

The City of Columbia City
Public Works Department
In Columbia County on the Columbia River
 P.O. Box 189 - 1755 Second Place
 Columbia City, Oregon 97018
 Phone(503)366-0454 - Fax(503)366-0724
 E-mail www.columbia-city.org

March 17, 2025

Public Works Activities Report Ending February 28, 2025

To The Mayor and City Council:

WATER PUMPED IN GALLONS:

2025:	Col, City:	St Helens	Total:	Diff:	YTD:
Jan	4,152,070	299,200	4,451,270		4,451,270
Feb	3,556,210	374,000	3,930,210	-521,060	8,381,480
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total 2025					

Water Dept. Work Orders Completed 2025:

February:22

Total water work orders completed in 2025: 35

Current Output, P.W. Well: 145gpm

Water Loss for Billing Period: 1/21-2/20

Total Water Pumped: 520,745cuft.

Total Water Sold: 397,497cuft.

Water Loss: 123,248cuft.

Percentage Lost: 23.6%

Water Loss Change From Previous Period. -49,189

- Leak detection is ongoing.

SEWER FLOW IN GALLONS:

2025:	Total:	St. H	Billable	Diff:	YTD:
Jan	3,542,746	510,730	3,035,016		3,542,746
Feb	3,298,370	343,316	2,955,054	-244,376	6,841,116
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total: 2025					

Sewer Dept. Work Orders Completed 2025: 2

- One of our pumps at the RCE Lift Station failed. We are on the schedule to get it pulled and sent in for repairs in March.

PARKS

- Nothing to report.

STREETS/STORM

- The small snow event was handled with no issues.

MISC

- Nothing to report.

Respectfully Submitted,



Micah Rogers
Public Works Superintendent

Special City Council Meeting Minutes

THURSDAY, MARCH 6, 2025 – 5:00 PM
COLUMBIA CITY, CITY HALL – 1840 SECOND STREET
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1 **CALL TO ORDER/ROLL CALL:**

CONVENED:

Mayor Reed called the Special Meeting to order at 5:00 pm.

COUNCIL MEMBERS PRESENT:

Mayor Alex Reed
Councilor Gordon Thistle
Councilor Connie Quick
Councilor Lyle Bluhm

COUNCIL MEMBERS ABSENT:

Council President Rob Forman

ALSO PRESENT:

Kim Karber, City Administrator/Recorder

ATTORNEY PRESENT:

None

A quorum was present and due notice had been published.

AGENDA ITEM 2 **NEW BUSINESS:**

- 2.1 **Council Bill No. 25-994: A Resolution determining that a nuisance exists upon property described as map and tax lot 5128-AB-02600, located at 2350 6th Street/2355 5th Place (basement unit) within the City of Columbia City and directing that notice to abate the nuisance be posted on said premises.**

MOVED (BLUHM), SECONDED (THISTLE), AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 25-994.

AGENDA ITEM 3 **ADJOURNMENT:**

- 3.1 There being no further business to come before the Council, the meeting adjourned at 5:19 pm.

APPROVED:

Alexander Reed
Mayor

ATTEST:

Kim Karber
City Administrator/Recorder

MAR 18 2025

**CITY OF COLUMBIA CITY
PARK USE PERMIT**

Name of User: Heather Epperly Agency, Inc.

Address: 1570 Columbia Blvd., St. Helens, OR 97051


Phone: (503)397-2033 ex. 4

Park Name: Columbia City School field- requesting permission from the school district once we have city approval.

Date of Use: August 16, 2025 Time of Use: 7 pm to 10:30 pm

Purpose: Hosting a customer appreciation night, movie in the park. Planning to use an inflatable movie screen with speakers and a projector to show a movie (TBD but family friendly). Starting movie at 8:30 pm (sunset is 8:17 pm) and movie over by 10:15 pm

Use of park agrees to supervise, use and be responsible for the enforcement of the rules and regulations of the City during the use of the park.

Signature:  Rebecca (Betsy) Stephens

Approval by City Council on _____

Conditions (if any): _____



MAR 17 2025

March 1, 2025

Kim Karber
PO Box 189
Columbia City, OR 97018

Re: Request for Support of the LOC Foundation

Dear City of Columbia City,

As a new fiscal year begins, the LOC Foundation Board of Directors would like to express its sincere gratitude for your ongoing commitment to strengthening your community. The time, service, and professionalism you provide your city cannot go unstated, or unrecognized.

With the start of a new fiscal year and a long legislative session, the Foundation's Board of Directors is investing in the development and empowerment of Oregon's local government leaders – including mayors, councilors, and city staff. With the start of a long legislative session, veteran and newer local government leaders will find themselves working closely with state leaders, digesting complicated pieces of legislation, and working with regional partners to ensure the vitality of their communities. Now, more than ever, the Foundation believes it is crucial to invest in the development and empowerment of Oregon's city leaders.

Investing in city leaders is always a priority of the Foundation. But this year is different. This year marks 100 years of the League of Oregon Cities (LOC). The Foundation, in partnership with the LOC, is committed to increasing their scholarship allotments so that Oregon's mayors, councilors, commissions, city managers, administrators, and staff can obtain needed professional development and access opportunities for collaboration with similarly situated professionals. For example, for City Day at the Capitol, the LOC set aside over \$14,000 in scholarship funds for city officials to be able to attend the event and speak with their state leaders. This enhanced commitment is important, but also necessitates, now more than ever, for leaders like yourself to support the Foundation and its work.

To this end, the Foundation's Board of Directors is reaching out all 241 cities in Oregon to request their generous contribution to the LOC Foundation's fundraising campaign. Your city's donation will play a pivotal role in enabling city officials from across the state to attend LOC and OMA Conferences and training programs, fostering their growth and enhancing their ability to serve their communities effectively.

Here's how your donation can make a difference:

1. **Conference Attendance:** Your support will enable elected officials to attend LOC and OMA Conferences, providing them with valuable opportunities for networking, knowledge-sharing, and professional development.
2. **Training Programs:** Your contribution will help send elected officials to essential training programs that cover a range of topics, including municipal governance, ethics, and public meeting laws, ensuring that our elected officials are well-equipped to address the challenges they face.
3. **Leadership Development:** By supporting the LOC Foundation, you invest in the future leadership of Oregon cities. Your contribution helps create a pipeline of well-informed, capable leaders who will contribute to the continued success of all communities.

Every contribution, regardless of size, makes a meaningful impact. Thank you for considering this request, and for your unwavering commitment to the success of Oregon's cities. Together, we can build a future where every elected official has the resources and support needed to lead with confidence.

Sincerely,

LOC Foundation Board of Directors



Local Government Funding Authorization Form

Instructions: Local governments are required to identify to DEQ any and all service providers or other entities that are authorized to receive compensation directly from a producer responsibility organization on behalf of the local government, pursuant to ORS 459A.890.

For each of the five categories of PRO compensation, local governments may choose to authorize all, some, or none of the compensation. This form should be filled out by a representative of the local government with the authority to make funding decisions.

Please refer to the Funding Authorization Process Factsheet and Instructions for more information and instructions, including additional details about funding authorization types, eligible expenses, regional DEQ staff contact information, planning process assistance, and next steps for local governments.

Local Government Funding Authorization

1.	Local Government:	City of Columbia City <i>City or County</i>
2.	Authorized Contact Person*:	Kim Karber <i>Print first and last name</i>
		City Administrator <i>Title</i>
2.a	Contact Information:	kkarber@columbia-city.org <i>Email</i>
		503-397-4010 <i>Phone</i>

3. Do you authorize one or more service providers or other entities to receive advanced funding or reimbursement for eligible expenses from a producer responsibility organization pursuant to ORS 459A.890? Indicate your response for EACH Funding Category on the second page of this form using the drop downs.

Authorization Instructions

Full Authorization means:

- (1) You are authorizing one or more service providers and/or other entities to receive **ALL** eligible compensation in that funding category directly from a PRO on behalf of your local government; and
- (2) Your local government will **not retain any** eligible compensation in that funding category.

After selecting **Full Authorization** for a funding category, complete Authorized Service Providers or Other Entities below, complete the Authorizations Form on Tab 2, and generate all Service Provider Forms on Tab 3.

Partial Authorization means:

- (1) You are authorizing one or more service providers and/or other entities to receive **some** of the eligible compensation in that funding category directly from a PRO on behalf of your local government; and
- (2) Your local government will retain **some** of the eligible compensation in that funding category and will be responsible for distributing funding to any other entities incurring eligible costs. *Please note that all PRO funding must be distributed to the entity that incurs eligible costs.*

After selecting **Partial Authorization** for a funding category, complete Authorized Service Providers or Other Entities below, complete the Authorizations Form on Tab 2, and generate all Service Provider Forms on Tab 3.

No Authorization means:

Your local government is **retaining all** eligible compensation in that funding category and will be responsible for distributing funding to any other entities incurring eligible costs. *Please note that all PRO funding must be distributed to the entity that incurs eligible costs.*

If selecting **No Authorization** for all categories, sign at the bottom of this form where indicated and submit only this completed form to the DEQ.

* 2 - A PRO is required to notify a local government in writing any time a payment is made to an authorized service provider or other entity. Please specify the authorized contact person that should receive these notifications from a PRO. (ORS 459A.890 (10)).

Local Government Funding Authorization Form

Local Government: City of Columbia City

No.	Authorization	Funding Categories
1.	Full Authorization	Transportation: Includes the cost to receive, consolidate, load and transport covered products to the appropriate destination as detailed in OAR 340-090-0770.
2.	Full Authorization	Contamination Evaluation: The costs of periodically evaluating the quality and contamination of collected materials at a location other than a commingled recycling processing facility, pursuant to ORS 459A.929 and OAR 340-090-0810.
3.	Full Authorization	Contamination Reduction Programming: The costs of contamination reduction programming required by ORS 459A.929.
4.	Full Authorization	Recycling Service Expansion Identified in the Needs Assessment: Funding for on-route expansion including equipment, staffing, and location development, and for recycling depot start-up and operational costs according to OAR 340-090-0800.
5.	Full Authorization	Post-Consumer Recycled Content in Collection Containers: The costs of complying with ORS 459A.908, to the extent that the use of at least 10% post-consumer recycled material is more expensive than the lowest priced alternative.

