



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

|                          |   |                   |                      |
|--------------------------|---|-------------------|----------------------|
| <b>Subject</b>           | <b>Meeting Agenda</b>   | <b>Date</b>       | <b>July 25, 2018</b> |
| <b>Recorder</b>          | <b>CR</b>   | <b>Start Time</b> | <b>5:00 PM</b>       |
| <b>Committee Chair</b>   | <b>Dave Musgrove</b>  | <b>End Time</b>   | <b>7:00 PM</b>       |
| <b>Committee Members</b> | <b>Dave Musgrove (DM) Gary Nystul (GN) Connie Lord (CL)</b>   |                   |                      |
| <b>Staff Present</b>     | Michael Bateman (MB), Mike Lund (ML), Diane Lenius (DL), Dean Zavack (DZ), Charlie Roberts (CR), Shannon Wood (SW), Citizen Present: Harold Frombok |                   |                      |

| <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 | CL requested DL research visit to Bremerton Watershed Dam.<br>GN asked about trees planted as part of 3 <sup>rd</sup> avenue project, and who is responsible for watering. ML will water them. Also would like update on water meter installation. Will bring presentation forward soon to give update and schedule looking ahead. Asked about Solid Waste operating loss.<br>DM – looking for status report on waterfront trail, for next meeting. CL recommended talking to Karla since they are working on urban paths plan. Public hearing in October, waterfront trail is linked. |
| B.            | Agenda and Extended Agenda Review     | ML to pull item #7 from agenda and postpone to next meeting. MB to add subject of WSDOT work on SR3, added as item #9. Move Item #3 to item #1.  |
| C.            | Mayor and Department Head Reports     | ML – PW had 2 separate water leaks on 2 separate roads, old water main. Repaired and under control.  |

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

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| No.    | Topic | Action/Recommendation/Discussion   |
|        |       | <p>DL – updated about Noll road project, WSDOT confirmed top priority project. Also down to 4 parcels on condemnation ordinance for right of way purchase, all others are close to agreement. Will delay moving forward in hopes of getting agreements. Latest date will be first week in September.</p> <p>DL – staffing update, Dean will be taking position at Kitsap County, advertised position and interviewed 4 candidates. Have idea about dividing position structure to fit best candidate. Still in works and figuring out roles.</p> <p>AK – updated about Finn Hill road right of way acquisition. Kitsap County agreed to support us with ROW acquisition. Also update about property acquisition for West Waterfront park, closing scheduled for August 23<sup>rd</sup>.</p> <p>Harrison Force Main starts Monday, will mobilize in Friday. Do Hostmark first and go quick from there. DM asked about road closing, keep one lane road open at all times.</p> |

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| D.                      | Approval of Minutes: 7/11/18                                 | Minutes approved.  |
| <b>2. Agenda Items:</b> |  |  |
| 1.                      | Latecomer Agreement  | CR presented the third revision to the latecomer agreement. It was revised based on staff discussion around the notice of intent requirement. At end, based on timing necessity and different types of projects, decided to keep original text and adopt other changes. PWC recommended approval to council for next meeting.  |
| 2.                      | Harrison Force Main/Fjord Drive Project Road Closure Request | DZ presented request from Seton construction to allow for a road closure on the end of Eliason to allow contractor to park large excavator. Other option is to allow half road closure. Otherwise contractor would have to load excavator on trailer and move every night. PWC brought up idea of using shoulder of 3 <sup>rd</sup> avenue for stockpile while working on Hostmark portion of project, and then shifting to Eliason and closing for safety reasons, but not to work later than 10pm. Dean will make amendments based on PWC discussion and will attend next council meeting for an update during department head or committee reports. Outcome: Close end of Eliason for contractor to store equipment, will not be working later than 10PM. Hostmark will be night work with one lane of alternating traffic. |
| 3.                      | ADA Parking Discussion                                       | MB – provided map of Anderson Parkway as it was built and striped, highlighted and confirmed ADA parking stalls. 194 parking stalls, need 6 ADA stalls, at least one must be van accessible. Currently have 8 ADA stalls, so exceed minimum requirements based on population. In   |

