

POULSBO CITY COUNCIL MEETING OF AUGUST 3, 2016

MINUTES

PRESENT: Mayor Erickson; Councilmembers Henry, Lord, McGinty, Musgrove, Stern, Thomas.

Staff: Finance Director Booher, City Clerk Fernandez, City Engineer Lenius, Public Works Superintendant Lund, IT Senior Technician Williamson.

ABSENT: Councilmember Nystul

MAJOR BUSINESS ITEMS

- * * * Minutes of July 8, 2016, Council Meeting
- * * * Minutes of April 6, 2016, Council Meeting
- * * * Minutes of February 3, 2016, Council Meeting
- * * * Budget Amendment/BA#16-0302, Sewer Truck Repair
- * * * Kitsap County Sewer Night Work Update
- * * * Ordinance No. 2016-__, Second Quarter 2016 Budget Amendment
- * * * Stormwater Decant Transfer Station Fence Project Acceptance
- * * * Hostmark Pavement Restoration Contract Award
- * * * Contract Amendment for Noll Road Project
- * * * Raab Park Tank Evaluation

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 PM and led the Pledge of Allegiance.

2. AGENDA APPROVAL

Motion: Move to approve the agenda as presented

Action: Approve, **Moved by** Henry, **Seconded by** McGinty
Motion carried.

3. COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord encouraged everyone to attend the Street Dance on Saturday.

Councilmember Thomas reported he attended a budget workshop last week, and it will be useful for approaching the 2017-18 budget.

Mayor Erickson announced Fishline needs canned chili, diapers, milk, eggs, and yogurt; the Chamber's fundraiser "Uncorked" is Friday at Hudson's Motor (21+); the Sons of Norway will have a fundraiser dance "Full Swing" for Morrow Manor on September 17 and it costs \$25 per person.

Councilmember Musgrove said both events this weekend, Uncorked and Street Dance, will be a lot of fun.

Councilmember Henry reported he attended a disaster preparedness event and an active shooter training.

5. EXECUTIVE SESSION

At 7:07 PM, Mayor Erickson recessed the meeting into a 15-minute Executive Session for the purpose of discussing potential litigation pursuant to RCW 42.30.110(1)(i).

At 7:23 PM, the Mayor extended the Executive Session for an additional 10 minutes.

At 7:33 PM, Mayor Erickson reconvened the meeting into open session. No action was taken.

6. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a through d.

The items listed are:

- a.** July 8, 2016 Council Meeting Minutes (Fernandez)
- b.** April 6, 2016 Council Meeting Minutes (Fernandez)
- c.** February 3, 2016 Council Meeting Minutes (Fernandez)
- d.** Budget Amendment BA#16-0302 Sewer Truck Repair (Lund/Booher)

Action: Approve, **Moved by** Lord, **Seconded by** Thomas.
Motion carried.

7. BUSINESS AGENDA

- a. Kitsap County Sewer Night Work Update**

Floyd Bayless, Kitsap County, provided an update on County sewer work. The County is preparing to do pipe work at night the week of August 8th or August 15th that will require a complete (or near-complete) shutdown of the sanitary sewer system for two separate nights for approximately 3-4 hours.

Councilmember Musgrove questioned if we needed so many meters. Mr. Bayless said we have meters within the City, and the placement doesn't catch gravity flow coming off the eastside of the City, those are coming into the system afterwards. There are no flows other than the City of Poulsbo before it. From that meter point down until you get to Pump Station 67, you have flows coming in from the Lemolo area, which are not yours, you have Keyport and Keyport annex flows. The County's flow meter at Johnson Road is measuring strictly City of Poulsbo flow. The Keyport meter is what is on top being added to that.

Councilmember Musgrove clarified that we have the Poulsbo meter, that is everything Poulsbo, but we are also paying for another meter when we already know what we are pumping that includes everybody after us? Mr. Bayless said yes, it is part of the project.

City Engineer Lenius clarified for everything downstream, we pay our proportionate share of flow, as we go across Lemolo, when we hit the other side we are around 86.5 percent of the flow.

