



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

Subject	Meeting Agenda	Date	June 12, 2019
Recorder	C. Roberts	Start Time	5:00 PM
Committee Chair	David Musgrove	End Time	7:00 PM
Committee Members	David Musgrove (DM) Gary Nystul (GN) Connie Lord (CL)		
Staff Present	Keith Svarthumle (KS), Diane Lenius (DL), April Zieman (AZ), Shannon Wood (SW), Jordan Schager (JS), Charlie Roberts (CR), Mike Lund (ML), Debbie Booher (DB), Also Present: Council elect Gary McVay (GM), Beck Erickson (BE)		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	DM – Future Agenda Items add speed limit policy before additional items.
B.	Agenda and Extended Agenda Review	ML added delinquency penalty charge for utility bills, will be Agenda Item 2.5
C.	Mayor, Department Head and Staff Reports	BE – asked about benches on Forest Rock and Finn Hill. No additional benches on Forest Rock and pads installed for future benches on Finn Hill due to sole sourcing and buy America requirements with the Federal grants.
D.	Approval of Minutes: 5/22	Approved
E.	Future Meeting Conflicts	Canceled June 26 th
2.	Agenda Items:	
1.	Finn Hill Project Update	CR – updated PWC about bid schedule for Finn Hill Road. Open Bids June 17 th and go to council on June 19 th without going to PWC beforehand due to the constricted project timeline and the requirement to finish work in front of Vinland Elementary before school starts in Sept. DM asked about bid costs and the climate. Our cost

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		estimate is based on current costs and does not attempt to guess about the bidding climate. CR commented recent county bids have been both low and high so hard to predict what will happen. PWC concurred with going straight to council for approval for the project.

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2.	Noll Rd Parametrix Contract Amendment	<p>DL presented contract supplement. Number of project challenges especially on the environmental front. Revisions based on environmental factors support additional scope amendment for PMX. This supplement is within the current budget, so no Budget Amendment needed, however it is a large number so looking for PWC support and Council approval. DL gave overview of the streams, wetlands, and critical areas on the project and commented about how it is difficult to predict the extend of the impacts and mitigation before getting detailed into the design.</p> <p>DL explained costs going into this amendment: 40k was borrowed from phase 2 and 3 of the Right of Way to support Phase one so looking to re-fill this borrowed 40k, in addition negotiations are close to finished and need an additional 41k, this is all grant funded. South Segment design increase needed of \$157k and over \$100k of this is due to environmental reasons. Bjorgen Culvert and tribal input increased design costs by 35k, (larger culvert, larger headwall, etc.). Direct Discharge is pushed off so will get a credit for those costs of about \$90k.</p> <p>Overall supplement is \$177k on a \$2.474mil design contract. New contract amount \$2,657,305.</p> <p>DM – asked does this fall within a 5% buffer? DL clarified it is within 5% but on contracts we negotiate the total and if it goes over we supplement, not like construction projects where we have ability for change orders up to certain amount. CL asked if was going to council</p>

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		<p>tonight and DL clarified would prefer to finish negotiations with PMX and WSDOT and have final numbers and take it to Council third meeting in June (following week).</p> <p>PWC recommended approval of the \$177k contract supplement and recommended approved for council.</p>

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3.	Cartograph Installation Project	<p>JS gave presented and showed cartograph abilities. Discussed schedule with a roll out go live date towards the end of July. ML updated about training and reported that it was good and a lot of PW was available to get their hands on the product and start seeing it used. Clarified that at this point Cartegraph will be used for Utilities (Water, Sewer, Storm) and eventually will get it set up for other services (Streets, solid waste, fleet management, etc.). BE – wants to make sure that the complaints are not be fragmented into 2 or 3 different products. Discussion about SeeClickFix and limitations and eventually a product will come out that refines some of the issues, however primary goal of Cartegraph is not for complaint management, it is for asset management. Dm asked about timeline for data import, all GIS data is already in there and useable.</p> <p>Demonstration / Discussion only, no action taken but PWC agrees it is a good product that came along at the right time and got it for a good price with the ability to use grants to defray the initial cost.</p>
4.	Status Update on Water Meter Installation	<p>KS updated about water quality report and the water meter installation project. Currently meter installation project is about 80% complete and is on track to almost finish by end of the year. Old town Pousbo is last on list to complete since a lot of the meter installation will be tricky due to old pipe and strange installation configurations. New meters are more accurate and reduce unaccounted for water. Current unaccounted for water is about 3% which is very good. In addition the radio read equipment is making a</p>

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		significant difference in effort required to read water meters each month. Keith will present larger print of water quality report to council. No action taken, just discussion and update.
	Delinquency Penalty Charge	DB presented about the delinquency charge, currently 10% additional charge on water bill if not paid. In some cases this can lead to greatly increased penalty which exceeds max penalty allowed under RCW (1% of bill or administrative charges). Staff believe that a flat rate would be more appropriate. Proposes a \$5 penalty on each service (\$20 total). Issue caused by one or two large customers got very large penalties which were not reasonable. Proposal is to go to \$5 penalty for service when utility bill is paid late. In addition, we have a onetime waiver which is not being changed. ML – brought up increasing fee to turn on or off water to account for effort required. Will bring ordinance to full council in July. PWC recommends moving this to full council.
		ML updated about garbage fee increase. County is increasing tipping fees by \$5/ton and will increase by that much each year for the next 5 years. Will be evaluating garbage rates moving forward.
	Meeting adjourned 6:33	
Future Agenda Items		

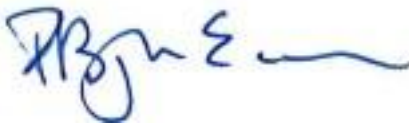
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No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	ADDED SPEED LIMIT POLICY PMC – Transportation Development Code Update		July
2.	a. Speed Hump Policy		
	b. Street Lighting		
	c. Street Connectivity		
	d. Cross Walks/Green Plastic		
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share		July
4.	Long Range Plans & Legal Options for the Old Dump Site		July
5.	Assets for the Retiring PW Facility		July
6.	Water Filtration and Pump Station Visit		July
7.	Site Visit to Lincoln Well #2 WTP		July
8.	PW emergency prep and status overview		July/Aug



Reviewed by Mayor Erickson

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