



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

Subject	Meeting Agenda	Date	July 24, 2019
Recorder	DKL	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) - Absent		
Staff Present	Mike Lund (ML), Andrzej Kasiniak (AK), Diane Lenius (DL) Shannon Wood (SW), Becky Erickson, (BE), Debbie		

THE MEETING MINUTES ARE A SUMMARY OF THE AUDIO THAT IS AVAILABLE.

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	No concerns
B.	Agenda and Extended Agenda Review	ML – added a budget amendment request for Rapid Flashing Beacons and Meters. ML suggested scheduling the Well site visit August 8 th at 4:00 PM. The PWC will meet at City Hall to ride to site. PWC will invite council members and request that Rhiannon send notice of quorum so that all interested council members may attend.
C.	Mayor, Department Head and Staff Reports	AK – noted that we finished Forest Rock Lane, we have a request via the Mayor from citizens to install two additional speed signs. AK and DL had a meeting with Karla to discuss the next comprehensive plan and update of functional plans. Our 5 utility plans need to be updated for the new population allocations and new UGA. We would like to start it soon. The first two plan updates would be sewer and transportation. You will see a request for funds in 2020 and 2021. DM – I understand that the plans need to be done by 2023 and the utility plans need to be done to show infrastructure for the population. AK – agreed and noted the EIS would need to address the utilities as well. The EIS would need to have

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		<p>the alternatives. The sewer will be the most work. It will look at siphon, Westside, package plant and other alternatives. As you know, we are reviewing our financial plan for the sewer. The first input from our consultant shows that everything is fine. We are working on new program requests and will present them to PWC after we review with the requests with the mayor. We are working on the TIB application for Finn Hill. This may include a chip seal with an overlay with a fog seal. ML – Cartagraph will go live this week. It will be a good tool to have. DM – is there any external access? Or is it strictly internal for now. ML – strictly internal. ML will look at garbage compactors. The city of Olympia is using compactors downtown. ML – noted that the mural under the bridge got tagged. The team is working to see if they can get the graffiti off with chemicals recommended by the artist. Graffiti resistant coating was originally applied to the art. DM – noted that he drove up and down Forest Rock and the speed hump seems harsher than the previous one. AK – confirmed the existing speed hump was replaced. DM – noted that it looks great. The speed hump is harsher than it used to be. I cannot drive it at the speed that I used to drive it. DM has been impressed with how buttery smooth roads are when complete. This one seems to have humps and bobbles. Why is there a radar speed sign on the hill? Can we move it up into the neighborhood? Just throwing that out for consideration. AK noted that we had a neighborhood meeting and the concerns were expressed about people heading down the hill. Additional speed signs will be added in the neighborhood per the mayors request. DM – if the point is safety. He doesn't believe the safety issue is on the hill. It is in the neighborhood. DM noted everything else seems to be working there and we have been spoiled by that. AK noted that paving on that steep of grade is</p>

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		challenging, the bump does wear down. GN- is it true that narrow lanes slow traffic down? AK – yes.
D.	Approval of Minutes: 7/10/19	PWC moved and approved meeting minutes.
E.	Future Meeting Conflicts	None>
2.	Agenda Items:	
1.	Building Department Code Update	<p>DL- In alignment with the action items we set out to accomplish when we took on the building department; we hired Jeannie Vaughn, highly qualified with a wealth of experience and knowledge to update our PMC section. This is our last item in the business plan. She reviewed our code and developed a matrix, identifying which of our codes related to the international building codes. She also rated our codes in relation whether they are more stringent or in conflict or missed code updates. This independent review explains why some of the new inspectors are having difficulty with interpretation and implementation.</p> <p>Jeannie provided some examples of how Gig Harbor and Bremerton have written their codes. It is set up to align with the international codes. They are not specifically written for the city but are written as amendments to the standard international codes. We would like to apply this method when we go to rewrite. Another find is that we are consistent with in our fire code with other local jurisdictions.</p> <p>DM: Is it the format that is required? DL: There are some sections that you can modify and some that you cannot. There are also some sections you can choose</p>