Local Government Instructions: Use this form to list the service providers or other entities that you are authorizing to receive funding from a PRO directly. This information will populate fields in the remaining forms on tabs 2 and 3. Use additional forms if needed (Tab 1.A - Add'l Forms).

Authorized Service Providers or Other Entities				
No.	Registered Business Name	Applicable Service Area[s]	Contact Email	Contact Phone
1	Waste Connections of Oregon Inc DBA Hudson Garbage Service	City of Columbia City	joshua.brown@wasteconnections.com	406-210-8639
2				
3				
4				
5				
6				
7				
8				

By signing this document you certify that the authorizations contained within are made in good faith cooperation with all parties, that all parties understand and acknowledge the rules and statutes for receiving funding from a PRO, and that your local government is responsible for distributing retained PRO funding to the entity that incurs eligible costs.

Authorized Local Government Official	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Kim Karber</div> <i>Print first and last name</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">City Administrator</div> <i>Title</i>
	<i>Signature</i>	<i>Date</i>



State of Oregon
**Department of
 Environmental
 Quality**

Local Government Funding Authorization Form

Local Government: City of Columbia City

Local Government Instructions: For each funding category, consult with the service providers and/or other entities that will incur costs that are eligible for PRO compensation. Use the drop downs to identify the service providers and/or other entities authorized to receive PRO compensation directly. Notes are optional and can be used to clarify expectations, funding allocations, or responsibilities.

Please refer to the Local Government Funding Authorization Process Factsheet and Instructions for more information and to find contact information for your regional RMA Technical Assistant.

1. Transportation

	Authorized Service Providers or Other Entities (Select from dropdown menu)	Notes (Optional)
1	waste Connections of Oregon Inc DBA Hudson Garbage Service, City of Columbia City	
2		
3		
4		
5		
6		
7		
8		

2. Contamination Evaluation

	Authorized Service Providers or Other Entities (Select from dropdown menu)	Notes (Optional)
1	waste Connections of Oregon Inc DBA Hudson Garbage Service, City of Columbia City	
2		
3		
4		
5		
6		
7		
8		

3. Contamination Reduction Programming

Authorized Service Providers or Other Entities (Select from dropdown menu)		Notes (Optional)
1	Waste Connections of Oregon Inc DBA Hudson Garbage Service, City of Columbia	
2		
3		
4		
5		
6		
7		
8		

4. Recycling Service Expansion

Authorized Service Providers or Other Entities (Select from dropdown menu)		Notes (Optional)
1	Waste Connections of Oregon Inc DBA Hudson Garbage Service, City of	
2		
3		
4		
5		
6		
7		
8		

5. 10% Post-Consumer Recycled Materials in Collection Containers

Authorized Service Providers or Other Entities (Select from dropdown menu)		Notes (Optional)
1	Waste Connections of Oregon Inc DBA Hudson Garbage Service, City of	
2		
3		
4		
5		
6		
7		
8		



DEQ

State of Oregon
Department of
Environmental
Quality

Service Provider or Other Entity Form

Local Government:

City of Columbia City

Local Government Instructions: This form can be used to automatically generate authorization forms for your service provider to sign and return to you. This form verifies the service providers' acknowledgement of funding authorizations and the rules and statutes for receiving funding from a PRO. Select one service provider at a time in the first Green Box and the remainder of the form will be populated and ready to convert to a PDF and send to your service provider by mail or email. Adding comments in section 3 is optional.

Service Provider Instructions: If you are receiving this form, your organization or business has been authorized by the local government at the top of this page to receive advanced funding or reimbursement from a producer responsibility organization for eligible costs associated with the requirements of: ORS 459A.908, ORS 459A.929, and OAR 340-090-0770 through OAR 340-090-0810. Verify your business name is correct, and include your information in the GREEN boxes below. Sign and return this form to the local government that sent it.

1. Authorized Service Provider or Other Entity

Registered Business Name, Applicable Area: (Drop down menu)	Waste Connections of Oregon Inc DBA Hudson Garbage Service, City of Columbia City		
Contact Email:	joshua.brown@wasteconnections.com	Phone:	406-210-8639

2. Funding Categories for Authorized Service Providers or other Entities

Funding Authorizations		Reference:	Authorization Notes
1	Transportation	<u>OAR 340-090-0770</u>	
2	Contamination Evaluation	<u>OAR 340-090-0810</u> <u>ORS 459A.929</u>	
3	Contamination Reduction	<u>ORS 459A.929</u>	
4	Recycling Service Expansion	<u>OAR 340-090-0800</u>	
5	Collection Containers	<u>ORS 459A.908</u>	

RMA Local Government Funding Authorization Form for Service Providers or Other Entities

DISCLAIMER: By signing this document you certify the following:

1. You are an authorized representative of the service provider or other entity listed in Section 1 (Service Provider or Other Entity).
2. You have read and understand the authorizations granted to your organization as described in section 2 (Authorized Funding Categories).
3. You have read and understood the rules and requirements for the funding that you are authorized to receive;
4. You acknowledge and understand that as a condition of receiving PRO funding, you will be required to enter into contractual agreements with the local government and a PRO; and
5. You acknowledge and understand this document fulfills a local government's requirements under ORS 459A.890 (12) and does not supersede any current contractual agreements between your organization and the local government.

**Authorized
Service Provider
Representative**

Josh Brown
<i>Print first and last name</i>
joshua.brown@wasteconnections.com
<i>Email</i>

<i>Signature</i>

District Manager
<i>Title</i>
406-210-8639
<i>Phone</i>

<i>Date</i>

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made as of _____, 2025, by and between City of Columbia City, Oregon ("Owner"), and Conservation Technix Inc., a California corporation ("Consultant") for the City of Columbia City Parks Master Plan Update ("Project").

Scope of Services:

Consultant agrees to perform the services, identified on **Exhibit "A"** attached hereto, including the provision of all labor, materials, equipment, supplies and expenses.

Payment for Basic Services:

Payment for the work provided by Consultant shall not exceed \$45,000 inclusive of labor, materials, equipment supplies and expenses.

Payment for Additional Services:

Method of Payment for Additional Services will be established by Addendum to this Agreement. No payment will be made for Additional Services not authorized by the Owner.

Completion Date:

The estimated completion date for the Consultant's performance of the services specified in Exhibit "A" is March 2, 2026. Consultant will diligently proceed with the work contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

The Terms and Conditions attached to this form are a part of this Agreement.

FOR THE OWNER:
City of Columbia City

FOR THE CONSULTANT:
Conservation Technix Inc.
A California corporation

Kim Karber
City Administrator, City of Columbia City

Stephen Duh
Principal

TERMS AND CONDITIONS

The services to be performed shall begin upon receipt by the Consultant of a written "Notice to Proceed" from the Owner and shall be completed in accordance with the schedule set forth within the Scope of Services section of this Agreement (Exhibit "A").

For satisfactory performance of services, the Owner shall pay to the Consultant the compensation provided for within the Payment for Basic Services section of this Agreement (Exhibit "B") within 30 days of the invoice date. This compensation shall be paid after receipt and approval by the Owner of the Consultant's invoice prepared in such form and supported by such documents as the Owner may reasonably require.

This Agreement may not be assigned or subcontracted, in whole or part, without the prior written consent of the Owner. Consultant may not change the project personnel designated in its proposal for this project without Owner's prior approval. Approval by the Owner of any personnel or subcontractor shall not relieve the Consultant of its liability or responsibility for the proper performance of the work under this Agreement.

All work performed by the Consultant shall be subject to the quality inspection and approval by the Owner, but such approval shall not relieve the Consultant of responsibility for the proper and timely performance of the work. The Consultant shall provide sufficient, safe and proper facilities for such inspection of the work and shall furnish all information concerning the work and grant the Owner's duly authorized representatives free access at all reasonable times to the Consultant's facilities where the work under the Agreement is to be performed.

The Owner shall have the right, at any time prior to completion of the work, to direct changes in this Agreement, including but not limited to changes in the Scope of Work. If the change causes an increase or decrease in the cost of, or the time required for the Consultant's performance under this Agreement, the Consultant shall submit to the Owner a request for adjustment. If an adjustment to Consultant's time or cost is justified, the Owner will issue an addendum to this Agreement.

The Owner shall have the right at any time to terminate this Agreement for its convenience, in whole or in part, by written notice to the Consultant. Upon receipt of this notice the Consultant shall immediately discontinue performance, will not place any further orders, and will promptly cancel all orders to subcontractors.

In the event of termination for convenience, the Owner shall pay the Consultant for all work performed and accepted by the Owner prior to termination. However, in no event shall the Owner be obligated to pay more than the Agreement value less any previously paid funds.

The Owner shall have the right at any time to terminate this Agreement in whole, or in part, if the Consultant fails to perform any of its obligations or if the Consultant fails to give the Owner assurance of adequate performance within ten (10) working days after written request by the Owner for such assurances.

In the event of a breach of the Agreement, the Owner may, but is not thereby obligated to do so, undertake any one or more of the following actions:

- declare the Consultant to be in default;

- cancel this Agreement in whole or in part;
- withhold payment of any further funds which may be due the Consultant until the default is corrected; and/or
- pursue any and all other remedies afforded by law.

To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless the Owner and its officers, agents, and employees from and against all claims, demands, suits, loss, damage, injury, and liability including any and all costs and expenses, including attorney fees; incurred in connection therewith, resulting from or arising out of the negligent acts, errors or omissions of Consultant, its subcontractors, or anyone else for whom Consultant is legally responsible, in the performance of Consultant's services under this Agreement. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph.

Consultant shall defend, indemnify and hold the Owner, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses or suits including reasonable attorneys' fees and litigation costs, to the extent caused by the Consultant's negligent performance of professional services and that of its consultants or anyone for whom the Consultant is legally liable under this Agreement, as determined by judicial or arbitration proceedings. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Owner, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

Neither the Consultant nor its subconsultants shall be obligated to defend or indemnify the other party in any manner whatsoever for the other party's own concurrent or sole negligence or alleged concurrent or sole negligence. Nothing herein is intended to create a duty to immediately defend the other party until and unless negligence is established by judicial proceedings or arbitration on the part of the party charged with a defense tender hereunder.