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|        |       | walking through parking lot, it appears that majority of ADA stalls are in use majority off time. Two possible stalls could be converted to ADA, but it would be taking one standard away. Citizen Harold Frombok – goes to Sons of Norway every morning, uses the ADA parking stall located on that end of parking lot. Then discussion about converting regular stall, vs. moving/swapping one ADA stall for another. DM brought up point about hearing complaints about not enough parking as it is. DL asked if issue is ADA spots are full vs. location. DM – idea to convert one stall at north end to ADA stall and then look at utilization to decide whether one can be removed. |

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| 4.     | Hydrant Backflow Preventer Fee Ordinance    | ML – presented addition to ordinance that will allow backflow preventer rental in addition to hydrant meters. Issue is that a lot of times the contractor doesn't have a backflow preventer, so PW purchased one that can be rented for \$25/day plus deposit fee of \$1000. Prepared approved ordinance with changes. PWC recommended approval to council.  |
| 5.     | CPI Name Change - Water & Sewer Ordinance   | ML – CPI name changed, so adjusted it in code. Went from Seattle – Tacoma – Bremerton to Seattle-Tacoma-Bellevue. Bremerton does not exist in this metric any longer. GN voices opposition to use local CPI instead of regional CPI as recommended at higher level. Fed concern over local index vs. larger index. Local CPI vs. Regional CPI. DM confirmed that council can still adjust CPI up or down. DL says as typical with cities, every time we do a rate analysis, we get behind and then realign to get where we need to get. Local rate keeps closer to where need to be instead of huge jump to catch up. PWC moved to council for full consideration. |
| 6.     | Cemetery Plan Discussion                    | Mayor had asked to have it discussed. Wants it to be discussed regularly, still draft format. Next step is public release. Discussion about difference between comprehensive plan and citizen plan. DM wants to know if City is committed to items in the plan. ML will look further into, talk to Karla and bring it back. ML will bring items that could be included in comp plan in future.   |
| 7.     | Garbage Truck Rehab                         | To be moved to next PWC agenda.  |
| 8.     | On-Call Consultant Contract Recommendations | AK- presented consultant selection process, and responses. Lot of responsive   |

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|        |                                      | <p>firms that were high quality and had to split into two phases based on number of submittals. Based on proposals: Recommendation is Survey: Parametrix, Gray and Osbourne, and KPG. Geotech is Aspect, Krazan, Gardner Bay (as special). Road: Parametrix, Perteet, Soundwest, and Struck (last two are special project related only) Rate study had two firms: Gardner Bay and Stantec. PWC agree with recommendations.</p> |
| 9      | Added item: WSDOT SR3 shutdown 2019. | <p>MB – presented on behalf of WSDOT that wants to shut down highway 3 and detour up Thompson, rhododendron, etc. and then through college market place. This will be for WSDOT to grind and pave the road, during the night. Finn Hill to Thompson. Ok to sign nightwork approval and detour approval.</p> <p>Meeting adjourned 7:15pm.</p>   |

**Future Agenda Items**

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| No. | Item(s)  | Responsibility | Anticipated Meeting Date |
|-----|--|----------------|--------------------------|
| 1.  | Construction Standards Update                          |                | Aug/Sep                  |
| 2.  | PMC – Transportation Development Code Update           |                | Aug/Sep                  |
| 3.  | a. Speed Hump Policy                                   |                |                          |
|     | b. Street Lighting                                     |                |                          |
|     | c. Street Connectivity                                 |                |                          |
|     | d. Cross Walks/Green Plastic                           |                |                          |
| 4.  | Grading Ordinance & Enforcement                        |                | Aug/Sep                  |
| 5.  | 2022 KCTP Capacity Improvements – Costs/Poulsbo share  |                | Aug/Sep                  |
| 6.  | Long Range Plans & Legal Options for the Old Dump Site |                | Aug/Sep                  |
| 7.  | Assets for the Retiring PW Facility                    |                | Aug/Sep                  |
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Reviewed by Mayor Erickson

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