
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:  
N/A

13. Historic and Cultural Preservation

- a. Are there any places or objects listed on, or proposed for, national, state or local preservation registers known to be on or next to the site? If so, generally describe.  
Several sites within the City of Camas are listed on national, state or local preservation registers.
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific or cultural importance known to be on or next to the site.  
There are five sites on the Clark County Heritage Register, twenty-one sites on the Clark County Historical Resources Inventory, and two sites on the National Register of Historical Places.
- c. Proposed measures to reduce or control impacts, if any:  
NA

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.  
The basic roadway system providing circulation to and from Camas is the federal and state highway system: Interstate 5, Interstate 205, State Route 14, and State Route 500. The interstates link Camas and surrounding areas to Portland to the south, as well as Olympia and Seattle to the north. State Route 14 is the major east-west connection from Camas to I-205 and I-5. State Route 500 provides access to the northern parts of the County.  
  
There are some major arterials: Pacific Rim Boulevard, SE 1st/Lake Road, Leadbetter Road, Brady/Parker Road, and NE 3<sup>rd</sup> Avenue, to name a few, and several minor arterials and residential roads that provide access to the site.
- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?  
N/A
- c. How many parking spaces would the completed project have? How many would the project eliminate?  
N/A
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

N/A

- e. Will the project use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe.  
No
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.  
N/A
- g. Proposed measures to reduce or control transportation impacts, if any:  
N/A

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.  
N/A

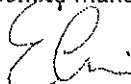
Proposed measures to reduce or control direct impacts on public services, if any:  
N/A

16. Utilities

- a. Underline utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.  
N/A
- b. Describe the utilities that are proposed for the project, the utility providing the service and the general construction activities on the site or in the immediate vicinity, which might be needed.  
No utilities are proposed.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:  ERIC LEMUS Date Submitted: 1/12/2010  
OPERATIONS MANAGER

D. SEPA SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS  
(Do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of elements of the environment. When answering these questions, be aware of the extent of the proposal, or the types of activities likely to result from the proposal. Would these affect the item at a greater intensity or at a faster rate than if the proposal were not implemented? Respond briefly and in general terms.



1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage or release of toxic or hazardous substances; or production of noise?  
**It is not anticipated that the proposed Master Plan would increase discharge to water; emissions to air; production, storage or release of toxic or hazardous substances; or production of noise.**  
  
Proposed measures to avoid or reduce such increases are:  
**None**
2. How would the proposal be likely to affect plants, animals, fish or marine life?  
**The proposed Master Plan would not affect plants, animals, fish or marine life.**  
  
Proposed measures to protect or conserve plants, animals, fish or marine life are:  
**None**
3. How would the proposal be likely to deplete energy or natural resources?  
**The Master Plan would not result in the depletion of energy or natural resources.**  
  
Proposed measure to protect or conserve energy and natural resources are:  
**None**
4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains or prime farmlands?  
**The Master Plan would not use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection.**  
  
Proposed measures to protect such resources or to avoid or reduce impacts are:  
**None**
5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?  
**The Master Plan would not affect land and shoreline use.**  
  
Proposed measures to avoid or reduce shoreline and land use impacts are:  
**None**
6. How would the proposal be likely to increase demands on transportation or public services and utilities?  
**The Master Plan would not increase demands on transportation or public services and utilities.**  
  
Proposed measures to reduce or respond to such demand(s) are:  
**None proposed.**
7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for protection of the environment.  
**The Master Plan would not conflict with any local, state or federal law, or requirement for environmental protection.**

ERIC LEVISON

---

Operations Manager  
City of Camas, WA.

September 6, 2009

Ref: City of Camas Draft of Cemetery Master Plan

Eric,

Thank you for letting me review the plan. It was very well researched and is very well written. I would like to compliment the City on the very creditable job that they have done in maintaining the cemetery grounds. The replacement of the old office building and the trimming of the hedge, has greatly improved the appearance of the grounds of the operational facility.

Concerning the sale of the two acres and the location of the water reservoir on it, I can certainly see the benefit of the additional income to help operate the cemetery. The downside of this in addition to the loss of the property would of course be the additional traffic associated with the reservoir and the noise and disruption to the peace and dignity of the cemetery environment and burial services.

The financial results from the past two years have proved out that the cemetery is not able to support itself from the sale of property alone. It would greatly help if the city would resume the practice of doing the burials and the setting of the marker stones. There is also income to be made from marker sales and the selling of the benches and cremain urns. These activities and sales are very profitable and greatly help in supporting the cemetery and as the contractors doing the work and supplying the markers and urns are from out of town there should be little conflict and few complaints.

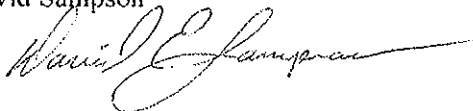
Another option is of course the "Cemetery Tax" which has been considered in the past but has not had much support from the city or the taxpayers.

A less desirable way to reduce cemetery operating cost would be to contract out the grounds keeping to an individual person with the city performing the burial and grave marker setting activities. One last thing that I would like to mention and you may already be aware of, is that the section in which the "Johnson Niche and Remembrance Wall" is located, was to include two to three more niche walls, with the area west in that same section dedicated to an "Ash Scatter Garden" and four by four foot square cremains burial plots. I would be glad to go over this plan should an interest arise.

Thanks again for letting me review the "Cemetery Master Plan Draft" and allowing me to make a few comments. If I can be of any help in the future, just let me know.

Sincerely

David Sampson



EXHIBIT

F

PAGE

1

OF

3

September 3 2009

To Jim Gant and Eric Levinson /

I think it would be a great idea to start selling containers for Cremains in our Cemetery .I have had many inquiries about them and always send customers to Browns Funeral Home or Straubs Funeral Home. We could easily Make about 100.00 profit or more from each of them. All the information we would need we could get from Park Hill Cemetery -City of Vancouver .I think this would make people feel better to get everything they need from us and not having to make more trips elsewhere. We generally have about thirty cremations per year .I have already talked to William and Bob about this at Park Hill Cemetery . We would have them for ground burial also Niche Wall spots . Lets talk about this idea

Thanks Ed Senchyna

END E  
PAGE 2 OF 3



**Eric Levison - Fwd: Cemetery Plan information**

**From:** Jan Coppola  
**To:** Eric Levison  
**Date:** 1/28/2010 8:14 AM  
**Subject:** Fwd: Cemetery Plan information  
**CC:** Linda Dietzman

Eric,

I am forwarding Linda Dietzman's comments on the Cemetery Plan to you.

Jan Coppola  
Community Development

>>> On 1/27/2010 at 6:55 PM, in message <46a00.5180ca64.38925695@aol.com>, <A21dietz@aol.com> wrote:

Jan-  
I read through the Cemetery plan.  
Suggestions:  
Item 5a, under animals--- eagles needs to be underlined (it states that they are in the area under 5b)  
Item 8c: would the wording be more clear as  
**an** historical mausoleum, **an** office building and **a** maintenance shed (I think it would be more clear that it is not one building... and historical needs an rather than a)  
8h: should be **City's** (not Cities) and capital C on **Critical Lands**

SEPA

Under City of Camas Cemetery Exec. Summary  
2nd line - last word should be **quiet** not quite

8 Current Operations  
line 3, needs a space between the word --and adminsters

SEPA

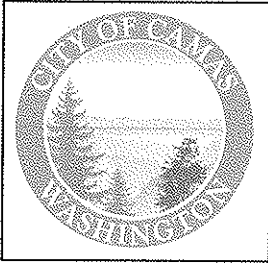
8i this just sounds a little odd- I think it would be more clear as two sentences. One FTE. There are approximately 6000 burials.

MASTER PLAN

Page 13 under Burial capacity  
Line 3 **outselling** should be one word

Hope this is helpful  
Let me know if you agree.  
Linda Dietzman  
Camas City Council

EXHIBIT   E    
PAGE   3   OF   3



Parks & Recreation Commission  
7:00 P.M.  
January 28, 2009

CALL TO ORDER: Brent Erickson, Chair

Present: Eunice Abrahamsen, Walt Eby, Scott Jonason, Steve Lorenz and Mark Nickerson

Absent: Juli Bradley and Melissa Smith

Staff Present: Jerry Acheson, Eric Levison and Susan Newlove

Public: Cheri Martin and Nelson Holmberg

A motion was made by Jonason, seconded by Lorenz, and carried unanimously that minutes of the general meeting of December 10, 2008, be approved as written.

**PARKS FOUNDATION PRESENTATION**

The Executive Director of the Parks Foundation, Cheri Martin, introduced herself and board member and Chair of the Marketing Committee, Nelson Holmberg. Martin stated that they were here to report to the commission on the Strategic planning process of the Foundation. She added that they are the Parks Foundation for all of Clark County.

Holmberg stated that the strategic process is a 6-month process and the primary goal of the Foundation is to raise funds for parks, trails and recreation programs across Clark County. He stated that cities and counties with well-funded, vibrant parks tend to be more livable and healthier communities.