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		<p>not to adopt.</p> <p>AK: She [Jeannie] has a wonderful perspective regarding the codes and policies. She was explaining about the fire code and how it is a reflection of your community's acceptance of risk. You can have more risk with less regulation and with less risk your code might be more stringent. They are also dependent on how big your fire department is and their accessibility. She [Jennie] is exceptional at explaining the codes and the power you have in them.</p> <p>DM: I think there is value in them and hidden tools that we need to be aware of, it would be valuable for the entire council to be a part of that workshop.</p> <p>DL: We learned on how building departments are structured. How community development and building departments work together. Everything from details on addressing, policy decisions, and redevelopment of existing structures.</p> <p>Our recommendation is to rewrite PMC Chapter 5, you will see this in the new program request, using outside resources. Jeannie would be a great resource and include a method to engage with the construction community by going through the Kitsap Building Association or a small advisory group. Gig Harbor has an advisory group. We could also choose not to include the community. In the middle would be touching base with the KBA. Understanding the impact to redevelopment especially in the downtown or oldtown areas as a result for the code as it stands.</p> <p>Group discussed the requirement to adopt</p>

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		the code every 3 years. No Action Taken

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2.	Schedule 2019 Sanitary Sewer Rehabilitation Project Award committee meeting	<p>AK – we will be opening bids for the sewer manhole project on August 1st. We do not have PWC on the 7th. Therefore, we would like to have a special PWC meeting to be able to recommend award the bids on the 7th.</p> <p>Action: PWC agreed to a meeting on Monday August 5th @ 4:00 PM</p>
3.	Review of 2018 Financial Statements	<p>GN reviewed the statement of net position. Water and Sewer look good. Garbage and Storm Drain are not bad. There is general information on how much we have in investments. Good to see that Water, Sewer and Storm have no debt. Sewer has debt. DB – noted that it is better than we had originally plan. AK – noted that water looks best and we have some big expenses coming with the tanks and treatment plant. AK noted upcoming investments in sewer infrastructure and capacity. Even though sewer has a lot of reserves, it is the most difficult utility to create strategies to provide the best solutions for our customers. DB noted that she meets with Finance and Engineering a couple times a year to make adjustments to the financial strategy. AK – noted that Finance is very helpful and we look at 6 years together, even though we budget for two years. DB – It provides a good visual picture of what happens to the cash. It is good to see that they are not anticipating big sewer increases. DM asked about the \$5M debt identified for sewer. DB noted that was part of the plan and rates were set to pay that back. GN – are the reservoirs including seismic valves. AK - The answer is yes. GN – noted the</p>

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		<p>operating budget shows a loss in water and storm. DB noted adjustments to depreciation, dept.'s are fully staff and direct allocation has changed. Everything ran as it was supposed to. AK – noted we book the depreciation before we have the full benefit of the new revenue from the customers. GN /DB – noted that we book the depreciation at final plat and it is partially booked that year. DB – noted that we have been catching up with a lot of capital projects that have been delayed for years. Building a sustainable fund balance to support future costs. AK – noted that the finance statement shows the contributions from developers and rates.</p> <p>No Action Taken.</p>

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	Added Topic – Rapid Flashing Beacons	<p>ML- presented the removal of stop signs on Caldart and the addition of Rapid Flashing Beacons. They are trying to determine the best way to alleviate the traffic and back up as a result of the stop signs but maintain pedestrian safety. *gave visuals of roads and traffic signals* Requesting budget amendment for \$15,000 to clean up the intersection and install rapid flashing beacons. DB: Noted process and this approval will go on the consent agenda. ACTION: PWC moved and approved to put on consent agenda.</p>
	Added Topic - Meters	<p>ML – noted that we are ready to do the last order for the meter replacement project. We have a quote for \$220K and we have \$280K in the budget. So this is within the budget available.</p> <p>No Action Taken</p>

Future Agenda Items

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



Reviewed by Mayor Erickson

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