Consultant shall, prior to commencing any work under this Agreement and during the performance of the work, maintain the following unimpaired limits of insurance in the following types and amounts, and with insurers satisfactory to the Owner:

- Worker's Compensation: Statutory requirements at the locations of work and in accordance with the Consultant's established program for employees.
- General Liability: Commercial General Liability insurance in the amount of no less than \$2,000,000.00 for each occurrence and \$4,000,000.00 general aggregate for bodily injury & property damage, including contractual liability, endorsed to apply per this Project
- Professional Liability: Professional Liability insurance appropriate to the consultant's profession in the amount of no less than \$2,000,000.00 per claim and \$2,000,000.00 policy aggregate limit, endorsed to apply per this Project
- Automobile Liability: Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the Services to be performed

under this Agreement, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

Consultant shall require its subcontractors, if any, to indemnify Owner on the terms required by this Agreement and to name Owner an additional insured on any insurance coverages for which Consultant is required under this Agreement to name Owner an additional insured. Owner shall be named as an additional insured on coverages furnished under:

- General Liability

Prior to commencing performance of the work, the Consultant shall furnish the Owner with Certificates of Insurance as evidence of the required insurance.

The indemnification obligations assumed by Consultant under this Agreement shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Owner or Consultant under workers' compensation acts, disability benefit acts or other employee benefit acts, or by the limits of insurance coverage required by this Agreement. Consultant's liability policies shall provide, or be endorsed to provide, standard ISO separation of insureds protection.

The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

The Consultant is an independent contractor, is responsible for the means and methods used in performing the Consultant's services, and shall not be regarded as an employee, agent or partner of the Owner.

No publicity releases (including news releases and advertising) relating to this Agreement or the work hereunder shall be issued by the Consultant without the prior written approval of the Owner.

All drawings, specifications, reports, information, or data prepared by or furnished to the Consultant in connection with any or all work to be performed under this Agreement shall be the property of the Owner.

Claims, disputes or other matters in question between the Owner and Consultant arising out of or relating to this Agreement or breach thereof, in which the amount in dispute is equal to or less than Fifty thousand dollars (\$50,000), shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.

Demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrator or arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

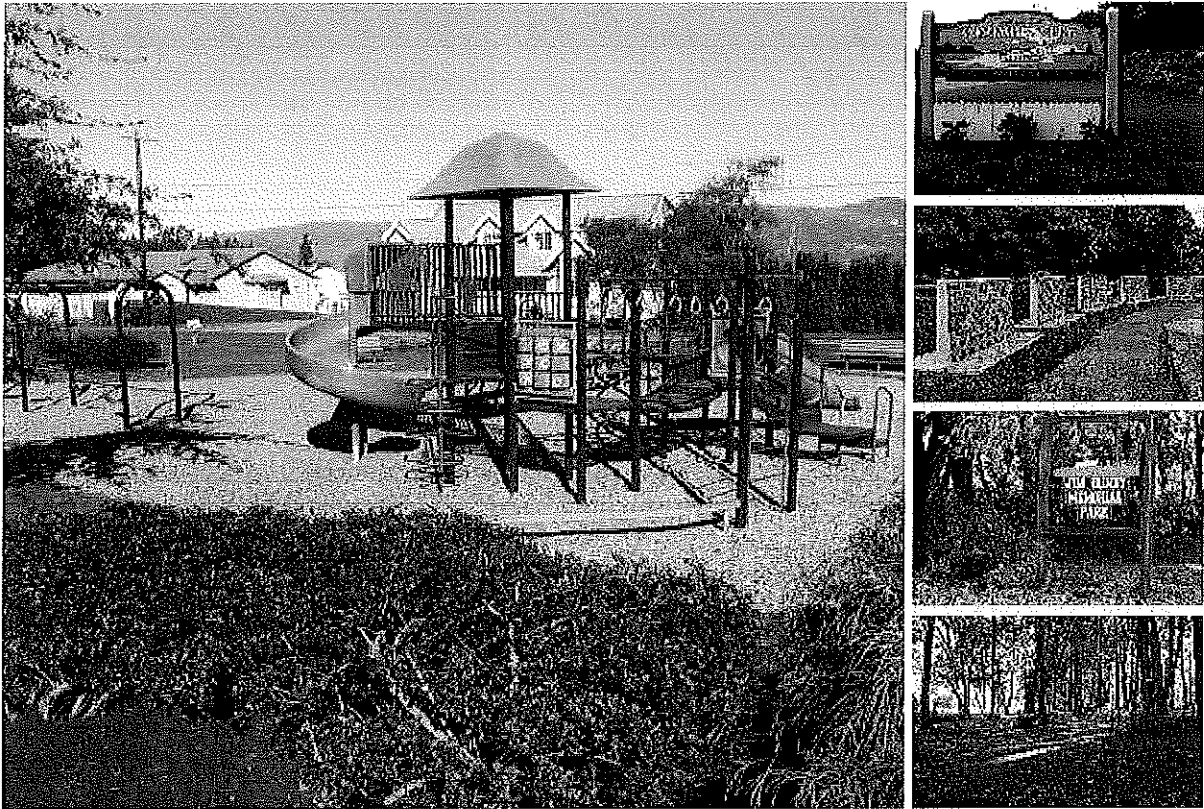
The prevailing party in any arbitration or legal action between the parties to this action shall be entitled

to recover a reasonable sum in compensation of its attorneys' fees and all costs incurred in such action. The determination of the prevailing party and the amount of compensation to be awarded to that party shall be made by the judge or arbitrator who decides the claim, dispute or other matter. Interest shall also accrue and be payable on all liquidated, non-contingent sums at the highest rate permitted by law from the date such sums became due and payable.

This Agreement constitutes the whole Agreement between parties with respect to the subject matter it contains and there are no terms other than those, which it contains. No modification or amendment of the Agreement shall be valid unless in writing and signed by the Owner and the Consultant named in this Agreement.

This Agreement, and any claim or dispute between the parties to this Agreement, shall be governed by the laws of the State of Oregon.

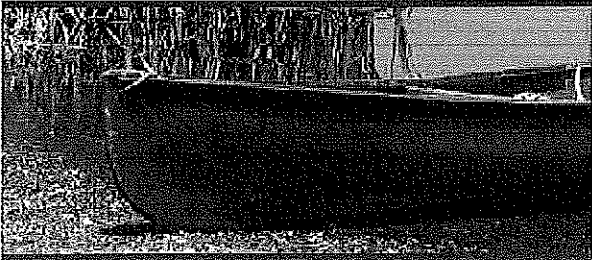
Exhibit "A"



Qualifications
Columbia City Parks Master Plan Update



PO Box 12736 - Portland, OR 97212
conservationtechnix.com
503.989.9345



Assisting local agencies and non-profits finance
and conserve greenspaces today.

**PLANNING TODAY...
GREENING TOMORROW**

**RFP - Parks Master Plan Update
Statement of Qualifications (SOQ)**

Legal Business Name: Conservation Technix Inc.

Form and State of Incorporation: Corporation; Incorporated in Oregon

Registered DBA, if applicable: _____

Main Office Address: PO Box 12736, Portland, OR 97212

Telephone Number 503-989-9345

Email Address: info@conservationtechnix.com

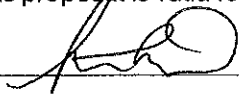
Federal and State Tax Identification Numbers: EIN: 20-4481835; OR BIN: 1276177-2

Resident Bidder per ORS 279A.120 (Y/N): Y

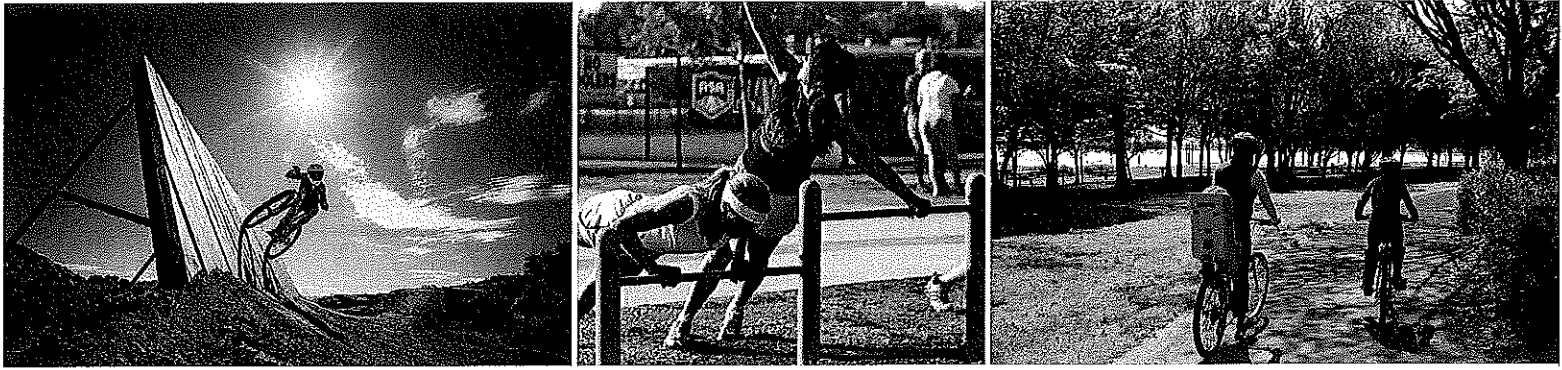
Proposer acknowledges that ADDENDA NUMBERED N/A **THROUGH** N/A **have been reviewed as part of this RFP (if applicable).**

By causing this SOQ to be executed by the undersigned and delivered to the City, the proposer makes the following representations and warranties:

1. Proposer has read and understands the terms and conditions contained in the RFP, had the opportunity to protest any term or condition that it found unacceptable and to seek clarification of any term or condition that it does not understand, and it accepts and agrees to be bound by the terms and conditions of the RFP, including, but not limited to the contract conditions.
2. Proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.
3. Proposer has not been listed by the Oregon Construction Contractor's Board (CCB) or the Oregon Department of Administrative Services (DAS) as a person disqualified or ineligible to bid on or perform work under public contracts.
4. Proposer agrees to meet all requirements contained in the RFP if it is selected for award.
5. The undersigned is the duly authorized representative of proposer for all purposes relative to the submission of this SOQ.
6. Proposer has examined and accepts the contract terms in the attached sample contract.
7. Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.
8. Proposer agrees that its proposal is valid for sixty (60) days after the submission deadline.