Martin stated that members, donors, granting organizations and community partners all contribute to the Foundation. The Foundation works with the cities of Clark County and the purpose of their presentation is to ensure that the City of Camas knows the Foundation is here to help. She noted that the Foundation's success is dependent upon many issues, including aligning values with the cities of Clark county, encouraging healthy communities, implementing a grant process open to cities to apply, ethical gift acceptance policies, creative partnerships, responsibility to recipients of grants and donor accountability.

Holmberg stated that anyone is eligible to support the Foundation through personal memberships. In response to Levison's question regarding the funding gap for 2008 and 2009, Martin answered that both operations and maintenance are involved. In response to Nickerson's questions regarding supervision of volunteers, Martin stated that the

Foundation works directly with the City and a volunteer base would have to be organized through the Parks Department.

### **PARKS AND CEMETERY OPERATIONS AND PLANNING**

Levison began the discussion by explaining miscellaneous items. He stated that the Finance Director, Joan Durgin, has produced a basic inflation adjustment for a three percent increase in fees at the cemetery. A request has been made to have a sun dial donated to the Cemetery. The School District provided portables to the City and Levison suggested placing a single-wide trailer at the cemetery in place of the monthly rental. Levison noted that in the long run, it would save the City money.

A number of tree issues along 3<sup>rd</sup> Avenue, Everett Street, Louis Bloch Park and Benton Park have developed from the recent storms. Eby stated that some trimming needs to be done at the south side of the cemetery and Levison said that it is in the process of being completed. The Commission gave Levison permission to pursue a citizen request regarding plot space at the Cemetery.

Levison presented the Master Plan for the Cemetery. Agenda items included budget, public participation, time line, the path forward and issues to address. Issues to address included:

- Remaining property layout
- Burial options and trends
- Current inventory
- Security/hours of operation
- Funding/revenue projections
- Use projections
- Pet cemetery
- Record keeping/mapping
- Operation/maintenance level of service
- Volunteer policies/projects, donation policies
- Marketing
- Ordinance updates
- Time line: to be completed by the end of 2009

Abrahamsen stated that she is working with Virginia Warren to discover the history of the cemetery and Warren has suggested an activity called "Discover Your Cemetery" during Camas Days. Levison stated that the development of history can tie well into marketing strategies. Erickson suggested reaching out to the community to form a committee and Abrahamsen stated that she has started an informal group called the "Friends of the Cemetery". In regards to Nickerson's concern regarding outsourcing to another committee, Acheson suggested forming a sub-committee of the Parks Commission.

Eby suggested segmenting the cemetery into 2 phases, which Levison commented would be a great idea. Erickson suggested that Levison consider working with State Cemetery



Board member Burt Duncan. Jonason suggested outsourcing through local funeral homes and Levison agreed that outsourcing is something to consider.

The Commission decided to have separate meetings for Cemetery issues outside of the Parks Board meetings.

### **ELECTION OF OFFICERS**

A motion was made by Eby, seconded by Lorenz, and carried unanimously to elect Brent Erickson as Chairmen of the board for 2009.

A motion was made by Lorenz, seconded by Jonason, and carried unanimously to elect Mark Nickerson as Vice President to the Chair for 2009.

### **PROJECT UPDATES**

**Camas Community Center:** The parking lot bumpers have been installed.

**Benton Park:** A bid has been awarded.

**Moose Lodge Trail:** A trail segment has been completed from Heritage Park to Lake Road.

**Prune Hill Sports Park:** The bathroom is approximately 25% completed.

**Boat Rental Concept:** This will be presented at a Council workshop on February 2<sup>nd</sup>.

**Verizon:** Is interested in the Prune Hill Sports Park location again and will give a presentation to the Commission at the February meeting.

### **OTHER ITEMS**

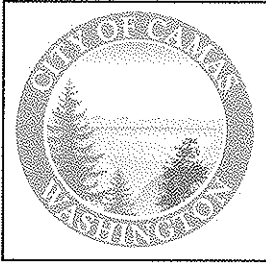
**Community Center:** Eby stated that last summer the process of developing a committee was started to establish a fundraising approach. Everything is currently on hold. It is still in development, although at a slower pace.

**Cemetery brochures:** Abrahamsen stated that the publication at the cemetery has been corrected.

### **ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

The next meeting will be held on Wednesday, February 25, 2009 at 7:00 p.m.



Cemetery Master Plan  
Special Meeting  
5:00 P.M.  
March 19, 2009

CALL TO ORDER: Brent Erickson, Chair, presided

Present: Eunice Abrahamsen, Juli Bradley, Walter Eby, Scott Jonason,  
Steve Lorenz, Mark Nickerson and Melissa Smith

Staff Present: Eric Levison and Susan Newlove

Public: Burt Duncan

### INTRODUCTION

Levison stated that Camas Cemetery was established in 1885, and the City of Camas began responsibility for upkeep in January of 2007. He mentioned that both financial and maintenance issues have arisen over the last two years, thus a Cemetery Master Plan is needed to provide direction.

Erickson suggested modeling this Master Plan after a regular park comprehensive plan. Abrahamsen thanked Levison for all the work he has done with the Master Plan and mentioned that it was 1972 when the last Master Plan was completed.

### MEETING RULES AND PROCESS

The board decided to hold up to five special meetings on the Cemetery Master Plan. Levison stated that he would like to get a general consensus as to the direction of the meetings. He suggested the Planning Conference and Council Meetings are open to the public and would be good times to receive public input. Erickson suggested allowing for public input at the end of the first two special meetings, then discussing the concerns at the following meeting. Jonason suggested that the meetings be focused on the scope of the Master Plan and open to the public at a later date. Smith agreed and stressed that these meetings will be strictly for brainstorming and discussing future plan.

### PURPOSE AND GOALS DISCUSSION

Eby stated that he is not an advocate rebuilding the wheel. He added that Levison has provided them with two key designs to work from; the Davis Cemetery Master Plan and the 1972 plan, which contain great ideas and concepts.

Levison stated that City planning traditionally involves a 20-year vision with a 5-year review. Smith stated that it is good to consider both the current and long-term outlook.

Erickson suggested looking at the layout of the cemetery. Nickerson suggested visioning beyond 25 years and considering land usage. Jonason stated that if the trend is going

more towards cremation, then that would increase the capacity. Burt Duncan cited that cremation is at 70% statewide. Erickson mentioned the importance of establishing a placement for more niche walls with the increase in cremation.

Levison stated that the intent is for all the land to be used for cemetery and park reflections. Smith mentioned that if the land is not going to be used for cemetery purposes, it should stay within the park realm. Levison brought up the option of using some of the land as a reservoir site. Eby pointed out the importance of maintaining the history of the cemetery. Jonason stated that the Board shouldn't exclude another appropriate use of the land. He added that the scope should be that of a 30-year plan with existing properties belonging to cemetery and parks having the right to bring in appropriate accessory uses to the cemetery.

Smith suggested using some of the land for a pet cemetery. Levison stated that pet cemeteries are not allowed in Washington within human cemetery boundaries. Bradley suggested selling an acre to set aside for pet cemeteries. Duncan stated that pet cemeteries are not permitted because of religious reasons and the Washington State Cemetery Board is currently working on what kind of separation is acceptable. In response to Smith's question, Duncan stated that the Camas Cemetery is non-denominational.

Levison stated that the consensus is that all of the property should be used for general cemetery purposes, with some flexibility for the appropriate boards and councils to allow for appropriate uses within the Master Plan concept.

Erickson mentioned that he would like Scout Projects to be of quality. Levison stated that having a list of immediate projects by volunteer help is more efficient than putting volunteers through a long process, especially during a time of economic hardship when volunteer help is even more appreciated. Abrahamsen mentioned the possibility of a volunteer coordinator and Levison agreed that it's a great idea.

Smith suggested a trip to the cemetery during the next meeting to better visualize. Lorenz requested that Levison keep the Board updated on facility maintenance at the Cemetery. Eby and Bradley mentioned the idea of having a special plaza available to the public for a nice service.

### **REVIEW OF DRAFT TABLE OF CONTENTS FOR ADDITIONS OR DELETIONS**

Levison reviewed the table of contents. Levison mentioned that Abrahamsen and Virginia Warren are working on the history of the Cemetery. Smith suggested working with Beth Cross who has a website devoted to the Camas Cemetery.

In regards to the section on National/Regional trends, Levison stated that he contacted the Cemetery Association and plans to attend a conference in the fall. He recommended joining the Association as a good resource because so many other cemeteries are members.



**START REVIEW OF ISSUES SECTION**

Jonason stated that property use and non-denominational use are issues that were not included in the section.

Levison stated that discussing the issues and arriving at conclusions will lead to a specific process and many improvements. The conclusions will then drive a capital facilities plan. The financial piece will be built upon all the information and expectations from revenue resources they have arrived at to offset costs. Duncan mentioned that another good reason to become a member of the Cemetery Association is to find out revenue resources that other city cemeteries are using.

