



**Public Works Committee  
City Hall – 200 NE Moe Street  
2nd Floor Conference Room**

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>June 22, 2016</b>
<b>Recorder</b>		<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>Jeff McGinty</b>	<b>End Time</b>	<b>7:00 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty (JM) Connie Lord (CL) David Musgrove (DM)</b>		
<b>Staff Present</b>	Andrzej Kasniak (AK), Mike Lund (ML), Diane Lenius (DL), Keith Svarthumle (KS), Debbie Booher (DB), Becky Ericksen (BE),		
<b>Agenda</b>			
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
<b>1.</b>	<b>Administrative:</b>		
A.	Questions & Concerns of the Committee	None	
B.	Agenda and Extended Agenda Review	No action.	
C.	Mayor and Department Head Reports	AK provided a quick update on Engineering projects. ML reported the completion of the Decant Fencing project and that it would be coming to Council for acceptance soon.	
D.	Approval of Minutes: 6/8/16	No action.	
<b>2.</b>	<b>Agenda Items:</b>		
1.	Former City Hall Abatement and Demolition Contract Award	Bid opening delayed until June 30th. Award will come to council on July 6th and will not come to PWC prior unless we have something unusual.	
2.	Sewer Adjustment Billing	KS proposed a modification to the municipal code for one time sewer adjustment. Approve to revise utility adjustment code to add the following: A one-time utility adjustment may be granted to a residential customer's sewer billing in the event of accidental over usage of water during the time frame when the sewer billing is based on water usage. Water billing will not be adjusted unless it is deemed to be the fault of the city of Poulsbo. This recommendation will be taken to Council.	

**The committee may add and discuss other items not listed on the agenda.**

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

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3.	Sewer Comprehensive Plan – Cont'd Discussion	<p>AK briefed the PWC on the results of the 2008 sewer comprehensive plan which recommended annual rate increases to fund \$5M in capital projects. A financial analysis was performed in 2008 which recommended rate increases that were not increased. Current capital program needs are \$25M. AK – shared the details of the 2016 sewer comprehensive plan and the result of rate scenarios. General direction is 60/40 split between Rate Payers and GFC (Growth). AK and DL will refine the model. This is estimated to be roughly a 2% rate increase and \$1800 GFC increase. PWC requested communication of County rate impacts so that citizens understand. The rate structure options will come back to PWC prior to going to Council. Make sure to include % + CPI so that Council is providing full transparency to citizens.</p>
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Future Agenda Items			
No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	ROW Workshop		July 13
2.	New Ordinance for Stormwater Connection Fees		July 13
3.	Water Meter Replacement Program/Budget Update		July 13
2.	Hostmark Pavement Restoration Contract Award		July 27
4.	On-Call Contract Recommendations		July 27
5.	Construction Standards Update		July 27
6.	Update on Latecomer Code Changes		July 27
7.	ADA Discussion		Confirm/Delete
8.	Neighborhood Speeding Program/Policy		Confirm/Delete
9.	Front Street Pavement		Confirm/Delete
10.	Road Inventory Example		Confirm/Delete
11.	Traffic Impact Fee Revenue		Confirm/Delete
12.	Follow up on bicycle improvements to highway 305 by WSDOT		Confirm/Delete
13.	PMC – Transportation Development Code Update		Confirm/Delete
14.	Underground Utilities		Confirm/Delete
	a. Speed Hump Policy		
	b. Street Lighting		
	c. Street Connectivity		
	d. Grading Ordinance & Enforcement		

Reviewed by Mayor Erickson

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