Authorized Signature:  _____ **Date:** 2/28/25

Printed Name and Title: Stephen Duh, President



CONSERVATION
TECHNIX

- ▶ 19 years specializing in park system planning and outreach
- ▶ National experience and focus working with growing jurisdictions
- ▶ Tools and tactics to engage the community, including online and virtual options
- ▶ Over 100 comprehensive park system master plans completed since 2006

1. Project Understanding & Approach

Project Understanding

This project entails the development of an updated Parks Master Plan, built on community outreach, along with review and approval by City Council. The Plan will provide a framework for decision-making to guide the planning, development and maintenance of Columbia City's park and recreation amenities over a 20-year time horizon and to align with citywide planning. The major objectives are to:

- Engage local residents and community partners through meaningful public outreach to inform plan development;
- Update the park system inventory and conduct a conditions assessment of parks and amenities to guide the development of a systemwide needs assessment;
- Compose germane goals, strategies and guidelines to enhance service delivery and respond to community needs relating to park and recreation facilities, programs and operations; and
- Develop a concise, adaptive and actionable plan with clear implementation strategies.

At its core, the Parks Master Plan is about engaging the community and listening. Our team strongly believes that public involvement is crucial to the success of this project. Specifically, we will work with staff to define a comprehensive public participation program, and we will offer an inclusive engagement program to connect with residents and stakeholders to validate the goals and strategies of the Plan.

Preliminary Scope of Work

The following pages detail our team's approach to the scope of work requested in the RFP. While variations toward the overall project may exist, we are confident that the scope we have outlined will result in a strong Plan built from an engaged public and in alignment with the project budget. Our team is open to discussing amendments to the scope to better align with your needs, resources and priorities for specific work tasks.

Task 1: Project Initiation & Management

Task 1.1. Kick-off Meeting & On-going Project Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project



- Discuss community interests and issues and identify key community partners
- Develop a public outreach plan approach to include team and staff roles

Hold periodic project coordination meetings, via video or phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the 2001 Parks Master Plan, past surveys, budget and other related plans. Review and validate the park and recreation goals of past plans and other City policy statements.

Task 2.2. Demographics, Trends & Profile

Compile relevant statistics and data to include Census figures and PSU Population Research Center projections to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Oregon SCORP, NRPA data and sports industry association data, to develop a trend assessment uniquely-focused toward the City's offerings. Compile community profile addressing demographics and natural features.

Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. Our team has strong skills in GIS, and we offer a unique method of assessing service areas and system deficiencies. We utilize a network-based watershed gap analysis that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities.

Task 2.4. Inventory & Conditions Assessment

Expanding upon existing City documentation, conduct a physical assessment of parks, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the functionality, accessibility and condition of amenities and identify existing deficiencies. Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a conditions assessment summary to rate assets and inform cost estimating and capital planning.



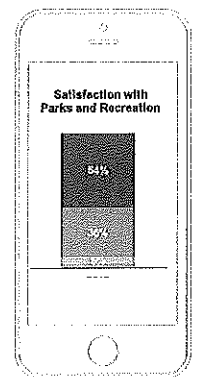
We will prepare a parkland and facility summary and categorize the conditions, constraints and potential operational enhancements of the parks, trails and recreation system.

Task 3: Community Engagement

We will work with the City to reach out to a broad spectrum of residents and groups, while also looking for ways to expand partnerships and share information. We will work with the City to more fully refine the scope of work

and budget for the public involvement components of the project after contract award to ensure our level of effort aligns with the City’s budget requirements. Our overall goal is to ensure a successful project for the City. We will utilize a range of techniques, outlined below, that will be tailored to reach targeted audiences and stakeholders.

- Develop a **Public Outreach Plan** in collaboration with City staff that outlines goals and objectives, key messages, and methods that will be used to inform and engage with the community. The Outreach Plan will also include roles and responsibilities and a schedule for implementing the outreach activities.
- Attend up to three sessions of the **Technical Advisory Committee** for discussions on visioning, challenges, opportunities and potential partnerships, as well as on-going guidance as the Plan progresses. Additional sessions in Task 6.
- Plan, help promote, conduct, and report the results of one **in-person open house**. The in-person public open house meeting will share information via displays about the Plan, community needs and priorities, options for the future, and offer opportunities for the public to provide feedback on local needs, interests, and project ideas. We will also use the meeting to seek feedback in specific areas, such as project priorities. A written summary will be posted on the project webpage.
- Design and implement a **100% mail survey with an online survey** to identify general community sentiment and preferences, needs, demand, and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. We propose a printed mail survey to approximately 700 households with reminder postcards to follow. Analyze the data and prepare summary findings as a technical memorandum to highlight subgroup responses.
- Facilitate up to two **stakeholder group discussions** (Planning Commission and City Council), plus up to four individual interviews by phone or in-person, to more deeply address areas of partnerships, service delivery or local needs. Potential stakeholders may include the school district, sport groups, user groups, and service organizations.
- Coordinate with staff to outline and prepare **project webpage content** for the City’s website to promote the survey and meetings, allow access to project materials and give transparency to the process. Prepare content for distribution via the City’s and other community partner’s **social media** platforms.



Task 4: Community Needs Assessment

Task 4.1. Park Level of Service Assessment & Benchmarking

We will utilize inventory data, SCORP and national data to assess the City’s current and future levels of service. Coordinate with staff on the approaches to service standard assessments, which may include NRPA’s Parks Metrics data, comparable jurisdictions and local history. Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally-relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications.

Task 4.2. Recreational Assessment & Gap Analysis

Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics and specifically address potential park, trail, and maintenance improvements to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.

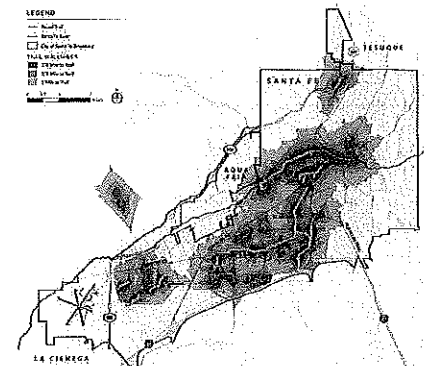
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate and re-align service standards to meet the community’s vision and existing and planned park system assets.

Task 5: Preliminary Plan Development

Task 5.1. Draft Parks Master Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, objectives, and goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies. The Plan will incorporate the following:

- Clear vision, goals, and policies for park, trail, open space and service delivery
- Priority actions based on community guidance, funding opportunities, and fiscal realities
- Strategies for parks, trails and natural areas for planning, acquisitions, and maintenance
- Estimates of the capital and operational costs for acquisition, improvements, and development of facilities
- Strategies and recommendations regarding system management and performance measures
- Identification of potential funding sources, financing options, grants, and strategic partnerships



With extensive work in park system planning, our planning and analytical models exceed the customary “as the crow flies” assessments to consider reality-based networks and barriers to park access, along with treatment for private and quasi-public spaces.

Task 5.2. Capital Improvements Plan

Develop a 20-year Capital Improvements Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition, and potential new development. Identify priorities for phased implementation and segment the list into near-, mid- and long-term projects.

Task 5.3. Administrative Draft Plan & Staff Review

Incorporate one round of edits to address input and recommendations received from staff into an Administrative Draft for circulation to and review by the Technical Advisory Committee, Planning Commission and general public.

Task 6: Review & Approvals

Task 6.1. Committee & Commission Review

Participate in one study session each with the Technical Advisory Committee and the Planning Commission for their review of the draft Plan. Highlight key considerations about policies, strategies, and capital project priorities. Edits will be incorporated into revised documents for circulation to City Council.



Task 6.2. City Council Review

Attend a study session with City Council to present the draft Plan and review the key findings, financing measures, policy recommendations and implementation strategies.

Task 6.3. Revisions & Final Documentation

Incorporate final comments to finalize the Parks Master Plan. Produce the Plan in booklet format, delivered in print (3 bound) and electronic format (PDF). Provide one data drive of all deliverables (e.g., maps, graphics, tables, content, GIS data, etc.) in digital formats at project completion.

Customer Service & Quality Control

At our core, we are a planning firm that **embraces and respects community-based public processes** and aims to use public engagement to build community understanding for and support in client projects and programs. Our aim is to provide high quality, good value and consistent services to our clients - seeking to provide our services in a timely manner that meets client expectations and needs.

