



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

Subject	Meeting Agenda	Date	September 26, 2018
Recorder	Anthony Burgess	Start Time	5:00 PM
Committee Chair	Dave Musgrove	End Time	7:00 PM
Committee Members	Dave Musgrove (DM) Gary Nystul (GN) Connie Lord (CL)		
Staff Present	Diane Lenius (DL) Anthony Burgess (AB) Mike Lund (ML)		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	GN brought up four questions: 1) School Zone signs, questions regarding who mandates where school signs are installed. ML stated that PW is looking into areas where signs may be needed and areas where they need to be relocated. Mike will sit with the Chief to strategize best path forward. 2) Cemetery, has the City arborist evaluated the existing trees on the property, does the site need more biodiversity in regard to tree type? Mike to look into. 3) Grinding done on Fjord, is this the same method that will be performed on Forest Rock Ln? ML – Forest Rock Ln will use a mix of methods as needed, the required remediation varies throughout the length of road. The larger pavement reclamation machine will be used. 4) Will the project along Fjord remove gravel before final grading? ML – gave project update and stated that within the next two weeks the utility work will be nearing completion making way for the repaving crews.
B.	Agenda and Extended Agenda Review	No additional Agenda Items to be added or removed
C.	Mayor and Department Head Reports	ML – PW crew out today in Olhava paving existing roadway in front of Walmart. Within

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

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		next couple of weeks PW will be remediating other alligatored areas in front of Martha and Mary.
D.	Approval of Minutes: 9/12/18	GN and CL approved minutes from last meeting
2.	Agenda Items:	
1.	Asset Management Software Presentation	PW has received 5 RFPs and are evaluating. ML will share results at next PWC. ML explained the need for software as the city's infrastructure is expanding and is difficult and time consuming to track. New software will help optimize this process and provide ease of access to information for future Public Records Requests. The new software will track all City owned infrastructure. As staff uses the software it will be scaled up to eventually incorporate all City property and infrastructure. The goal is to have a simple platform which is simple and cost effective to operate and maintain. The initial price of the software will be offset by a grant.
2.	Parametrix Contract Amendment Updated – Noll Rd	DL presented changes to contract <ul style="list-style-type: none"> 1) Bjorgen creek is now broken out into a separate phase 2) Parametrix requested additional funding however DL re-budgeted accordingly to incorporate the needed work 3) Parametrix will be giving raises and the cost will increase proportionally Where is the \$\$ coming from? DL gave summary of where different funding is coming from and where the \$\$ is going within the project scope. The City is ready to move forward with final design, going out to bid in fall of 2019. SEPA Draft for corridor should be provided within the next week. SEPA should be issued early Oct. DL had 2 questions for committee: <ul style="list-style-type: none"> 1) Have you had a chance to review? 2) Would you be comfortable to move to recommend? CL agrees that the progress should continue to move forward. She moved to present to council.
3.	Kitsap County ILA Amendment-PS16/67	DL updated the committee that our staff has

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		developed an amendment and presented to Kitsap County which clarifies what we spend on Pump station 16. In order for the city to release additional funding to the county we needed an amendment which accurately states the history of finances with this project. Our documents have been reviewed and were acceptable to our City Attorney. Committee has reviewed the ILA and provided no comment and gave permission to take to council if no county comment.

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4.	Pavement Maintenance 2017 Project Assessment	ML gave update on Chip Seal method and the success it has had around the City. He reviewed the different methods of application and the cost benefit of those applications compared to the traditional overlay. DL brought up that the City has a unique opportunity to learn from Kitsap County's experiment and successful techniques with Chip Seal applications. ML also updated the committee that some existing equipment will be modified to be more able to utilize the benefits of Chip Seal. ML also explained the benefit and need for a well developed Pavement Maintenance Plan and schedule. He and his team are currently brainstorming and developing this plan. ML will present this to Council within the next couple of months.
5.	Jensen Way Parking Discussion	AB updated the committee on Jensen Way parking discussion. There may be an option to open up a previously used transit stop for additional parking spaces. More research is needed. AB will update the committee in coming weeks.
		American Legion Park, PW is working on installing additional fencing and looking into other needed maintenance.
		PWC Adjourned @ 6:16 PM

Future Agenda Items

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



Reviewed by Mayor Erickson

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