In response to Councilmember Thomas, Mr. Bayless said there will not be an actual shut down during the project. The only potential impact is their request to Public Works to be on standby in case something happens so they can start shutting pump stations if needed.

Councilmember Musgrove asked if we have a meter and we know what we pump, why are we paying for a second meter on the other side that is shared by Keyport and Lemolo flows? Ms. Vakarcs said we have the flow coming from Poulsbo, and the reason we are replacing that one is because it is not accurate and is not collecting a lot of the flow in the wintertime. They need to get accurate flow from Poulsbo and the goal is that they will have telemetry systems set up so the county and city can get the measurements. On the other side, because Poulsbo pays a portion, they have to know what is going in the Keyport pump station. They know the City is paying 90 percent up to Pump Station 67. Once you get past Pump Station 67, they need to know what the City's proportion is, so they need accurate flows from Keyport that

tells them what percent the City is at. They need to be able to take the total flow in Pump Station 67 and subtract out the City's portion of it to get the accurate percentage. This is based on the agreement.

Councilmember McGinty said we already know what we are sending over there, and you know what is coming out, so if you subtract the two, you should come up with the difference. Ms. Vakarcs said yes, but they need to know what the total is in order to come up with the proportion the City would pay for any maintenance or operations.

Councilmember Musgrove clarified that we already know what we are pumping, Keyport knows what it is pumping, and Lemolo knows what it is pumping, right? Ms. Vakarcs said Keyport does not know what it is pumping. Councilmember Musgrove questioned if Keyport needed to buy its own meter. Ms. Vakarcs said it is not in this project, but that may be something they need to discuss, because they need to make sure they have accurate flow.

Councilmember Musgrove said it sounds like the City is paying 86 percent of the County's meter. The fact is they lack meters, and we are paying for a meter, 86% of it, when we already have our own meter. Vakarcs said they have to look at that.

Councilmember Lord would like to get down to the bottom of this, because there is a big cost for a duplicate meter if we don't need it. We already know what our number is.

City Engineer Lenius said she appreciates the comments and will look into it. She also stated she believes every pump station should have a meter.

b. Ordinance No. 2016-12, Second Quarter 2016 Budget Amendment

The Mayor opened the meeting for public comments regarding the budget amendment ordinance, and received no comments.

Motion: Move to adopt Ordinance 2016-12, an ordinance for the City of Poulsbo, Washington, amending the 2016 budget adopted by Ordinance No 2015-21 to revise the revenues and appropriations from certain funds and approving an ordinance summary for publication.

Action: Approve, **Moved by** Thomas, **Seconded by** Stern.

Motion carried.

c. Stormwater Decant Transfer Station Fence Project

Public Works Superintendent Lund presenting the agenda summary, noting the Stormwater Decant Transfer Station Fence Project is complete and is submitted for Council acceptance.

- Original Contract - \$70,166.93
- Final Paid Less Retainage - \$68,546.73
- Retainage Amount - \$3,305.05
- Final Contract - \$71,851.78

There was one change order on the project for \$1,684 (2.4% of the contract total.) Final payment was processed on 6/9/16.

Motion: Move to accept the Stormwater Decant Transfer Station Fence Project as complete and authorize release of the contract bond and retainage in accordance with state law and contract requirements.

Action: Approve, **Moved by** Henry, **Seconded by** McGinty.

Motion carried.

d. Hostmark Pavement Restoration Contract Award

City Engineer Lenius presented the agenda summary, noting bids were opened for the Hostmark Pavement Restoration project on July 15th. There are corrections that need to be made to the bid package to meet federal grant funding requirements. The bid package has been revised and re-submitted to WSDOT for approval. The new advertisement dates are July 29th and August 5th. The bids will be opened on August 12th. Due to the short window of time for construction between the end of the Hostmark utilities project and the start of school, the City Engineer recommends that Council authorize staff to award the contract on August 15th to the lowest responsive bidder, subject to a total bid that is less than the grant funding total. The pre-con will be held on August 18th and the work will be completed within 7 working days from Notice to Proceed on August 22nd, with the intent that the work will be complete by the start of school on August 31st.