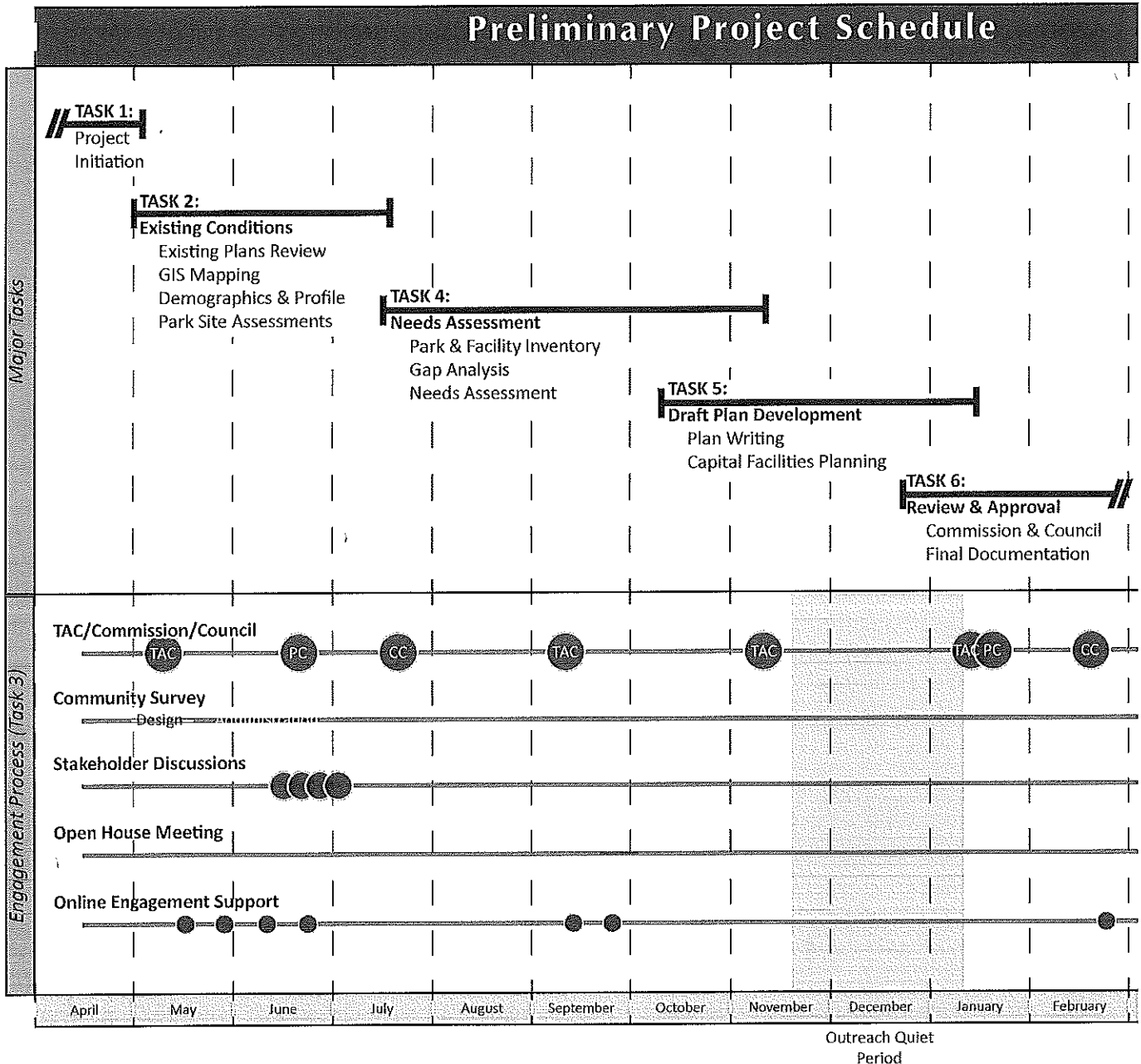
All of our professional staff are former public sector employees, and as such, we have a unique and special understanding for the role of residents and local stakeholders to a project of this nature and extend the highest quality customer service and respect to them. We understand that our performance can be viewed as an extension of the City, and this is why we place such importance on frequent communications with staff and for pre-planning and strategy sessions in advance of public meetings, events or other activities in the public realm.

Outcome-Oriented Plans

Since 2006, Conservation Technix has enabled public clients to secure over \$40 million in grants or appropriations through the implementation of adopted system plans. Conservation Technix's staff have directly prepared and presented grant applications for public clients that resulted in over \$6 million in program funding. Steve Duh also has participated in the NRPA's Mountain Revenue Management School. Conservation Technix stays abreast of NRPA's leading work in parks and recreation, and the firm often utilizes and incorporates agency performance data into our clients' plans.

2. Proposed Schedule

Our team estimates approximately 11 months to complete a draft Parks Master Plan for review and consideration by City Council. The following schematic timeline illustrates the major work tasks, key deliverables and anticipated schedule. Refer to the Project Scope & Work Plan section above for detailed information about major tasks.



Consultant Capacity & Current Workload

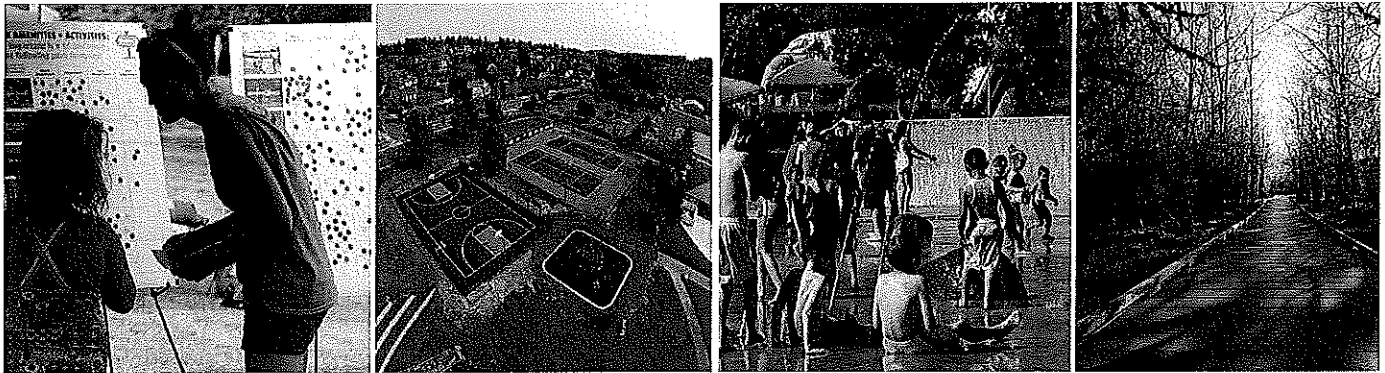
All of Conservation Technix’s projects are public sector. We have four current projects under contract, with timelines to completion ranging from two to six months, and these will not pose a conflict with this project. Our staff retain ample capacity to successfully complete the work outlined in the RFP for the Columbia City community.

3. Experience & References

Parks, Recreation & Open Space Planning

Our team is committed to utilizing our full range of experience for the Columbia City Parks Master Plan. Having worked with numerous small, mid-sized and growing jurisdictions, we recognize the unique needs and constraints regarding municipal park service delivery, and we offer pragmatic, forward-looking and creative solutions to support growing park and recreation departments and legacy facilities. We have a deep working knowledge of national park planning trends, along with a thorough understanding of financing options. The following descriptive summaries highlight the variety and complexity of public agency projects undertaken by team members. Additional references for certain projects are provided following the project summaries.

Happy Valley Parks & Recreation Master Plan – Happy Valley, OR



Conservation Technix prepared a new citywide Parks Master Plan for Happy Valley, one of the fastest growing communities in the Portland region. This fast-paced project included an intensive engagement effort to connect with residents. The core issues for the master plan involved ways to address service delivery in the newly developed areas, strategizing for system-wide infrastructure upgrades and expanding the parkland footprint to fill crucial gaps. The Plan analyzed the existing levels of service for various facility types and updated the City's service standards. The PROS Plan established a 10-year capital plan and an operations and maintenance proforma to assess the on-going maintenance demands of the system. As part of a follow-up effort, Conservation Technix led park system planning for the eastern urban growth expansion area of Pleasant Valley and North Carver to guide future park and trail investments, in addition to a re-evaluation of park gap areas to help the City respond to rapid residential growth.

Project Highlights

- Online engagement, plus pop-up tabling at local grocery stores and events
- 10-year capital plan with specific funding alternatives and included an operations and maintenance proforma
- Updated service standards by park type and sport field configuration

"Conservation Technix worked with the City of Happy Valley to draft a Park Recreation and Open Spaces Plan for our community. The timeline established for this effort was extremely condensed as a result of a pending district withdrawal. Given this scenario, Steve Duh took control and provided a clear path for completing the project on the timeline identified. Steve expertly managed a series of meeting/open houses that provided a discernible master plan for both committee's and community members. Steve is now working with our community on additional park planning efforts and will continue to be an integral part of our parks team into the future."

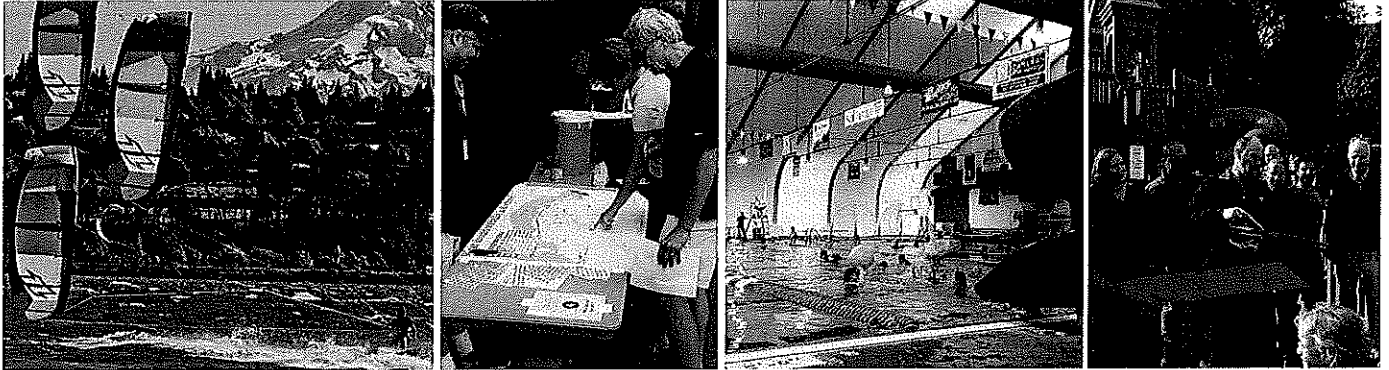
- Chris Randall, Public Works Director

Reference

City of Happy Valley
 Chris Randall, Public Works Director
 503-783-3842; chris@happyvalleyor.gov
 16000 SE Misty Drive, Happy Valley, OR 97086

Completed: February 2020
 Role: Prime Consultant
 Fee: \$67,250 (contract)
 \$67,250 (billed)

Hood River Valley Multi-Jurisdictional Parks, Recreation & Open Space Plan – Hood River, OR



Conservation Technix led the project team to craft a unique multi-jurisdictional plan serving the Hood River Valley Parks and Recreation District, the City of Hood River and Hood River County. The Plan is a ten-year guide and strategic plan for managing and enhancing park and recreation services for these three core providers, plus services offered by the Port of Hood River and the Hood River School District. The Multi-Jurisdictional Plan creates a vision for an innovative, inclusive and interconnected system of parks, trails and open spaces that promotes outdoor recreation, health and environmental conservation as integral elements of a livable community. The Plan also proposes updates to service standards for parks and trails and addressed goals, objectives and other management considerations for each partnering agency. The Plan is also intended to serve as the Goal 8 plan elements for the City of Hood River and the County.

