

City of Camas Analyzing Conversion of Private Stormwater Facilities to Public Maintenance

PROJECT UNDERSTANDING

Background

The City of Camas (City) has been working to address the long-term control, management, and maintenance of privately-owned stormwater management facilities throughout the city. Several approaches have been discussed with City Council and have each been determined to have varying degrees of technical, legal, and public relations challenges.

Common challenges faced by the City and other similar municipalities include the following:

- Facilities that were slated to be managed by Home-Owners Associations (HOAs) developed issues because the HOA never formed, dissolved, or did not collect enough dues to cover full management of the facility.
- Some municipalities have attempted to negotiate quit claim deeds with the property owners, but the owners were very hesitant to give up ownership while at the same time potentially not fully understanding the responsibility of retaining it.
- Some municipalities have initiated maintenance on the private facilities without ownership, then faced mixed results with the future expectations of the property owners.
- Some municipalities have recommended a combined approach of an enforcement/transfer pathway. In this approach, the municipality would issue a notice of violation first, then a civil penalty if the owner does not perform the facility maintenance themselves. As part of this process, the municipality would simultaneously offer the facility owner forgiveness of the monetary penalty by turning over their portion of stormwater facility ownership to the municipality.

Purpose

With this scope, Parametrix is recommending a phased approach to support the City in addressing the long-term management of the private stormwater facilities.

TASK 1 – PROJECT MANAGEMENT

Measurable Objective

This effort is intended to track, manage, document, and report on the work effort throughout the life of the contract.

Approach

Parametrix will administer and track the contracted effort, including preparing monthly invoices. Parametrix's project manager will coordinate with City's project manager through routine phone and email contact regarding scope, schedule, budget, and work progress.

Assumptions

- Project management will extend from January 2, 2025, through January 2, 2026 (approximately 12 months).
- The Parametrix project manager will coordinate with City project manager approximately every two weeks by phone or video call. More frequent coordination may be conducted as needed.

Deliverables

- Monthly invoices itemized by time spent within each task and progress reports identifying the related deliverables for the time spent and percent of work complete for each task.
- QA/QC review documentation (delivered upon request).

TASK 2 – FACILITY EVALUATION

Measurable Objective

The purpose of this task is to acquire information and evaluate the ownership status, management agreements, and current performance conditions of the private stormwater facilities throughout the city.

Approach

The City will:

- Provide their inventory of private stormwater facilities, past reports, inspection records, as-builts, and other available documents relevant to the private stormwater facilities and City maintenance standards.
- Provide available GIS data (or recommend potential County GIS data), which may include:
 - HOA status
 - Stormwater facility owner
 - Stormwater facility type, location and age
 - Boundaries of tributary areas draining to facilities
 - Stream mapping with channel location of pipes and channels with flow direction.
 - Pipe network

Parametrix will:

- Develop a web map depicting the available GIS data for internal City staff review.
- Provide a high level review of the City municipal code to identify portions of the code that are related to ownership and maintenance of private stormwater facilities, and draft proposed revisions for the City for review, most likely including:
 - Title 13: Public Services (13.88 Stormwater Drainage Utility and 13.89 Stormwater Utility Services Charges Management)
 - Title 14: Stormwater Provisions (14.02 Stormwater Control)
 - Any chapters that include stormwater enforcement procedures
- Identify data gaps and prepare a data gaps summary memorandum discussing:

- Data not available,
 - Quality of available data,
 - Gaps recommended to be filled for the project, and
 - Gaps that can be accepted and addressed through assumptions or extrapolation from other sources.
- Develop facility condition metrics for review and approval by the City. The metrics may consider such factors as age of the facility, date of last maintenance, size of facility treatment area, potential pollutants in the tributary area, HOA status, and communication history with the owners.
 - Based on the condition metrics, characterize and prioritize the status of the private facilities for conversion to public maintenance.
 - Meet with City staff to discuss, and if necessary revise, the preliminary facility ranking.