Eby stated that he would like input from Funeral Home Directors. Smith mentioned that the next meeting can include the trip to the cemetery and the following meeting can include the Funeral Home Directors. Levison stated that he will contact both Browns and Straubs regarding availability.

Erickson requested that Levison get a map to the Board prior to the next meeting depicting usable property and code restrictions. Smith requested a condensed map for the trip identified by sections. She added that Levison is doing a great job with the Cemetery.

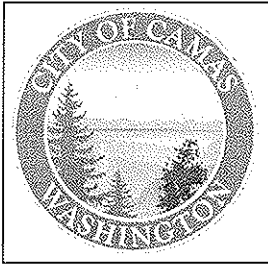
In response to Bradley's concerns regarding laws and regulations, Levison stated that the Association of Washington Cities has a great website providing links to all applicable cemetery laws. Levison also mentioned that the "green" burial is the big trend at the moment.

**ADJOURNMENT**

The meeting adjourned at 6:30 p.m.

The next meeting will be held on Tuesday, April 14, 2009 at 5:00 p.m.

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Cemetery Master Plan  
Special Meeting  
5:00 P.M.  
April 14, 2009

Present: Eunice Abrahamsen, Juli Bradley, Walter Eby and Steve Lorenz  
Absent: Brent Erickson, Scott Jonason, Mark Nickerson and Melissa Smith  
Staff Present: Jim Gant, Eric Levison, Susan Newlove and Ed Senchyna  
Public: Nick Brown, Beth Cross, Dick Edmundson, Will Zalpys

### FIELD TRIP TO CEMETERY

Levison distributed a map of the Cemetery and stated that the intent of the Special Meetings is to have a Master Plan for the next 20 years which covers both current and long-term issues.

In response to Bradley's question regarding the beginning of the burial process, Nick Brown stated that it is common for families to purchase plots prior to the death of a loved one. They contact the City's Finance Department and schedule a time to attend the Cemetery. Levison stated that they knew how to maintain the grounds and could provide permits to vault companies when the City took control of the Cemetery, with all other arrangements being made through local Funeral Homes.

In response to Bradley's question regarding types of services, Senchyna stated that there is a wide range of services and he added that cremains are sometimes mailed to City Hall and there is no service at all. Brown stated that families dictate what they want in a service. He mentioned the importance of having a tranquil area and stated that Camas Cemetery already has this advantage. He also mentioned the importance of parking.

In response to Senchyna's observation about the full Niche Wall, Abrahamsen stated that there is a need for more Niche Walls with the increase in cremation. Levison commented on maintaining the current Niche Wall and Brown stated that the newer Niche walls are easier to maintain. Levison stated that the placement of the uprights make them maintenance friendly. Brown acknowledged that the uprights may be personalized as needed and added that the granite uprights are the easiest to maintain. Levison suggested having volunteers revitalize the damaged grave stones. Levison stated that a minimal marker with name and date is available if fees are not paid.

In response to Bradley's question regarding changes that need to be made, Brown stated that since the City took over the Cemetery, many of the changes needed have been made. He mentioned that he no longer receives complaints the day after Memorial Day regarding the brown grass and remarked on what a great job the City is doing.

Brown suggested having more Niche Walls, opening a scatter area and also a Green Burial area. He noted that Washougal has a small area at their cemetery for scattering. In response to Levison's question regarding Green Burials, Brown stated that Fern Prairie is the only cemetery in the area that currently offers them. He cited environmental reasons, money issues or religious reasons as reasons people prefer Green Burials. Brown stated that developing an ordinance for donations would be a good idea.

In response to Eby's question about security, Senchyna stated there has been very little vandalism since the City took over the cemetery. In response to Eby's suggestion for a security gate, Brown stated that it would cause a problem over the weekends and he added that most cemeteries do not have security gates.

Jim Gant stated that they do not have the manpower to get rid of many of the bushes and to replant. He stated that the Assembly of God Church has offered to do volunteer projects for the City and this may be a good project for them.

Senchyna stated that the office building at the cemetery is mainly used for office work and record keeping. Brown mentioned that this is one of the nicer cemetery offices.

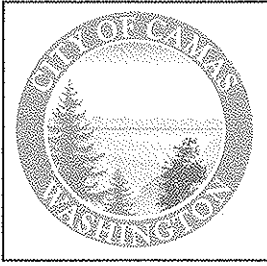
Levison asked that the board choose a date for the next Special Meeting at the next Parks Commission meeting. Lorenz thanked everyone for being there and said that their input was very helpful. Levison thanked Beth Cross for coming out and recommended that the Board view her website.

#### ADJOURNMENT

The meeting adjourned at 6:30 p.m.

The next Special Meeting is scheduled for Tuesday, May 19<sup>th</sup> at 5:00 pm.





Cemetery Master Plan  
Special Meeting  
5:00 P.M.  
May 19, 2009

Present: Eunice Abrahamsen, Brent Erickson, Scott Jonason, Steve Lorenz,  
Mark Nickerson and Melissa Smith

Excused: Juli Bradley and Walter Eby

Staff Present: Eric Levison and Susan Newlove

### CEMETERY MASTER PLAN

Levison requested a general consensus of the items listed on the agenda. He added that he would like the Cemetery board to meet next at a Parks Commission meeting as soon as a significant draft of the Master Plan is done.

Levison stated that there is no need for further development on the existing vacant burial plots for the 20 year plan. He added that there is a deficit of existing niche plots and building new niche walls is something to consider for the 6 year plan and definitely within the 20 year plan.

Erickson stated that the effect Green Burials will have cost-wise and environmentally should be examined. In response to Jonason's question regarding the level of interest in Green Burials, Levison stated that Brown's Funeral Home noted that there is definitely an interest. Levison suggested an area that might be appropriate for Green Burials. In response to Erickson's concern regarding the proximity to Lacamas Creek, Levison stated that he spoke with the chair of the Green Institute and there shouldn't be any issues. Levison suggested identifying an appropriate area now and examining policies on implementing green burials when the market matures.

Nickerson suggested combining the Green Burial area with the Scatter Garden area. Levison stated that Washougal has a rose garden in their Scatter Garden area and he proposed combining the Niche areas by having a Scatter Garden woven into a couple of the Niche Walls. Erickson recommended starting out with a fairly small scatter garden area and increasing the space later.

Levison stated that the office space and security is adequate so there is no need to add that into the Capital Plan. The City will maintain the current operational model of lot sales, marking and facility maintenance with the grave markers while the private sector will be responsible for the burials. Levison stated that the City could explore the possibility of becoming a profit center.

In response to Lorenz's question regarding outsourcing, Levison stated that most of their cost is maintenance and keeping it in-house is a better revenue resource. Erickson stated that Evergreen Cemetery has benefited from being the sole care-takers.

Levison stated that undeveloped Cemetery property is to remain for future Cemetery use with the flexibility of allowing future decision makers to allocate other compatible uses to help offset operating costs. Erickson stated that the reservoir is a good idea, but he does not agree with the resulting aesthetics. Jonason noted that maintaining flexibility is a good plan and Nickerson mentioned that a football stadium will be next to the cemetery, so he does not have concerns with placing a reservoir there. Levison stated that they can discuss this more in depth at a later date.

Levison stated that they will provide for a future pet burial area when and if state law permits and after public input. In response to Abrahamsen's question regarding a pet cemetery, Levison expressed the importance of separation due to State Board Regulations.

Levison stated that the next item is improving signage, mapping and a database for better customer service.

Levison noted that volunteers can help maintain the grounds and assist in balancing the budget. He added that 60 volunteers from Camas Assembly of God Church did maintenance work at the cemetery for Memorial Day weekend and they have committed to three more times this year. Levison suggested expanding on the Volunteer Chapter at a future Parks Board meeting. Lorenz suggested that the volunteers adopt specific areas and Smith suggested having signs made posting the volunteer group names. Levison declared that he will look into how "Friends" organizations operate and Abrahamsen volunteered that she has pertinent information available.

Levison recommended an annual review of fees and ordinances to improve operations, and to meet customer needs and industry trends. He also recommended developing landscape standards for the entrance, hedge, donations, scatter garden, niche area and Green Burial area.

Abrahamsen shared a list of suggested names for the new areas of the Cemetery. Levison suggested formally adopting the names that were available from the Genealogical Society and noted that would also be an appropriate time to rename the other areas. Levison stated that the Parks Board can make a formal recommendation to adopt the names.

Levison stated that the top priorities for the 6 year Capital Plan are; purchase the existing office trailer, make street names/block signage, build a niche wall, create a scatter garden and to promote volunteers.

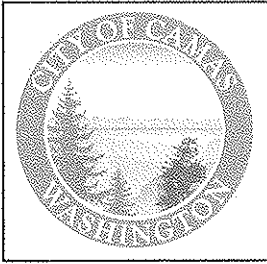
In response to Abrahamsen, Levison replied that Memorial Day weekend will be done the same way it was done last year. Abrahamsen stated that she is getting a list of volunteers

to assist the City workers during that weekend. Levison stated that it is a busy weekend and volunteers are always welcome.