The project entailed an in-depth public outreach program consisting of a wide-ranging series of stakeholder group discussions, individual stakeholder interviews, a public open house meeting, tabling at community events, online engagement, along with a mail-based and online survey conducted in English and Spanish. The project team supported and facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations.

The project also included an in-depth assessment of many of the sites operated by the city, county and district that looked at quality and accessibility of recreational features to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable design, management practices and increasing health opportunities. A conditions assessment matrix was prepared, and this information guided the preparation of the capital improvement plans for each agency.

Project Highlights

- Facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations
- Wide-ranging public involvement including a series of stakeholder group discussions, individual stakeholder interviews, public open house meeting, tabling at community events and online engagement
- Prepared park and trail walkshed maps to illustrate physical access to the park, trail and open space system
- Prepared a assessment matrix to guide the preparation of the capital improvement plans for each agency

Link to adopted plan: <https://hoodriverparksandrec.org/master-plan>

"Conservation Technix Inc. has been a pleasure to work with. Steve's been flexible, patient and took the time to make sure the final plan met the needs of our community."

—Mark Hickok, Executive Director

Reference

Hood River Valley Parks & Rec. District
Mark Hickok, Executive Director
541-386-1303
mark@hoodriverparksandrec.org
1601 May St, Hood River, OR 97031

Completed: June 2020
Role: Prime Consultant
Fee: \$112,260 (contract)
\$114,402 (billed)

Camas Parks, Recreation & Open Space Plan – Camas, WA



Conservation Technix prepared a new citywide Parks, Recreation and Open Space (PROS) Plan for the City of Camas during the COVID-19 pandemic. The COVID-sensitive public engagement program included online open houses and interactive mapping, dual language, statistically-valid mail survey and online survey, multiple group and individual stakeholder discussions via Zoom, event tabling, social media content and Commission meetings. Over 1,700 participants provided insights on current community preferences and priorities.

The core issues for the PROS Plan involved ways to address service delivery in rapidly developing residential areas, strategizing for system-wide infrastructure upgrades, and expanding the parkland and trail system footprint to fill crucial gaps. The project entailed an in-depth inventory of the City's parks, natural areas, trails and facilities, along with the development of an integrated trail network plan. The Plan analyzed the existing levels of service, updated the City's service standards and offered a unique approach to park gap analysis through street-based walksheds. Specific acquisition target areas were identified to help fill known and projected gaps and prioritized to balance with available funding.

The Plan analyzed the existing levels of service for various facility types and updated the City's service standards. The PROS Plan established a six-year capital plan and an operations and maintenance proforma to assess the on-going maintenance demands of the system. Presentations to the Parks and Recreation Commission, Planning Commission and City Council were conducted to review the findings of public outreach and discuss the policy and project recommendations of the Plan.

Project Highlights

- Robust community engagement, including online options and pop-up tabling at community events
- Conditions assessment matrix to identify existing site maintenance issues and opportunities for future capital improvements
- Updated service standards by park type, including site acquisition and design guidelines
- Re-structured goals and action plan to guide and focus efforts for the coming six to ten years

Link to adopted plan: <https://www.cityofcamas.us/parksrec/page/parks-recreation-projects>

"Conservation Technix managed a well-written community survey, in two languages (English and Spanish), that resulted in 1385 completed surveys...a great turnout for a community of just over 26,000 people! The survey results provided a wealth of information that Steve Duh and his team used to inform the goals, objectives and priorities in the 2022 Camas PROS Plan."

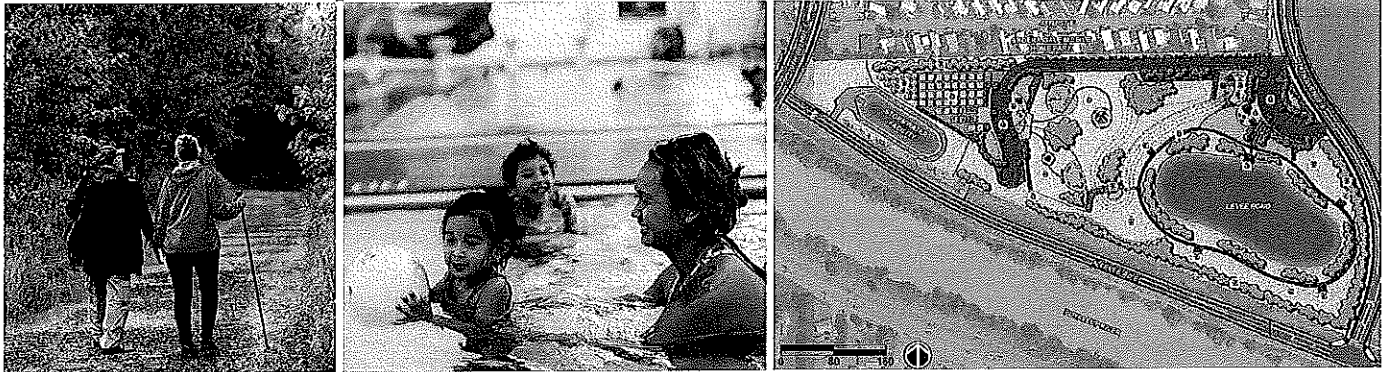
- Trang K. Lam, P&R Director

Reference

City of Camas
 Trang Lam, Parks & Recreation
 Director (former)
 360-818-3830; tlam@cityofcamas.us
 227 NE Lake Rd, Camas, WA 98607

Completed: March 2022
 Role: Prime Consultant
 Fee: \$118,327 (contract)
 \$111,311 (billed)

Fife Parks, Recreation, Aquatics & Open Space Plan and Site Master Plans – Fife, WA



Fife is a small city of about 10,000 residents near Tacoma in the shadow of Mount Rainier, along the Puyallup River and extending to the Puget Sound. Conservation Technix recently completed and partnered with MacKay Sposito to lead the update of Fife’s Parks, Recreation, Aquatics and Open Space Plan.

The project included a complete inventory of the City’s parks, open space, trails and programs, and site analyses led to the development of condition assessment matrices that summarized the findings with color-coding and scale ratings to help prioritize system improvements. Conservation Technix analyzed park, open space and trail distribution through a GIS-based watershed gap analysis to explore areas under-served with recreational resources. The Plan updated the City’s goals and objectives and established a six-year capital improvement plan with funding considerations, which will feed into an update to the City’s park impact fee program by Conservation Technix.

The project also included the preparation of site master plans for two parks that will guide future investments and development phasing. MacKay Sposito completed a stand-alone site master plan for the 16-acre Levee Pond Park, which is bordered on the south by the Puyallup River, agricultural lands to the east, residential to the north, and industrial/commercial uses to the west. Similar to Columbia City’s Dry Creek Canyon, the previous master plan required updates to accommodate projected development and growth surrounding the site and to provide much needed amenities to meet the community’s future needs. In order to provide efficiencies to both the PROS Plan and Site Plan processes, public engagement was coordinated to inform both efforts. The preferred master plan included the addition of restrooms, paved parking, an off-leash dog park, an enhanced community garden, a nature-inspired playground, a group shelter, expanded trails and overlooks, and habitat restoration and enhancement.

Project Highlights

- Needs assessment from demographics, recreational trends and community feedback
- Recreation program assessment to explore core services and partner opportunities
- Unique park system gap analysis using GIS to establish street-based watersheds
- Park system plan as the basis for an updated Parks and Recreation Element of the City’s Comprehensive Plan

Link to adopted plan: <https://www.cityoffife.org/537/2021-Parks-Recreation-Open-Space-PROS-PI>

"This was the third PROS plan that Conservation Technix has put together for the City of Fife. Steve and his team were great to work with and made what seemed like an extensive process run so smoothly. I was extremely impressed with the amount of community engagement and support Conservation Technix offered. I'm thrilled with our final product and know it will set us up well for the next 6-years."

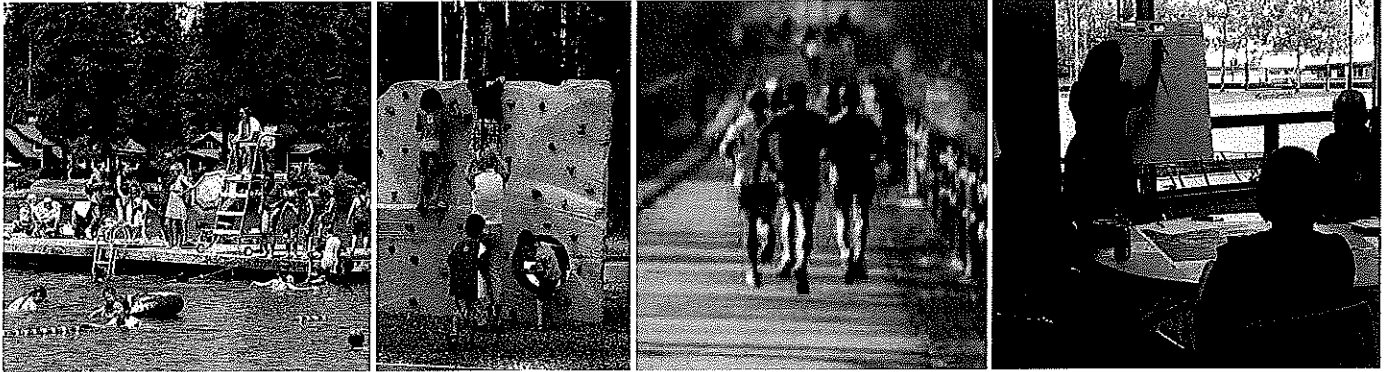
- Megan Jendrick, P&R Director

Reference

City of Fife
Megan Jendrick, Parks, Recreation & Aquatics Director
253-896-8671
mjendrick@cityoffife.org
5411 23rd St East, Fife, WA 98424

Completed: February 2022
Role: Prime Consultant
Fee: \$199,955 (contract)
\$168,922 (billed)

Edmonds Parks, Recreation & Open Space (PROS) Plan – Edmonds, WA



Conservation Technix crafted a new Parks, Recreation & Open Space (PROS) Plan for the City of Edmonds through an inclusive, robust engagement process. Outreach was conducted in four languages (Chinese, English, Korean and Spanish), including social media posts, community survey, pop-up event tabling and direct engagement with non-English community members. The project included a park system inventory and conditions assessment of parks, natural areas, trails and facilities. As a six-year guide and strategic plan for enhancing park and recreation amenities for the community, the Plan considers the park and recreation needs of residents across Edmonds. It provides updated inventories, demographic conditions, needs analysis, management considerations and capital project priorities.