Assumption

- Budget includes up to 2 Parametrix staff members attending a project kick-off meeting lasting up to 2 hours.
- The City will identify and invite other City staff to participate in the kickoff meeting.
- Data gaps that the City chooses to be filled for the project will be addressed by the City. (Parametrix can collect certain data for additional scope and fee.)
- Data gaps that cannot be filled will be addressed through assumptions or extrapolation from other sources to the extent possible.
- Facilities will be evaluated based on existing, available information. No new inspections or data collection will be implemented unless conducted by the City. Additional data collection by the City may require adjustments to the project schedule.

Deliverables

- Notes from project kick-off meeting.
- Web map for City review and comment.
- Draft Code revisions, in Word
- Draft and Final Data Gaps Assessment technical memorandum for City review in Microsoft Word and PDF electronic file formats (approximately 3 to 5 pages in the main document, with additional pages for attachments).
- Spreadsheet file documenting preliminary facility prioritization.
- Technical memorandum (approximately 4 pages, not including appendices) documenting condition metrics and final facility ranking for conversion to public maintenance .

TASK 3 – ACTION STRATEGY

Measurable Objective

The intent of this task is to develop an implementation strategy for the City to begin addressing the long-term control, management, and maintenance of the private stormwater facilities throughout the city.

Approach

The City will:

- Provide documentation (consisting of reports, meeting notes, email summaries, etc.) of approaches evaluated by the City to-date (as of the notice to proceed of this effort) and potential challenges identified.

ParametriX will:

- Review information provided by the City.
- Reach out to at least 3 other Washington and Oregon jurisdictions on the City’s behalf and collect information regarding their experiences negotiating management of private stormwater facilities.
- Examine, compare, and contrast lessons learned from other jurisdictions against the City’s capacity and needs, and incorporate relevant components into a preliminary action strategy for the City.
- Meet with City staff to discuss, and if necessary revise, the action strategy.

Assumptions

- ParametriX will contact no more than 6 jurisdictions in an attempt to identify at least 3 who have a history of ownership or maintenance agreements with private facility owners. Jurisdictions may include Gresham and Oregon City.
- The preliminary action strategy recommendations may incorporate elements previously considered by the City if ParametriX determines that information from other jurisdictions provides reasonable justification for reconsideration.

Deliverables

- Draft and final Private Stormwater Facility Action Strategy technical memorandum (approximately 5 pages, not including attachments).

TASK 4 – COST ANALYSIS

Measurable Objective

The intent of this task is to estimate the cost needed to bring the private stormwater facilities up to their original design functionality and maintain their performance moving forward.

Approach

The City will:

- Provide documentation of City full-time employees (FTE) hours spent maintaining City-owned stormwater management facilities over the past 5 years.

Parametrix will:

- Based on the facility evaluations in Task 2, work with the City to select 1 high-priority facility and 1 medium-priority facility of each facility type (including but not limited to ponds, bioretention facilities, and cartridge systems). Then, estimate the total cost of maintenance and repairs needed for each of these facilities based on their assessed existing conditions compared to their original design parameters.
- Based on the cost estimates above, extrapolate the cost of addressing initial maintenance and repairs on all private stormwater facilities in the City's inventory from Task 2.
- Based on the Task 3 selected action strategy and information from other jurisdictions, estimate the FTEs needed to implement the strategy.
- Based on information regarding FTE time spent maintaining City-owned facilities, estimate the FTEs required to maintain each privately-owned facility.

Assumptions

- Dollar costs and FTEs will be estimated based on other facilities with as much similarity to the City's private stormwater facilities as possible. However, facility and property ownership negotiations present unique challenges that cannot always be accurately predicted. Therefore, cost estimates in this task are intended to be a starting point for the City to begin funding this work. Actual costs may vary over the life of the effort.

Deliverables

- Draft and final cost estimate spreadsheets documenting estimated initial maintenance and repair costs; action strategy implementation costs, and future ongoing maintenance costs.