Levison claimed he would like to get a draft together in the next two months and he will be open to meeting at Parks Commission meetings to go over comments and further discussion. The Board thanked Levison for doing a great job with the Cemetery Master Plan.

**ADJOURNMENT**

The meeting adjourned at 6:45 p.m.



Parks & Recreation Commission  
7:00 P.M.  
October 28, 2009

CALL TO ORDER: Mark Nickerson, Chair

Present: Eunice Abrahamsen, Juli Bradley, Walt Eby, Scott Jonason, Steve Lorenz and Melissa Smith

Excused: Brent Erickson

Staff Present: Jerry Acheson, Kathi Hansen, Daniel Lee, Eric Levison, Susan Newlove and Ed Senchyna

A motion was made by Eby, seconded by Lorenz, and carried that minutes of the general meeting of August 26, 2009, be approved as written.

**2009 POOL REPORT**

Kathi Hansen presented the pool report. She addressed the seasonal attendance and schedule and commented that it ran smoothly. Hansen noted that two extra sessions of family swim were added on hot days. Hansen recommended having the same schedule next summer with the ability to open extra swim sessions contingent upon hot weather. She stated that there may be an admission price increase for next summer since Camas fees are the lowest in the area.

Hansen stated that she had a staff of 28 working at the pool this summer, which is below average. In response to Abrahamsen's question regarding volunteers, Hansen stated that they have a volunteer program but do not have volunteer lifeguards, only volunteer junior swim instructors. Hansen noted the high number of returning staff this summer.

Hansen commented that the swim lesson rate increase was well accepted. There were many participants in swimming lessons and had 54 sponsorships. Private lessons, aqua aerobics, parent tot classes, safety classes and swim camps continued to be offered throughout the summer. Additionally, the swim camps were extremely popular. Registration went smoothly and they continue to get many requests for online registrations. In response to Lorenz's question regarding costs of an online registration system, Acheson stated that his concern is regarding enforcement of the policies involved in registering.

Hansen stated that the Water Safety Awareness event was successful. The biggest change in physical operations was the installation of drain/entrapment devices required to meet new federal laws. She noted that the filters and pumps are old but do not need to be

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replaced at this time. The mats will need to be replaced next summer. The chlorine system and heater worked great. Hansen hopes to paint several needed areas of the pool with a combination of staff and volunteers.

Lorenz stated that Hansen has made amazing financial increases over the past few years and he remarked that it is really impressive and congratulated her. Hansen stated that they continue to have a highly regarded swim program. The Commissioners thanked Hansen for all of her hard work.

### **POOL FUNDRAISER PROPOSAL**

Hansen introduced Daniel Lee. Lee stated that he would like to do a fundraiser for the Camas pool for his senior project. He suggested having children paint fish at the pool for a fee. He stated that they are planning to do the fundraiser on March 20, 2010 from 10 am to 4 pm. Lee spoke with principals at elementary schools and volunteered to pass out flyers to the students.

Smith stated that it is a great idea and requested that they have templates created for the fish. Lee agreed and said that he has contacted someone in the Art Department at school. Hansen stated that they have quite a bit of surface area to paint on and she suggested that they would have a year "warranty" on the paintings.

A motion was made by Lorenz, seconded by Jonason, and carried to accept Daniel Lee's proposal for fish painting at the pool.

### **CEMETERY MASTER PLAN**

Levison introduced senior grounds maintenance worker Ed Senchyna, whose primary responsibility is the maintenance of the Camas Cemetery. Levison stated that he compiled notes from the last three meetings, removing the executive summary and conclusion of the Master Plan. He asked for guidance from the Commission on the executive summary and the conclusion of the Master Plan.

Abrahamsen stated that this Master plan is tremendous and the City has done a fantastic job with the cemetery. She pointed out some minor corrections to be made on pages 13, 16 and 17. Abrahamsen mentioned headstone cleaning and she hopes to have information on this for the cemetery tour in July as an educational additive.

Lorenz suggested having an annual cleaning day at the Cemetery. Jonason suggested that Abrahamsen involve the Friends of the Cemetery to come up with a set date every year. Levison stated that on the Volunteer page of the Master Plan, one of the bullet points could be Annual Volunteer Clean Up Day.

Levison stated that he would like the Board to think about the executive summary and the conclusion between now and the next meeting. Lorenz questioned the request to look into acreage use for a reservoir. Levison stated that it was discussed to leave opportunities open for land use and that is the direction of the executive summary. Eby stated that he is not ready to commit the acreage to the reservoir at this time and Levison

stated that these are merely examples of how to use the acreage. In response to Lorenz, Levison stated that the reservoir would be built in the next 6 to 10 years.

Nickerson brought up the budget gap and Levison stated that it can improve but not enough to close the gap. Levison stated that the niche walls are almost sold out and that the direction is towards more cremations. Smith brought up the green burials and Levison mentioned the importance of reserving areas for Green Burials. Levison stated that the next Cemetery Board meeting may be on the same night as the Parks and Recreation Commission meeting in December.

### **2010 PROPOSED BUDGET**

Acheson distributed the Parks and Recreation Budget. He stated that it reflects the reduced schedule of the pool, deferred maintenance and while maintaining a steady budget. Levison noted that staffing levels are the same with less maintenance and operation. In response to Lorenz, Acheson stated that Benton Park and Prune Hill Sports Park are new this year.

### **SET NOV./DEC. MEETING DATE**

Acheson stated that the next meeting will be held on Wednesday, December 9<sup>th</sup>, at 7 pm and this would cover both the November and December meetings.

### **PROJECT UPDATES**

**Goot Park** – Construction should start soon on the restroom and the offstreet parking.

**Grass Valley Park** – Parking expansion project is almost completed.

**Washougal River Greenway Trail** – Bids are completed and construction will hopefully start soon. It is projected to be done in June of 2010.

**Dog Park** – Still making headway. There is a layout and the next step is to meet with the Public Works Department and Dog Paw.

**New policy** – There is a Community Athletic program anti-discrimination law that was passed in July.

### **OTHER ITEMS**

**Cemetery Tour** – Abrahamsen stated that there was an interview with Howard Lorenz for the tour.

**Cemetery** – Eby stated that the cut shrubbery looks great.

**Doc Harris Stadium** – Levison stated that construction is to start soon and he added that they have been asked to be respectful during services at the cemetery.

**Request from Senchyna** – Abrahamsen stated that he should go ahead with the great revenue source idea of containers for the ashes. A motion was made by Eby, seconded

by Nickerson, and carried to adopt Senchyna's request for the containers to be sold at the cemetery.

**Camas Pool** – Bradley suggested having businesses sponsor a day at the pool. Acheson stated that it is being looked in to for Sundays when the pool is closed. The issues that came up were weather and staffing. Bradley recommended having a flexible schedule.

**ADJOURNMENT**

The meeting adjourned at 8:30 p.m.

The next meeting will be held on Wednesday, December 9th at 7:00 p.m.



Cemetery Master Plan  
Special Meeting  
5:30 P.M.  
December 9, 2009

Present: Eunice Abrahamsen, Juli Bradley, Brent Erickson, Scott Jonason, Steve Lorenz, Mark Nickerson and Melissa Smith

Absent: Walter Eby

Staff Present: Eric Levison and Susan Newlove

Public: Burt Duncan

**REVIEW EXECUTIVE SUMMARY AND CHANGE AS NECESSARY**

Levison stated that the goal for tonight is to make necessary changes to the draft and that a motion be made at the Parks and Recreation Commission meeting to open the Master Plan up for public comment. Levison provided an Executive Summary, which had minor changes in the Capital Improvement plan and the Implementation plan.

In response to Erickson's question regarding contracting out burials, Levison stated that it's not currently possible to have our employees do burials due to a multitude of things including market price and job descriptions. Abrahamsen stated that this could be an option to look into in the future.

Abrahamsen suggested some minor changes be made on paragraphs 4, 5 and 6 of the Executive Summary.

Levison stated that Eby had a concern with the body of the draft over-emphasizing the water reservoir placement. Levison tried to de-emphasize this in the summary by stating that the intent is for the land to be used for cemetery purposes with the option of other economic uses. Erickson stated that he was under the impression that within the state of Washington, the land should be used for cemetery use only and he requested that Levison get clarity on this before proceeding ahead with other land-use options. Levison read the requirements by law and stated that the balance of the property is not dedicated for cemetery use until platted and recorded for cemetery use.

In response to Lorenz's question regarding the water reservoir, Levison stated that the reservoir would generate money through the sale of the property.

**UPDATE ON PET CEMETERY INFORMATION, CHANGES TO TEXT IF NECESSARY**

Levison stated that he did some research on Spokane County and found out that it's possible to have a Pet Cemetery in Washington outside of unincorporated graves. He



added that Spokane County has a niche wall for both owner and pet. Abrahamsen stated that the pet cemetery is an excellent source of revenue because people are so attached to their pets.

**FINAL EDITS TO DOCUMENT**

Bradley suggested some corrections be made on pages 7 and 12 of the Master Plan. Erickson questioned the headstone cleaning requirements on page 7 and Smith suggested having a requirement that the maintenance of the headstones be up to current City standards.

Abrahamsen questioned the Capital Investment schedule on table 6 and Levison stated that there's a lot of development to be done with the database. Smith pointed out a correction to be made on page 20.

In response to Abrahamsen's concern regarding naming the gardens, Levison stated that the Board can take action to amend to have them named.

**REVIEW OF FUTURE MAP LAYOUT FOR CHANGES OR EDITS**

Levison stated that the map provides a potential layout. Abrahamsen stated that having sufficient parking is important. Levison stated that he can reflect parking in the 6-year plan and make parking a capital priority. Smith suggested a gravel parking lot and Levison stated that the parking lot would be ideal to complete prior to the new stormwater treatment policies going into effect.

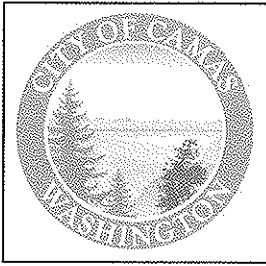
Levison stated that the top two capital projects are buying the trailer and getting a new niche wall in 2011. He added that they need to make a formal motion to move the Master Plan out to public comment at tonight's Parks and Recreation Commission meeting.

**RECOMMENDATION TO REFER DOCUMENT TO REGULAR PARKS BOARD MEETING WITH MOTION RELEASE FOR 30 DAY PUBLIC COMMENT PERIOD**

Abrahamsen questioned the process of feedback once the Master Plan goes out for public comment. Levison stated that the comments will go to City staff and will then be submitted to the Board. At that time the Board decides whether or not to incorporate them into the Master Plan and forward to Council for approval.

**ADJOURNMENT**

The meeting adjourned at 6:30 p.m.



Parks & Recreation Commission  
7:00 P.M.  
December 9, 2009

CALL TO ORDER: Brent Erickson, Chair

Present: Eunice Abrahamsen, Juli Bradley, Walt Eby, Steve Lorenz and Mark Nickerson

Excused: Scott Jonason and Melissa Smith

Staff Present: Jerry Acheson, Krista Bashaw and Susan Newlove

Public: Troy Hull

A motion was made by Eby, seconded by Nickerson, and carried that minutes of the general meeting of October 28, 2009, be approved as written.

**COMMUNITY DONATIONS FOR RECREATION PROGRAMS**

Krista Bashaw, Recreation Coordinator, gave a brief overview of the Community Donations Program. Bashaw distributed forms displaying the levels of sponsorship and the benefits associated with sponsorship values. In response to Abrahamsen's question regarding names given to sponsorship levels, Bashaw stated that she chose City park names from the local area.

Bashaw stated that she would like to display a sponsorship page on the City's website. Lorenz stated the importance of providing a screening process when seeking sponsors. Erickson and Nickerson suggested having a set time-frame for promoting an event sponsor on the website. Nickerson suggested having the option of multi-year sponsorship agreements.

**COMMUNITY ATHLETIC PROGRAM NON-DISCRIMINATION POLICY**

Acheson requested that the Commission make a motion to adopt the Community Athletic Program Non-Discrimination Policy, reflecting The Washington State Law Against Discrimination (RCW 49.60).

A motion was made by Lorenz, seconded by Eby, and carried to accept the Non-Discrimination In Community Athletic Programs Policy.

**ELECTION OF OFFICERS**

Lorenz nominated Erickson for Chair of the Parks and Recreation Commission. Erickson nominated Nickerson for Vice-Chair of the Parks and Recreation Commission.

A motion was made by Lorenz, seconded by Bradley, and carried to vote Brent Erickson as Chair and Mark Nickerson as Vice-Chair of the Parks and Recreation Commission for 2010.

**PROJECT UPDATES**

**Dog Park** – The proposed project application has been filed with BPA. They have indicated that the process could take several months.

**OTHER ITEMS**

**Louis Bloch Park** – Troy Hull representing Lacamas Little League stated that they would like to utilize the field at Louis Bloch Park since Babe Ruth has limited their use of the field. Hull requested that Acheson please contact Babe Ruth to help with this facilitation.

**Cemetery Master Plan** – A motion was made by Bradley, seconded by Eby, and carried to present the Cemetery Master Plan to the public based on changes made at the Cemetery board meeting on December 9<sup>th</sup>, 2009.

**ADJOURNMENT**

The meeting adjourned at 7:30 p.m.

The next meeting will be held on Wednesday, January 27th at 7:00 p.m.



# CITY OF CAMAS

## Staff Report

**TO: Parks Board**

**FROM: Eric Levison**

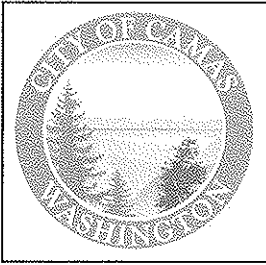
**DATE: February 24, 2010**

**RE: 2009 Cemetery Master Plan**

Attached is the Final Draft of the 2009 City of Camas Cemetery Master Plan. This document represents a yearlong effort by this Board and staff to plan for the needs of the Cemetery for the next twenty years. The plan has gone through a thirty day public comment period and a fourteen day SEPA review. Comments received are attached as Appendix "E".

Staff is requesting that after discussion, the Board make a motion to recommend approval by City Council.





Parks & Recreation Commission  
7:00 P.M.  
February 24, 2010

**CALL TO ORDER:** Brent Erickson, Chair

**Present:** Eunice Abrahamsen, Juli Bradley, Walt Eby, Scott Jonason, Steve Lorenz, Mark Nickerson and Melissa Smith

**Staff Present:** Jerry Acheson, Eric Levison and Susan Newlove

**Public:** Jason Linse, Jeff Ganter, Liz Miller and Rick Parker

A motion was made by Eby, seconded by Lorenz, and carried that minutes of the general meeting of January 27, 2010, be approved as written.

**CEMETERY MASTER PLAN – RECOMMENDATION FOR ADOPTION**

Eric Levison stated that he is asking the Commission to move the Cemetery Master Plan to Council for a final adoption. Members of the Commission suggested a few grammatical corrections and minor additions/changes to be made to the Master Plan. In response to Eby's question regarding the rates on page 15, Levison agreed and stated that they do a rate review annually.

A motion was made by Jonason, seconded by Lorenz, and carried unanimously to acknowledge the changes to the Cemetery Master Plan and to move forward as amended.

**COMMUNITY CENTER POLICY DISCUSSION**

Jerry Acheson stated that the latest version of the Community Center Policy includes the two-tiered Fee Structure, which was discussed at the last Commission meeting. In response to Jonason's question regarding serving alcohol at the Community Center, Acheson stated that the option of serving alcohol is not being revoked. Nickerson suggested a change of wording to the policy to state that individuals must "stop serving alcohol one hour prior to closing".

A motion was made by Jonason, seconded by Eby, and carried to adopt the new fee structure and proposed guidelines for alcoholic beverages at the Camas Community Center.

**PROJECT UPDATES**

**CDBG Project-** The Community Center ramp estimates came in under the engineer's estimate and, if accepted, will be scheduled to start the first week of April.

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**Bike Skills Park** – Jason Linse feels that the best location for the park is a county-owned parcel at Lacamas Lake. Acheson stated that he will help assist Linse in his work with Clark County.

**OTHER ITEMS**

**Louis Bloch Park Field** – Rick Parker, President of Camas/Washougal Babe Ruth League, explained that Lacamas Little League would like to start a new league with 13 & 14 year-olds and they need fields with 90-foot lines. He noted that Louis Bloch Park has fields with 90 foot base lines. Jeff Ganter of Lacamas Little League stated that they are not looking to displace anyone, but would like to know of any open slots. Parker stated that Babe Ruth practices every week night and on the weekends.

Erickson stated that the town is growing and the leagues need to find a compromise and come to an agreement for usage of the field so that both leagues can utilize it. Both Erickson and Abrahamsen stated the field was underused last year. Jonason suggested including Lacamas Little League in the master schedule. In response to Miller’s question regarding using the field prior to Babe Ruth starting, Parker stated that the fields are wet right now and Acheson noted that the fields need to be prepped.

**Trees** – Levison informed the Commission that there is a dead deciduous tree at Crown Park and a dead Walnut tree at Forrest Home Park that will be taken care of by Parks Maintenance.

**Heritage Park** – Bradley noted that the light in the womens restroom at Heritage Park is on all the time.

**ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

The next meeting will be held on Wednesday, March 24th at 7:00 p.m.



**CITY COUNCIL WORKSHOP**  
**Monday, January 4, 2010**  
**Camas City Hall**  
**616 NE 4<sup>th</sup> Avenue**  
**4:30 p.m.**

Follow ups:

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**PUBLIC:**

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**SCHOOL LEVY PRESENTATION BY MIKE NERLAND, CAMAS SCHOOL DISTRICT SUPERINTENDENT:**

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**POLICE:**

- Update Regarding Trailers Parked on City Streets \_\_\_\_\_

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**COMMUNITY DEVELOPMENT:**

- Adult Entertainment – Schedule Hearing Date for January 19, 2010 \_\_\_\_\_

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**PUBLIC WORKS:**

- Wastewater Treatment Plant Bid Update \_\_\_\_\_

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- Cemetery Master Plan \_\_\_\_\_

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- Stormwater Ordinance Draft \_\_\_\_\_

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- Miscellaneous, Administration, Scheduling and Updates \_\_\_\_\_

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**PUBLIC:**

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**ADJOURNMENT:**



**CITY OF CAMAS  
COUNCIL WORKSESSION**

**January 4, 2010**

**4:30 p.m.**

**CALL TO ORDER:** Mayor Paul Dennis presided.

**COUNCIL MEMBERS:**

**Present:** Anderson, Chaney, Dietzman, Gerde, Higgins, Hogan, and Smith.

**Excused:**

**STAFF PRESENT:** Ashton, Bourquin, Brachmann, Copsey, Durgin, Lackey, and Levison.

**PRESS:** Heather Acheson, Camas-Washougal Post Record.

**PUBLIC:**

There were no comments.

**SCHOOL LEVY PRESENTATION BY MIKE NERLAND, CAMAS SCHOOL DISTRICT SUPERINTENDENT:**

Nerland stated there will be a school levy on the February 9<sup>th</sup> ballot and added that the levy will be for three years instead of four due to the economic uncertainty. Nerland remarked that it is not a new levy, but a replacement Maintenance and Operations (M&O) Levy. Nerland distributed a *Questions & Answers* brochure regarding the upcoming levy that will be mailed to the citizens. Nerland gave a PowerPoint Presentation which included current bond programs, the difference between a levy and a bond, an overview of the 2010 M&O Levy, essential programs that are funded by the levy, the collection and costs of the levy, and a citizen's campaign effort.

Mayor asked and there were no questions.

**POLICE:**

**Update Regarding Trailers Parked on City Streets:**

Mitch Lackey, Police Chief, gave background regarding the problem of trailers parking on City streets and gave a PowerPoint Presentation illustrating the problem. The presentation also included explanations of current parking ordinances, research and considerations, and a proposed path forward. Lackey commented that the basis of the proposal is to add new language to the current parking ordinance that will generally prohibit the storage of trailers on the public street. Lackey added that there are exceptions built into the draft language that allow for limited parking/storage of trailers on public streets.

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Lackey stated that staff is proposing that a simple permit system be developed to manage those trailers that need to be on the streets. This permit system would allow for tracking and would limit the number of days in any calendar year that someone could park their trailer on the street. Lackey explained the proposed permit system. Lackey added that the penalty for violating the code would be comparable to that of a parking infraction. Discussion ensued.

Dietzman and Higgins stated that they would like to see a grace period prior to requiring a permit incorporated into the ordinance. They discussed the value of allowing a 24 hour grace period so trailer owners could bring them to their homes to load prior to a trip, or unload after a trip. Lackey said he would modify the draft ordinance to include that provision.

Lackey responded to questions from Council.

Council concurred that a restrictive ordinance is the correct path forward and that they would like time to review the proposal.

This matter will be brought back to Council for further review at the January 19<sup>th</sup> Workshop.

**COMMUNITY DEVELOPMENT:**

**Adult Entertainment – Schedule Hearing Date for January 19, 2010:**

Phil Bourquin, Community Development Director, stated that due to the content of the January 19<sup>th</sup> Council Meeting staff recommends setting a hearing regarding adult entertainment for February 1, 2010. Bourquin gave a brief overview of the work performed by the committee on this matter and added that background information will soon be distributed to Council.

Mayor asked and Bourquin responded that information regarding this matter has been posted to the City's website.

Bourquin responded to questions from Council.

Bourquin reported that the City received a 10% annexation petition from GM Camas and that this matter will need to be scheduled for a hearing. The property in question is west of Goodwin Road and south of Ingle Road. Bourquin added that this property is now part of the Urban Growth Boundary. Bourquin remarked that this matter will be coming before Council for discussion at the February 1<sup>st</sup> Council Meeting. Bourquin noted that no formal action will be taken at that time.

**PUBLIC WORKS:**

**Wastewater Treatment Plant Bid Update:**

Monte Brachmann, Public Works Director, distributed a letter from the City's consulting engineer, Gray & Osborne, Inc. Brachmann reviewed the main elements of the letter and stated that the consultant's recommendation is to award the Wastewater Treatment Plant Improvements bid to the low bidder, McClure & Sons, Inc. Brachmann noted that staff will be contacting the contractor to discuss how they will proceed with the project. The bid award will be placed on the February 1<sup>st</sup> or February 16<sup>th</sup> consent agenda for Council's consideration.

Mayor asked and Brachmann responded that the current utility rates have the cost for this project calculated into them.  
Brachmann responded to questions from Council.

Cemetery Master Plan:

Brachmann asked Eric Levison, Operations Manager, to cover this topic. Levison distributed the *City of Camas Draft Cemetery Master Plan 2009* and gave a brief update of the plan. Levison stated that the Parks Commission has reviewed the plan and it is out for public comment until February 11<sup>th</sup>. Levison asked Council to review the plan and to provide him with their comments.

Levison elaborated on the proposed Capital Improvement Plan and noted that an office trailer will be purchased in 2010 and a single niche wall will be installed in 2011.

Levison responded to questions from Council.

Smith thanked Levison on behalf of the Cemetery Board for the extensive amount of work he has done on this project.

Mayor asked and Levison responded that the draft plan is available for review on the City's website and will also be available at the library and city hall. Levison added that all public comments should be forwarded to him and that this matter will go back before the Parks Commission in February for a final recommendation to Council. This matter will then be brought forward to Council at a workshop in March for discussion and possible adoption in late March or early April.

Stormwater Ordinance Draft:

Brachmann distributed a recent draft of the Stormwater Ordinance that was developed by the Stormwater Ordinance Committee. Brachmann thanked the following people who served on the committee: Linda Dietzman, Don Chaney, Al Schauer, Eric Golemo, Tim Kraft, Randy Printz, Casey O'Dell, Jennifer McClure, Shawn MacPherson, Anita Ashton, Phil Bourquin, Curleigh Carothers, and Eric Levison.

Brachmann stated that the focus of the committee was to draft an ordinance that provides flexibility for development options and still protects the environment. Brachmann added that a good deal of time was spent discussing how to make the ordinance understandable and how to make it compatible with other documents and with current City code. The draft ordinance references the "*Camas Design Standards Manual*" in many places. Brachmann reported the current design manual will need to be updated to incorporate language regarding stormwater so that it is compatible with the ordinance. The update will be done by staff and will contain tools that can be used for various development conditions around the City. Brachmann gave examples.

Brachmann responded to questions from Council.

Brachmann stated that the ordinance must be adopted by February 12<sup>th</sup> and therefore staff recommends the following time line: City Council review at the workshop on January 19<sup>th</sup>; Planning Commission Hearing on January 20<sup>th</sup>; City Council adoption of the ordinance on

February 1<sup>st</sup>; complete *Camas Design Standards Manual* by March 31<sup>st</sup>; Council review and adoption of the manual at one of the April Council meetings.

In response to Gerde's inquiry, Brachmann, Levison and Golemo explained the variances between the draft ordinance and the ordinances from the cities of Battle Ground and Vancouver, and from Clark County. Brachmann noted that Assistant City Attorney Shawn MacPherson has reviewed the proposed draft. Discussion ensued.

Mayor asked and Brachmann responded that he would touch base with the Builders Industry Association and Georgia Pacific to see if they have any opposition to the draft ordinance.

Hogan inquired and Brachmann and Levison explained the process that a developer will follow to design a project prior to the adoption of the updated design standards manual.

Mayor asked if the City is taking a more regional approach to stormwater. Brachmann responded that the regional option is available and encouraged, but there has not been any design work or studies performed to point the City in that direction. Discussion ensued regarding a regional approach to stormwater.

Chaney stated that he was impressed with the level of confidence displayed by the committee members and staff. He thanked them and Brachmann for their dedication and hard work on this complex subject.

Brachmann stated a committee will need to be assembled to work on the technical part of the design standards manual and asked whether or not Council would like to appoint a committee. Mayor asked Brachmann to check with the standing committee to see if they would be willing to assist.

Miscellaneous, Administration, Scheduling and Updates:

Brachmann reported that a contract for the \$240,000 grant for the Lake Road Bike Project will be placed on the January 19<sup>th</sup> Consent Agenda for Council's consideration.

Brachmann stated a change order for the Washougal River Trail Project will be on the January 19<sup>th</sup> Consent Agenda for Council's consideration. Brachmann explained the purpose of the change order.

Brachmann remarked that the 2010 Annual Salary Resolutions will be on the Council Meeting Agenda for January 19, 2010, for Council's consideration. Brachmann added that there will also be a resolution on the January 19<sup>th</sup> agenda for Council to consider that would change the Human Resources Manager title to Human Resources Director. Brachmann noted that the new title better reflects what the position is and there is no change to the pay range.

Brachmann reminded the group that the deadline for topics for the January 22<sup>nd</sup> and 23<sup>rd</sup> Planning Conference is Friday, January 15, 2010.

Council

Hogan stated that due to the New Years' holiday that a Second Friday event will be taking place in downtown Camas on January 8<sup>th</sup>.

Mayor stated that he received a letter from East County Fire & Rescue noting their expectations surrounding the staffing agreement. Mayor elaborated on the main elements of the letter.

**PUBLIC:**

Adam Kluka, 7021 NW Friberg/Strunk Road, Camas:

Kluka asked how it will be determined who will be responsible for the stormwater if the body of water crosses several properties. Mayor responded that a developing property owner should not have a greater influence on stormwater runoff than they do today. Kluka expressed his concern about stormwater issues. Discussion ensued.

Ken Hadley, 4011 F Circle, Washougal:

In response to Hadley's inquiry regarding stormwater that is being disbursed into LaCamas Lake, Brachmann stated that stormwater has to be piped directly to the lake and that an easement would need to be obtained if the property is not adjacent to the lake. Brachmann added that the area on the north side of the lake would be ideal for stormwater regionalization. Brachmann stated that the City is willing to work with the property owners.

Hadley asked and Mayor confirmed that a Camas ambulance is operating out of the fire station on 39<sup>th</sup> Street in Washougal. Discussion ensued.

P.D. Groeneveld, PO Box 604, Camas, WA:

Groeneveld asked if the proposed trailer that is to be purchased for the Camas Cemetery is the one that is currently being used. Levison responded that a bid must first be procured, but that it is likely the existing trailer will be purchased unless a lower bid is received.

Groeneveld inquired and Levison responded that the current rent is \$315.00 per month. Levison also explained why the trailer was not purchased when the City of Camas purchased the cemetery in 2007. Further questions were asked and clarifications were made.

Groeneveld asked how many cities in the State of Washington are using a three-year school levy. Mayor responded that Groeneveld's questions regarding the schools may be addressed at the next Camas School Board Meeting on Monday, January 11, 2010. The meeting will be held at the district office and will begin at 5:00 p.m.

**ADJOURNMENT:**

The meeting adjourned at 6:06 p.m.

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Mayor

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City Clerk



**CITY OF CAMAS, WASHINGTON  
CITY COUNCIL AGENDA  
REGULAR MEETING**

**MONDAY, MARCH 15, 2010**

**7:00 P.M.**

**I. CALL TO ORDER:**

**II. ROLL CALL:**

Roll call of Council members.

**III. CONSENT AGENDA:**

- a. Approve minutes of the march 1, 2010, Camas City Council Meeting and the work session minutes of March 1, 2010.
- b. Approve claim checks as approved by the Finance Committee.
- c. Authorize Mayor to sign HVAC preventative maintenance contracts with Control Contractors for the following locations and annual prices; library in the amount of four thousand, three hundred dollars (\$4,300), police department in the amount of two thousand, two hundred eighty-five dollars (\$2,285), operations and wastewater treatment plant in the amount of two thousand, seven hundred fifty dollars (\$2,750).
- d. Authorize Mayor to sign a contract modification regarding the 2009 CDBG contract for the Camas Community Center Mobility Improvement Project.
- e. Authorize Mayor to sign a professional service agreement with FirstService PGP Valuation for an appraisal.
- f. Authorize Mayor to sign a professional service agreement with The Resource Company for 2010 wetland mitigation monitoring reports for Grass Valley Park not to exceed two thousand, three hundred seventy-five dollars (\$2,375).
- g. Authorize Mayor to sign an interagency agreement to participate in a program for "Citizen Involvement in the Protection and Maintenance of Stormwater Facilities Grant".
- h. Authorize Pay Estimate #4 for Project P-836; Goot Park CDBG Improvements to Michael Green Construction, Inc., in the amount of thirty five thousand, nine hundred eighty-three dollars and eighty-three cents (\$35,983.83).
- i. Authorize Bid Award for Project WS-664A; Well #14 Improvements, Schedule "B" only, to the low bidder RC Northwest, Inc., in the amount of one hundred ninety-one thousand, five hundred fifty-one dollars and eighty-seven cents (\$191,551.87).
- j. Authorize Release of Retainage for Project WS-671; 2008 STEP/STEP Tank Pumping to AAA Septic Services, LLC in the amount of three thousand, three hundred thirteen dollars and twenty cent s (\$3,313,20).

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

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**CITY OF CAMAS, WASHINGTON  
COUNCIL AGENDA  
MONDAY, MARCH 15, 2010  
PAGE 2  
7:00 P.M.**

- k. Authorize Bid Award for Project P-837; 2009 Community Center CDBG Improvements (rebid) to the low bidder Zink Commercial Contractors, Inc., in the amount of eighty-four thousand, nine hundred four dollars and fifty-four cents (\$84,904.54), contingent upon CDBG approval.
- l. Authorize Pay Estimate #2-Final for Project WS-688; 2009 Parker STEP Sewer Valve Removal to Haag & Shaw, Inc., in the amount of fifty-seven thousand, thirty dollars and thirty-two cents (\$57,030.32) and accept project as complete.
- m. Authorize Pay Estimate #5 for Project P-820; Washougal River Trail to Tapani Underground, Inc., in the amount of twenty-five thousand, seven hundred six dollars and ninety-eight cents (\$25,706.98).

**IV. NON-AGENDA ITEMS:**

- a. Public.
- b. Staff.
- c. Council.

**V. MAYOR:**

- a. Announcements.

**VI. LEGAL:**

- a. Public Hearing to consider amendments to the Pre-Annexation Development Agreement recorded under Clark County Auditor's File No. 4411832 in accordance with RCW 36.70B.170.

**VII. PUBLIC WORKS:**

- a. Public Hearing for adoption by Resolution of the 2009 City of Camas Cemetery Master Plan.
- b. Resolution No. 1175 to adopt 2009 City of Camas Cemetery Master Plan.
- c. Resolution No. 1176 to adopt the 2010 Standard Specifications for Road, Bridge, and Municipal Construction to be effective April 1, 2010.

**VIII. COMMUNITY DEVELOPMENT:**

- a. Public Hearing to consider amendments to the Camas Municipal Code (CMC Chapter 18.55) related to Administration and Procedures.

**IX. ADJOURNMENT:**

**NOTE: Accommodation of need for disabled persons can be made upon request.  
For more information, call 834-6864.**



# CITY OF CAMAS

## Staff Report

**TO: Mayor, Council and City Administrator**

**FROM: Eric Levison**

**DATE: February 26, 2010**

**RE: 2009 Cemetery Master Plan**

Attached is the Final Draft of the 2009 City of Camas Cemetery Master Plan. This document represents a yearlong effort by the Parks and Recreation Board along with staff to plan for the needs of the Camas Cemetery for the next twenty years. The plan has gone through a thirty day public comment period and a fourteen day SEPA review. Comments received are attached as Appendix "E".

On February 24, 2010 the Parks Board approved a motion to recommend approval by City Council

A Public Hearing is scheduled for March 15, 2010. A Resolution adopting the 2009 Cemetery Master Plan will be prepared for Council action after the Public Hearing

Staff is requesting that after discussion and the Public Hearing, Council adopt the 2009 Cemetery Master Plan by Resolution.



*Draft minutes pending Council's approval on April 5, 2010.*

**Regular Council Meeting - 7:00 p.m.  
March 15, 2010**

**CALL TO ORDER:**

Mayor Paul Dennis presided.

**FLAG SALUTE:**

**COUNCIL:**

Present:

Anderson, Chaney, Dietzman, Gerde, Higgins, Hogan, and Smith.

Excused:

**STAFF MEMBERS:**

Bourquin, Brachmann, Carothers, Copsey, Halverson, Hodges, Levison, and MacPherson.

**PRESS:**

None present.

**CONSENT AGENDA:**

It was moved by Council member Higgins, seconded by Council member Dietzman to approve the Consent Agenda of March 15, 2010. The motion carried unanimously.

- a. Approve minutes of the March 1, 2010, Camas City Council Meeting and the work session minutes of March 1, 2010.
- b. Approve claim checks numbered 105222-105414 in the amount of six hundred fifty-one thousand, nine hundred seventy-five dollars and fifteen cents (\$651,975.15) as approved by the Finance Committee.
- c. Authorize Mayor to sign HVAC preventative maintenance contracts with Control Contractors for the following locations and annual prices; library in the amount of four thousand, three hundred dollars (\$4,300), police department in the amount of two thousand, two hundred eighty-five dollars (\$2,285), operations and wastewater treatment plant in the amount of two thousand, seven hundred fifty dollars (\$2,750).
- d. Authorize Mayor to sign a contract modification regarding the 2009 CDBG contract for the Camas Community Center Mobility Improvement Project.
- e. Authorize Mayor to sign a professional service agreement with FirstService PGP Valuation for an appraisal.