Project Highlights

- Random-sample mail survey, plus online community-wide survey, in four languages
- Recreation program assessment to explore core services and partner opportunities
- Need analysis, current and project levels of service and service standards review

"Conservation Technix exceeded our expectations, and I would highly recommend this firm for any work related to parks and recreation policy development, community engagement, project management and acquisitions. This plan update took more than a year and every benchmark deadline was made, quality deliverables were always on time and the project easily finished on budget."

- Angie Feser, P&R Director

Reference

City of Edmonds
 Angie Feser, Director, Parks,
 Recreation & Cultural Services
 425-771-0256;
 angie.feser@edmondswa.gov
 700 Main Street, Edmonds, WA
 98020

Completed: June 2022

Role: Prime Consultant

Fee: \$143,396 (contract)
 \$146,296 (billed)

Link to adopted plan: https://www.edmondswa.gov/government/departments/parks_recreation_cultural_services/planning_projects

Bothell Parks, Recreation & Open Space (PROS) Plan – Bothell, WA

Conservation Technix led the PROS Plan update for Bothell. The citywide plan provided a framework and strategy for managing and enhancing Bothell's park system for the next 10 years. Conservation Technix conducted a thorough assessment of existing parks, trails and recreation facilities and analyzed park, open space and trail distribution through a GIS-based watershed gap analysis to explore areas under-served with recreational resources. The Plan included an overall needs assessment, discussion of deferred maintenance, re-evaluation of standards and levels of service, and implementation strategies focusing on partnerships and funding options.

"The Conservation Technix team helped to create a well-rounded PROS Plan for Bothell. Steve worked in partnership with the City to create a customized public engagement plan and a values-based approach to recommendations. The communication was great, the process went smoothly, within budget, and was easily approved. Bothell has a PROS Plan that will be used and not just sit on a shelf!"

- Tracey Perkosky, Parks Planner

Creswell Citywide Parks Master Plan – Creswell, OR

Creswell is a small community of just over 5,000 residents and growing suburb south of Eugene. Conservation Technix led a public process to prepare the city’s first comprehensive, citywide Parks Master Plan. The project entailed the physical evaluation of park and recreation facilities and the development of an in-depth community needs assessment drawing from demographics, population forecasts, recreational trends and community feedback. A rich community engagement process grounded the formulation of the plan. The public involvement process included an online survey, open house meetings and a series of stakeholder discussions. The Plan analyzed the existing levels of service, updated the City’s service standards and offered a unique approach to park gap analysis through street-based walksheds. Specific acquisition target areas were identified to help fill known and projected gaps in the system and prioritized to balance with available funding. The final plan document was designed to be similar to a magazine spread - heavily graphic and readable.

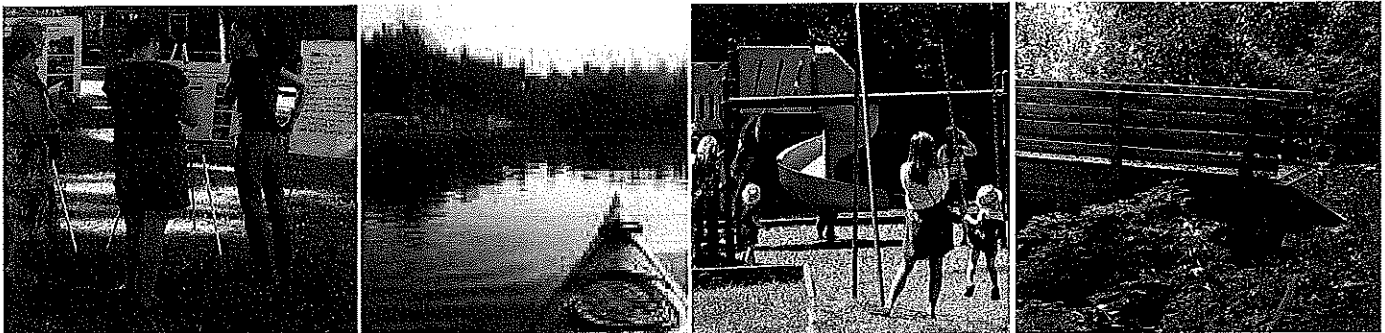
“Conservation Technix was a good choice for the City of Creswell. Steve was very patient and helpful and guided city staff, committee members, the public and our elected officials to a very useful final document. The Creswell Parks and Open Space Master Plan is easy to read, attractive and informative. Steve kept the project on track and it was completed in a timely manner.”
- Michelle Amberg, City of Creswell

Reference

City of Creswell
Michelle Amberg, City Manager
541-895-2531; mdamberg@creswell-or.us
13 South 1st Street, Creswell, OR 97426

Completed: November 2018
Role: Prime Consultant
Fee: \$39,770 (contract)
\$40,370 (billed)

Ridgefield Parks and Recreation Comprehensive Plan & Park Impact Fee Update – Ridgefield, WA



Conservation Technix led the six-year update to the City of Ridgefield’s Parks and Recreation Comprehensive Plan and park impact fee rates. The project included grassroots public outreach campaign for this small city of 8,900, which involved community event ‘pop-ups’ and a public meeting in the downtown park. Interviews were conducted with key stakeholders, including representatives from school district, local port authority, US Fish & Wildlife staff and youth sport league organizations. The planning effort focused on ways to expand opportunities with community partners and engendered strong ownership from the Parks Board, along with approval by City Council. Conservation Technix also updated the Park Impact Fee rates building off the approved capital project list.

Reference

City of Ridgefield
Bryan Kast, Director, Public Works (former)
360-887-8251; bkast@ci.lacenter.wa.us
230 Pioneer St. Ridgefield, WA 98642

Completed: March 2020
Role: Prime Consultant
Fee: \$29,128 (contract)
\$26,128 (billed)

4. Team Introduction & Organization



Conservation Technix
 PO Box 12736
 Portland, OR 97212
 Phone: 503-989-9345
 conservationtechnix.com

Conservation Technix :: Primary Consultant

Since 2006, Conservation Technix has assisted local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development and provides the following professional services:

- Comprehensive Park, Recreation and Open Space Planning
- Public Involvement & Facilitation
- Fiscal, Policy and Trend Analyses
- Urban Forestry Management Planning
- Conservation Strategy, Real Property Acquisition & Grant Writing

Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies. Through significant and relevant experience in public administration and management, Conservation Technix's staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations. Conservation Technix's approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects.

The firm is registered in Oregon and has recently worked on similar projects for Hood River, Happy Valley, Woodburn, Monmouth and Vale. All of our professional staff have experience as public sector park planners, with over 85 years of combined experience, and, as such, we understand the nuances related to policy development and public involvement and the need for succinct, implementable and realistic planning documents.

Our team will be nimble, flexible and responsive, while providing creative solutions built on recent public sector park experiences, and our team will be guided by significant principal and senior staff involvement throughout the duration of the project.

The chart highlights the organization and primary roles of the team.



Park & Recreation Planning, Outreach, Capital Planning, Policy & Project Coordination

Steve Duh, Principal-in-Charge

Jean Akers, AICP, PLA

Michelle Kunec-North, Associate
 Project Support Staff

Project Management

Conservation Technix has developed a solid foundation of interdisciplinary expertise to provide the most reliable and responsive services possible to our clients. One key advantage is our size and efficiency. As a small, independent firm, we can quickly and directly respond to your requests and provide consistency in communications. We do not over-commit on multiple projects, and by focusing on our core expertise, we effectively manage our workload and maintain availability for new assignments.

Conservation Technix is committed to clear, consistent and timely communication with City staff and the project team. We will hold periodic project coordination meetings with staff to review and discuss work products, prepare for community outreach, refine objectives and develop plan implementation strategies. We also understand that our public sector clients value continuity, so we make a conscientious effort to maintaining the same assigned team members throughout the duration of a project. By providing the City with a consistent workforce, we enhance our relationship with you and will be able to quickly and efficiently address any issues or concerns that may arise. Our approach to team development for this project is built around the following:

- Each project is unique & each project team is unique.
- The strongest firms are deliberately selected to meet the needs of the specific project scope.
- Our professional team is focused on Columbia City’s needs and has local insights and regional experience.
- Our strong project management skills will keep the team cohesive and focused and create a strong synergy for new ideas, design solutions and policy options for the City to consider.

Staff Qualifications & Roles

We have the capacity and experience to engage the City on every aspect of park and recreation planning. Our team understands your needs from your perspective, and we can work closely with the City as an extension of staff to **enable a smooth, efficient plan development and review process**. Steve Duh, the firm’s principal, will be the project manager and point of contact with Columbia City. He will keep the team cohesive and well-directed, while facilitating for creative, strong ideas. Jean Akers, Senior Associate, will act as the alternate representative on the project. All key personnel will be available throughout the duration of this project, and the chart summarizes team personnel and their roles. Staff resumes are provided on the following pages.

		Roles							Availability	
		Park System Planning	Inventory & Assessment	Level of Service Analyses	Public Involvement	Needs Assessment	Goals & Strategies	Capital Planning		
Key Project Staff	Conservation Technix	Steve Duh, CPRP, PIC	L	s	L	L	s	L	s	65%
		Jean Akers, PLA, AICP	L	L	s	L	L	L	L	60%
		Michelle Kunec-North	s		s	s	L	s		25%
		Support staff				s				5%

Consultant Capacity & Current Workload

All of Conservation Technix’s projects are public sector. We have four current projects under contract, with timelines to completion ranging from two to six months, and these will not pose a conflict with this project. Our staff retain ample capacity to successfully complete the work outlined in the RFP for Columbia City.