In response to Councilmember Stern, City Engineer Lenius said they discovered there was a layer of asphalt, dirt, roots, and asphalt again. They are doing overexcavation to take out some of the bad materials.

Councilmember Lord asked how much more will that add to the cost? City Engineer Lenius said it is an isolated area, and they will need to figure out the cost and let them know.

Councilmember Thomas confirmed the project is going to result in a two-inch asphalt topping, and the preservation project will come in after that.

City Engineer Lenius said the lesson learned is they should have waited to receive WSDOT's comments before putting out the bid. The timeline was so tight on this, but now they have the check list for these types of bids.

Motion: Move to approve the Resolution 2016-19, a resolution of the City Council of the City of Poulsbo, Washington, rejecting any and all bids received on the Hostmark Pavement Restoration Project, CN2016-04.

Action: Approve, **Moved by** Stern, **Seconded by** Lord.

Motion carried.

Councilmember Lord said the Public Works Committee took a good look at this request and understands the situation and the tight time schedule. Because the City doesn't have a Council meeting during the project time line to get this approved, the Public Works Committee recommends rejecting all the bids for the project, move forward with the rebidding, and recommended that they authorize to the Mayor to award and sign the new contract limited by the dollar amount of the grant, so it does not exceed the grant funds.

Councilmember Henry questioned what happens if the bidders exceed what we are offering. City Engineer Lenius believes they were conservative enough that if they are more than what is offered, then they would need to question the bid.

Motion: Move to authorize the Mayor to award and sign the contract for the Hostmark Road Preservation Project, CN2016-07, after bid opening on August 12th, to the lowest responsive bidder, subject to a total bid that is less than the grant funding total.

Action: Approve, **Moved by** Stern, **Seconded by** Lord.

Motion carried.

Mayor Erickson said she was grateful for the Engineering team for getting this project finished before school starts.

Councilmember Stern asked about the restoration of island. City Engineer Lenius said the island will be restored in full with a few more plantings than what it had before.

At 8:15 PM, Mayor Erickson recused herself from the meeting and Deputy Mayor McGinty continued chairing the meeting.

e. Contract Amendment for Noll Road Project

City Engineer Lenius presented the contract amendment to move forward with right-of-way acquisition and early action final design items. She reviewed the Noll Corridor improvements, project status, overall project schedule, contract amendment scope of work - right of way acquisition (south segment, middle and north segment) and early action final design (roundabout plan for approval PFA, public involvement), budget and contract summary.

Councilmember Lord reported the Public Works Committee discussed the entire acquisition project. The Committee recommends approval of the contract amendment in the amount of \$282,837 with Parametrix.

Motion: Move to approve the contract amendment with Parametrix for the Noll Road Improvements Project as presented, to increase the current contract by \$282,837 for a total new contract amount of \$929,837, and authorize the Deputy Mayor to sign on behalf of the City.

Action: Approve, **Moved by** Lord, **Seconded by** McGinty.
Motion carried.

Councilmember Thomas encourages everyone to attend the open house to learn about the details of this project.

Councilmember Musgrove recommended signage by the project. City Engineer Lenius said they did a mailing along 300 feet of the entire route. Diane reviewed the outreach that they have done, but thought signage would be a good idea.

Councilmember Lord encouraged them to get eye catching paper and put them in strategic intersections along Noll Road for the open house.

At 8:28 PM, Mayor Erickson returned to the meeting, and reiterated why she recused herself. Her family is going to receive money, because they own a piece of Noll Road. She reviewed the history of the project and how it came about.

f. Raab Park Tank Evaluation

City Engineer Lenius presented the agenda summary, noting the Raab Park tank is undersized for the City's needs and in need of repair. The retrofit is on the CIP. Evaluation of the scope and design of the repair needs to be completed as part of the initial planning for the CIP project. Presentation highlights included:

Scope of work for Raab Park tank booster station and PRVs

- Pre-design report
 - Replace Raab Park tank (old concrete tank)
 - 2011 study identified seismic issues, cracking and pre-stressed rebar rusting
 - New booster pump station (middle to high zone)
 - Locate main and PRVs for east side and Noll Corridor extension.
- 2016 budget 80k
 - Predesign report \$25K

Councilmember Lord said the Public Works Committee recommends approval of the contract.