EXHIBIT F  
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- f. Authorize Mayor to sign a professional service agreement with The Resource Company for 2010 wetland mitigation monitoring reports for Grass Valley Park not to exceed two thousand, three hundred seventy-five dollars (\$2,375).
- g. Authorize Mayor to sign an interagency agreement to participate in a program for "Citizen Involvement in the Protection and Maintenance of Stormwater Facilities Grant".
- h. Authorize Pay Estimate #4 for Project P-836; Goot Park CDBG Improvements to Michael Green Construction, Inc., in the amount of thirty five thousand, nine hundred eighty-three dollars and eighty-three cents (\$35,983.83).
- i. Authorize Bid Award for Project WS-664A; Well #14 Improvements, Schedule "B" only, to the low bidder RC Northwest, Inc., in the amount of one hundred ninety-one thousand, five hundred fifty-one dollars and eighty-seven cents (\$191,551.87).
- j. Authorize Release of Retainage for Project WS-671; 2008 STEP/STEF Tank Pumping to AAA Septic Services, LLC in the amount of three thousand, three hundred thirteen dollars and twenty cent s (\$3,313.20).
- k. Authorize Bid Award for Project P-837; 2009 Community Center CDBG Improvements (rebid) to the low bidder Zink Commercial Contractors, Inc., in the amount of eighty-four thousand, nine hundred four dollars and fifty-four cents (\$84,904.54), contingent upon CDBG approval.
- l. Authorize Pay Estimate #2-Final for Project WS-688; 2009 Parker STEP Sewer Valve Removal to Haag & Shaw, Inc., in the amount of fifty-seven thousand, thirty dollars and thirty-two cents (\$57,030.32) and accept project as complete.
- m. Authorize Pay Estimate #5 for Project P-820; Washougal River Trail to Tapani Underground, Inc., in the amount of twenty-five thousand, seven hundred six dollars and ninety-eight cents (\$25,706.98).

**NON-AGENDA ITEMS:**

Public:

Mayor Sean Guard from the City of Washougal thanked Mayor, Council and the City of Camas for the outpouring of support shown towards the City of Washougal during the past several months. Mayor Guard read a letter of appreciation which he then gave to Mayor Dennis. Mayor Guard especially thanked Council for allowing Camas City Administrator Lloyd Halverson to assist them for a seven week period. Mayor Guard presented Halverson with a "Washougal Gold Medal" recognizing him for his outstanding and exemplary service to the City of Washougal.

Staff:

Monte Brachmann, Public Works Director, recognized Jim Hodges, Project Manager, for his 20 years of service to the City. Brachmann presented Hodges with a 20-year tenure pin and also recognized Hodges' family members in the audience.

Brachman recognized Eric Levison, Public Works Operations Manager, for his 25 years of service to the City. Brachmann

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presented Levison with a 25-year tenure pin and also acknowledged Levison's wife who was in the audience.

Brachmann stated that due to his upcoming retirement that this will be his last Council Meeting. Brachmann thanked Mayor, City Council, the City Administrator, present and former City employees and the citizens of Camas for affording him the opportunities that he has had during his career at the City of Camas. Brachmann introduced his family and thanked them for their support over the past 37 years.

**Council:**

Council thanked Brachmann for his years of service to the City of Camas and the community.

**MAYOR:**

**Announcements:**

Mayor read a letter of recognition thanking Brachmann for his dedication and 37 years of outstanding service to the City of Camas and the community.

Halverson stated that a community event will be held on April 1<sup>st</sup> to acknowledge Brachmann for his years of service. Halverson presented Brachmann with a 37-year tenure pin and thanked him for his dedication and years of service.

**LEGAL:**

**Public Hearing –  
Addendum to Pre-  
Annexation  
Development Agreement  
(Clark County Auditor's  
File No. 4411832):**

Shawn MacPherson, Assistant City Attorney, gave a brief introduction of the proposed addendum to the Pre-Annexation Development Agreement. MacPherson noted that the document in the agenda packet is the final version with the exception that one of the exhibits is clarified and changed from "E" to "G".

MacPherson explained the public hearing process and noted that the adoption of the resolution will authorize the Mayor to sign the addendum to the Pre-Annexation Development Agreement.

Mayor asked and there were no questions.

Mayor clarified that in the addendum there is a reference to "Exhibit E" and that in the final copy this exhibit will be changed to "Exhibit G".

Mayor opened the public hearing at 7:17 p.m.

**Randy Printz, 805 Broadway, Vancouver, WA:**

Printz thanked City staff and MacPherson for the partnership involved in developing the addendum to the Pre-Annexation



Development Agreement. Printz added that this is a huge accomplishment due to the amount of work and number of parties involved.

Mayor closed the public hearing at 7:20 p.m. as there was no further public testimony.

Resolution No. 1177 –  
Approving the  
Addendum to Pre-  
Annexation  
Development  
Agreement:

It was moved by Dietzman, seconded by Hogan that Resolution No. 1177 be read by title only. The motion carried unanimously.

It was moved by Dietzman, seconded by Hogan that Resolution No 1177 approving the Addendum to the Pre-Annexation Development Agreement between the City of Camas and Grass Valley Holdings LLC, APC Sunrise Summit LLC, Skola LLC, Matthew Robert Lugliani and David Robert Lugliani, Trustees of the Lugliani Life Insurance Trust, Eiford Properties LLC and Fisher Creek Campus LLC amending the Pre-Annexation Development Agreement dated effective January 8, 2008, be adopted. The motion carried unanimously.

Mayor and Higgins thanked staff for all of their work on this addendum.

**PUBLIC WORKS:**

Public Hearing – 2009  
City of Camas Cemetery  
Master Plan:

Brachmann recognized Levison for drafting the 2009 City of Camas Cemetery Master Plan. He noted that drafting the master plan in house resulted in a cost savings to the City. Brachmann stated the purpose for the public hearing and noted that the plan has been reviewed by the Parks Board.

Mayor asked and there were no questions.

Mayor opened the public hearing at 7:24 p.m.

Gerde inquired and Levison responded that the plan before Council for consideration includes revisions that were recommended by Council.

Mayor closed the public hearing at 7:25 p.m. as there was no further testimony.

Resolution No. 1175 –  
Adopting a Cemetery  
Master Plan:

It was moved by Gerde, seconded by Smith that Resolution No. 1175 be read by title only. The motion carried unanimously.

It was moved by Gerde, seconded by Smith that Resolution No 1175

adopting a Cemetery Master Plan for the operation of the Camas Cemetery be adopted. The motion carried unanimously.

Resolution No. 1176 –  
Adopting the 2010  
Standard Specifications  
for Road, Bridge, and  
Municipal Construction:

Brachmann explained the purpose of Resolution No. 1176.

Mayor asked and there were no questions.

It was moved by Hogan, seconded by Dietzman that Resolution No. 1176 be read by title only. The motion carried unanimously.

It was moved by Hogan, seconded by Dietzman that Resolution No. 1176 adopting the 2010 Standard Specifications for Road, Bridge, and Municipal Construction be adopted. The motion carried unanimously.

**COMMUNITY DEVELOPMENT:**

Public Hearing – Camas  
Municipal Code (CMC)  
Chapter 18.55 related to  
Administration and  
Procedures:

Phil Bourquin, Community Development Director, gave background and explained the proposed amendments to the CMC related to administration and procedures. Bourquin added that the Planning Commission recommends that Council approve the amendments and directs the City attorney to prepare an ordinance for adoption.

Mayor asked and there were no questions.

Mayor opened and closed the public hearing at 7:28 p.m. as there was no public testimony.

Anderson inquired and Bourquin responded that the fee to file an appeal, which is identified in the code, has already been adopted.

It was moved by Dietzman, seconded by Gerde to approve the amendments as drafted consistent with the recommendations of the City attorney, Planning Commission and community development department staff. The motion carried unanimously.

Mayor asked and MacPherson responded that he would prepare an ordinance as directed.

**ADJOURNMENT:**

The meeting adjourned at 7:30 p.m.

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Mayor

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City Clerk

RESOLUTION NO. 1175

A RESOLUTION adopting a Cemetery Master Plan for the operation of the Camas Cemetery.

WHEREAS, the City Council created a committee to prepare a Master Plan for the operation of the Camas Cemetery, and

WHEREAS, with the assistance of staff, the committee has proposed a Plan which provides for the maintenance, capital improvement and infrastructure needs, long range planning, and financial and administrative operations of the cemetery, and

WHEREAS, the Council desires to adopt said Master Plan,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS that that document entitled "City of Camas Cemetery Master Plan 2009" be, and the same is hereby adopted as the Master Plan for the operation of the City of Camas Cemetery.

ADOPTED BY THE COUNCIL AND APPROVED BY THE MAYOR AT A REGULAR MEETING this 15<sup>th</sup> day of March, 2010.

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

Paul De  
Mayor

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

John M. Aug, W  
Clerk

APPROVED as to form:

Shirley M. [Signature]  
City Attorney

EXHIBIT

G

PAGE

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OF

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