Steve Duh, CPRP

PRINCIPAL



Steve is a Certified Parks & Recreation Professional and former arborist and has over 20 years experience in public sector and non-profit program management. His background includes urban and land use planning, park and natural resource planning, urban forestry, public involvement and facilitation, policy and budget development and financial and trend analyses. He has led diverse project teams to update park system plans for communities of all sizes across the western United States. Steve's recent projects include managing the public involvement, park planning and project management for the fastest growing cities in Washington, Oregon and Utah. He also managed the City of Tigard's \$17 million park bond program, along with conducting feasibility studies for the establishment of park and recreation districts and preparing park impact fee methodology and rate updates.

Prior to founding Conservation Technix, Steve was the senior parks planner and design section manager for the Vancouver-Clark Parks & Recreation Department. He authored and managed a study to enable the creation of a voter-approved metropolitan parks district and a \$40 million capital park construction program, oversaw capital financing programs, conducted impact fee rate and methodology revisions, developed policies and established several local partnerships.

REPRESENTATIVE PROJECTS

City of Woodburn 2024 Parks & Recreation Master Plan

Steve managed the Parks and Recreation Master Plan for the City of Woodburn, which entailed the physical evaluation of park and recreation facilities and the development of a comprehensive community needs assessment drawing from demographics, population forecasts, recreational trends and community feedback. The project entailed an in-depth public outreach program consisting of a dual language community survey, community meetings, stakeholder discussions, and meetings with a Recreation & Parks Board and City Council.

- Parks, Recreation & Open Space Plan; Happy Valley, OR
- Parks, Recreation & Open Space Plan Update; City of Edmonds, WA
- Parks & Recreation Master Plan; Redmond, OR
- Medford Leisure Services Plan; Medford, OR
- Parks & Recreation Master Plan; Moab, UT
- Multi-Jurisdictional Parks & Recreation Master Plan; Hood River Park & Recreation District, OR
- Parks, Recreation Centers & Library Facilities Master Plan; Salinas, CA
- Parks, Recreation & Open Space Plan; Mercer Island, WA
- Citywide Parks Master Plan & Open Space Element for the General Plan; Monrovia, CA
- Urban Forestry Management Plan Public Engagement; Tacoma, WA
- Corvallis Park and Recreation District Feasibility Study; Corvallis, OR

EDUCATION

- Master's degree, Urban and Regional Planning; Portland State University
- Bachelor of Science, Environmental Science; SUNY College of Environmental Science & Forestry
- NRPA Rocky Mountain Revenue Management School

PROFESSIONAL HIGHLIGHTS

- Contributing Author: *Outdoor Recreation Planning*; Bass, John and Burns, Robert, editors. 2016
- Presenter: *Green Infrastructure: From Single Site to Region*; National Association of Recreation Resource Planners Conference; Portland. 2010
- Presenter: *Metropolitan Park Districts in Washington*; Joint Washington and Oregon State Parks & Recreation Association Conference; Vancouver, WA. 2006
- Design Manager/Park Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2000-2006

Jean Akers, PLA, AICP

SENIOR ASSOCIATE



Jean Akers is a registered, professional landscape architect and a certified planner with the American Institute of Certified Planners. With professional experiences that range from small-scale, site-specific landscape design to community and regional approaches for land conservation, development and use, Jean is able to work across multiple landscape scales with a diverse cross-section of stakeholders. She is very effective at leading the public participation process through her years as a college instructor, project manager, planner and public speaker.

While working for the Vancouver-Clark Parks and Recreation Department, she designed neighborhood and community parks, prepared master plans and feasibility studies for regional parks, and developed policies and best management practices while integrating GIS into park and trail planning and asset management. Jean managed a \$19 million park acquisition program and led a community-wide planning effort to explore the future of parks and recreation in Clark County as government revenues continued to fall short of expenses and funding support for the public park and recreation system steadily diminished.

Jean has considerable experience in municipal planning activities as both a private consultant and public planner, and she taught municipal planning as an instructor for the Pennsylvania Municipal Planner's Educational Institute, where her combined planning expertise and teaching experience assisted community leaders in growth management and community planning.

REPRESENTATIVE PROJECTS

- Parks & Recreation Master Plan; Monmouth, OR
- Parks, Recreation Centers & Library Services Master Plan; Salinas, CA
- Parks, Arts, Recreation & Trails Master Plan; Yuma, AZ
- Citywide Parks & Recreation Master Plan; Moab, UT
- Parks & Recreation Master Plan; Creswell, OR
- Parks, Recreation & Open Space Plan; Sante Fe, NM
- Parks, Recreation & Open Space Plan; Happy Valley, OR
- Clark County Parks & Open Space Plan; Clark County, WA

EDUCATION

- Master of Science - Horticulture; Ohio State University
- Bachelor of Landscape Architecture; Temple University
- Bachelor of Agriculture; Ohio State University

PROFESSIONAL HIGHLIGHTS

- Contributing Author: Outdoor Recreation Planning; Bass, John and Burns, Robert, editors. 2016
- National Association of Recreation Resource Planners, 2010, presentation.
- American Planning Association Annual Meeting, 2004, presentation.
- Annual Symposium: New Directions in the American Landscape, 2002.
- Pennsylvania Parks & Recreation Society Annual Conference, 2002, presentation.
- American Society of Landscape Architects National Conference, 1998, 2001, published.
- Chief Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2007-2011
- Professor; Conway School of Landscape Design; Conway, MA. 2002-2006

AFFILIATIONS

- American Society of Landscape Architects; *Professional Landscape Architect*
- American Planning Association; *AICP*
- Perkiomen Watershed Conservancy, Vice Chair

Michelle Kunec-North

ASSOCIATE



Michelle has 14 years of experience as a professional planner working to increase opportunities for people to lead healthy, active lives. She has developed coordinated parks, open space, trail and other public facility plans for several Northwest cities, including capital improvement programs, available land assessments, short- and long-term acquisition strategies and revenue analysis. She enjoys facilitating conversations between agency staff, stakeholders and the public to identify priorities and develop strategies that balance multiple community objectives. Michelle has also participated in local and national collaborations to integrate health in public planning and has experience in Health Impact Assessments. Michelle also speaks Spanish and has used her language skills in a variety of meeting settings.

REPRESENTATIVE PROJECTS

Vancouver-Clark Comprehensive Parks, Recreation & Open Space Plan

Michelle managed the development and adoption of the Vancouver-Clark Parks, Recreation & Open Space Plan - a 20-year plan for acquisition and management of a 7,000-acre park and trail system. The planning process included extensive stakeholder and public involvement, including focus groups, workshops and surveys, as well as inventory and trend analysis. Michelle oversaw capital facility plan development – including service standards, prioritization criteria, and funding strategies – for multiple jurisdictions with over \$20 million in combined annual expenditures.

- Parks, Recreation & Open Space Plan; Bothell, WA
- Parks Master Plan; Monrovia, CA
- Park District Comprehensive Plan; Si View Metropolitan Park District, WA
- Parks, Recreation, Arts & Open Space Plan; Maple Valley, WA
- Citywide Parks Master Plan; Redmond, OR
- Parks, Recreation & Open Space Plan; Kirkland, WA
- Portland Plan's Healthy Connected City Strategy; Portland OR
- Parks, Recreation & Open Space Plan; Covington, WA
- Recreation Master Plan; Delano, CA
- Parks & Recreation Master Plan; Creswell, OR
- Arts & Culture Plan; Corvallis, OR

EDUCATION

- Master of Community and Regional Planning, University of Oregon
- Bachelor of Urban and Environmental Planning, University of Virginia
- Bachelor of Science, Environmental Science, University of Virginia

PROFESSIONAL HIGHLIGHTS

- Led Healthy Eating Active Living partnerships for the City of Portland with Multnomah County Health Department and health advocacy organizations
- Advisory committee member for projects including the Portland Bicycle Plan for 2030; Health Impact Assessment of Metro's Climate Smart Communities; Portland Climate Adaptation Plan; and Multnomah County Community Health Assessment
- Policy Analyst/Planner; Bureau of Planning and Sustainability, Portland, OR, 2008-2013
- Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA, 2005-2008

AFFILIATIONS

- Northwest Trail Alliance, volunteer grant writer
- International Mountain Biking Association

"Conservation Technix exceeded our expectations, and I would highly recommend this firm for any work related to parks and recreation policy development, community engagement, project management and acquisitions. This plan update took more than a year and every benchmark deadline was made, quality deliverables were always on time and the project easily finished on budget."

- Angie Feser, Parks & Recreation Director, City of Edmonds, WA

"Conservation Technix helped us through the entire master planning process. Steve was always available and receptive to all ideas. I have done several master plans over the years, and this one was by far the best - as far as process, public input, management of the project. I would engage Conservation Technix again for any kind of similar work."

- Shane McAfee, Parks & Recreation Director, City of St. George, UT

"For a small firm, Conservation Technix packs a big punch. Steve Duh and his staff showcase a depth of experience that offers insights, thoroughness and cutting-edge thinking. They examine, discuss and analyze data to offer sound recommendations - even if they part from the status quo or expected. The team's presentation to our boards, commissions, community and council meetings were articulate, compelling and relatable. The City of Lynnwood is thrilled with the finished Parks, Arts, Recreation & Conservation Plan - one that is already been put to great use and won't just sit on the shelf."

- Sarah Olson, Deputy Parks & Recreation Director, City of Lynnwood, WA

"I find that Steve and his staff develop a comprehensive plan that is easy to read and follow. We have also appreciated the open dialog with Conservation Technix in order to create a plan that represents our community's needs and level of services based from citizen's input. The plan is not developed based off of national standards, but what is real and achievable."

- Brian Sjothun, City Manager, City of Medford, OR



CONSERVATION
TECHNIX

PO Box 12736
Portland, OR 97212
Phone: 503.989.9345

conservationtechnix.com