Motion: Move to approve the contract with Gray & Osborne for the Raab Park Reservoir Capacity Study Predesign Report as presented in the amount of \$25,000, and authorize the Mayor to sign on behalf of the City.

Action: Approve, **Moved by** Lord, **Seconded by** Henry.

Motion carried.

8. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Lord reported on the additional items not discussed earlier: the Parks & Recreation building needs repairs to its roof for \$60K (the committee recommends a budget amendment for the roof repair). Public Works Superintendent said he is seeking a quote for a 7-10 year fix, and the price may come down considerably. The Committee also discussed the Bond signal budget has funds available, which they are going to use to add a generator to the Viking/Finn Hill pump station. They had a discussion about Finn Hill and an existing ILA with Kitsap County that

was put together during the annexation. In order to access money for safe routes to school, they will be able to share the last stretch costs and make that project improvement go all the way to the school. It will cost \$1.2MM for the City and \$250K for the County.

ED/Tourism Committee Meeting: The Committee discussed the YMCA report. The next step would involve ongoing discussions to bring in the players to make this happen and figure out the financial feasibility. They had a presentation from Judy Driscoll on the Heritage Building Plaque program and the steps to make this happen. They received an overview from the Mayor on affordable housing initiatives and social welfare issues. They also talked about pre-application meeting distribution list. They received a report from the Chamber on upcoming events.

Finance-Administration Committee: Councilmember Thomas reported they reviewed the debt service funds for 2017-18 budget (debt has been restructured at 4% or less) and looked at anticipated debt; 2nd quarter variance budget report (finances are healthy); looked at property proceeds from the sale of the City Hall and where the funds are planned to go (makes sense to use this for other debt, in other words, pay cash), and the monthly sales tax recap (up about six percent from last year to date).

9. DEPARTMENT HEAD COMMENTS

Public Works Superintendent Lund said the Bond Road signal is up and running. They installed a generator port on that cabinet, and will purchase a generator for that signal. He would like to retrofit Finn Hill/Viking cabinet with those same capabilities.

City Engineer Lenius said the Old City Hall demo is going well. If people could avoid that section of Jensen, it would be helpful.

10. CONTINUED COMMENTS FROM CITIZENS

Mr. Bob Linz commended staff in regards to the Noll Road discussion for being forward thinking about getting traffic to 305. He questioned if the consultant has been in touch with the property owners that have been impacted by right of way. He feels this is a kind community, so it would be a kindness to extend to people who are going to be impacted as soon as possible, because it is a big thing for citizens to deal with. City Engineer Lenius replied that the City has been in contact with the property owners.

Mr. Grant Wood spoke regarding the pending project north of the post office, he would like the blackberries removed. He questioned the use of roundabouts on 305. He asked if there was previous consideration of using one at the casino and if it was still being considered. He questioned the Noll Road roundabout and why a light isn't being used.

11. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

Councilmember Lord recommended that Mr. Wood contact the City Engineer about the research they have done regarding the roundabout. She reminded the public of the Noll Road Open House on Tuesday evening and the Poulsbo Historical Society event on Tuesday morning on the Port Gamble S'Klallam Tribe.

Councilmember Stern expressed how impressed he is with Public Works and Engineering Departments and their level of professionalism and understanding of the projects.

Councilmember Thomas will be representing the City of Poulsbo for the Seafair event this weekend.

Mayor Erickson said she had her first meeting in Olympia today on a body camera task force; they must create a report by December 2017. She reported the City has had a hard time getting the MCT mobile computing devices to work; their systems were not working for two weeks. She had a meeting this morning regarding the mental health grant. She learned a portion of property taxes goes to mental health. She hopes it is the long term sustainable funding source for these liaisons. She reported the Poulsbo Place Division 8 project was formally withdrawn; concerned citizens have been informed of this development.

12. ADJOURNMENT

Motion: Move to adjourn at 9:14PM,

Action: Approve, **Moved by** Henry, **Seconded by** Lord.

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk