



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

Subject	Meeting Agenda	Date	July 22, 2020
Recorder	C. Smith	Start Time	5:00 PM
Committee Chair	Connie Lord	End Time	7:00 PM
Committee Members	Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)		
Staff Present	April Zieman (AZ), Christine Smith (CS), Joshua Ranes (JR), Diane Lenius (DL), Charlie Roberts (CR), Mayor Becky Erickson (BE),		

The meeting will be held virtually. The public is welcome to call in:

Phone: 1 (623) 404-9000 / Meeting ID: 149 251 8985

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	No concerns at this time
B.	Agenda and Extended Agenda Review	DL – Add agenda item: Surplus vehicle we would like to move into engineering (5 min) CL – Everything on Extended Agenda seems to be pushed out to Sept. Bring forward as time allows
C.	Mayor, Department Head and Staff Reports	DL – Speed tables on 6 th , tested by multiple people and they seem to be the right size to slow down drivers in a safe way. Will be finishing work on front st. Charlie and Christine took traffic numbers on 6 th and Hostmark. Talked about taking out trees that may be limiting sight distance. BE – Swimming activity in oyster park. Complaints regarding parking on shoulder of Fjord, will be putting up no parking signs and pedestrian signs. Will be done same time as Fjord striping to help with everything happening. Seems to be rambunctious this year but is causing public safety issue with cars and pedestrians. Mike will clean up signage. DL – First construction meeting for Johnson

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		<p>Parkway JR – first meeting scheduled with contractor tomorrow. Start to kick ball to WSDOT and directing contractor to provide oversight. Prelim schedule received from contractor and will talk about schedule in the meeting tomorrow. Construction starting Oct. 1st and working through winter, will talk about strategy. Johnson Pkwy – Joint utility trench talking with Jim Haney who provided draft agreement. Agreement (once finalized) will be sent to utility companies to finalize details. Then move onto PWC and council for final agreements.</p> <p>CL – Any red flags or important info from meeting tomorrow CL would like an update before the next meeting.</p> <p>DL – Updated work plan for Engineering will be emailed out.</p>

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D.	Approval of Minutes: 7/8/20	Minutes approved
E.	Future Meeting Conflicts	No conflicts at this time.
2.	Agenda Items:	
1.	Liberty Bay Bioretention Project Acceptance	<p>CR – Asking for recommendation of acceptance. Last time it came up was with the final change order. 300k ecology grant for improving water quality at two locations. Before and after photos of Fjord Dr and Poulsbo Middle School were shown. Final payment to contractor on 7/8 for ~323k. Recommends acceptance of the project as complete and recommends approval to City Council on consent agenda.</p> <p>ACTION: PWC recommends Lib Bay Bioretention Project as complete and recommends approval to City Council consent agenda.</p>
2.	ILA Amendment with Kitsap County for Finn Hill Shared Use Path Project	<p>JR – Kitsap County ILA amendment for Finn Hill Shared Use path Project. Kitsap County contributing to ~30% of project. Overall budget brings forward \$50k additional from Kitsap County. 30% of length but the amendment has them contributing 38% of the dollars. Expected to spend roughly 2,694,818 on project. Everything showing to be on track with the budget. Soil conditions are slightly different for the boardwalk. Contractor will need to do additional piling to support boardwalk for seismic activity and will need to remove additional trees (per on-call arborist). These are the two upcoming change orders. Stormwater install on Rhododendron is completed. Continuing stormwater installation on Finn Hill and expecting boardwalk to start in the next few weeks. Requests motion to bring amendment forward.</p> <p>DL – Good news – project originally anticipated so Olhava mitigation fees assumed 100% City project entirely in city limits.</p>

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		<p>Coordination with KC and City, county engineer agreed to contribute \$50k additional. CL – Wonderful to have cooperation with KC engineering. What is the estimate completion date?</p> <p>JR – Due to suspensions of work (COVID work suspension) 1st week of October and contractor schedule anticipates sooner.</p> <p>DM – Asking for simplification on project funding slide and how it adds together. Where does KC funds go.</p> <p>JR – 50k is on top of the 375k.</p> <p>DM – Which of numbers are state, county and Poulsbo sourced?</p> <p>JR – top is safe routes for school(FHWA), second is state TIB funding, Olhava(mitigation), TIF and amendment for REET/Reserves (City).</p> <p>ACTION: PWC recommends bringing the ILA Amendment with Kitsap County for Finn Hill Rd Shared Use Path Project to City Council for approval on the Consent Agenda.</p>

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3.	MBR Feasibility Discussion	<p>DL – Evaluation of MBR solution fits into the strategy. Parametrix came to PWC to discuss MBR and presentation was given to council. Summary of all different components for sewer strategy. BHC working on sewer comp plan. First phase – develop model for what happens as sewage continues to go to KC plant. 2021 view other alternatives and compare to KC alternatives and determine how to move forward. Need work done on all of the alternatives. Currently viewing Lemolo Siphon Analysis, Satellite Treatment Plant, West Side Alternative, Peak storage solutions, where could a storage facility be built etc. One thing we haven't looked at is the MBR feasibility which PMX presented. RH2 is looking at I&I issues and partnered with operations to install meters on pump stations as well as in-line meters to better understand I&I. Council authorized video truck – continue to video and find infiltration issues. Area they found an issue was where Forest Rock and SR305 meet with 7th ave. Outreach for sewer – need to establish a committee to learn about issues and solutions.</p> <p>Long range plan includes being ready for City Comp Plan, need to know where sewer capacity is. Need coordination with county as well. Involved in KC sewer facilities plan, will need to renegotiate sewer plan. Important that we make a decision on MBR relatively soon so that it can be part of the long-range strategy. Better to decide now before options run out.</p> <p>6-year process for MBR estimated from Parametrix seems fairly realistic. Capacity challenges will occur within the next 8 years. Feasibility takes roughly 9 months. It will then be reviewed by Ecology. After, will be actual engineering and negotiations with different involved agencies. Next steps to evaluate – 4-6 weeks to select consultants. BHC could hire someone but might be better to have various</p>

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		<p>consultants' approach on how they would deal with the planning. Better to pick different consultants for individual aspects over one group to deal with everything. Estimate is in the 100k range. Better to go with a phased approach rather than all at once: identifying sites, site evaluation, disposal method eval, options to move forward.</p> <p>DM – Awesome. Like to hear different options. Comments – peak flows should be examined no matter what. May be smart to take a hard look at clipping the peak flows to minimize the size of the system. Previous research numbers used seem to be continuously reducing water use.</p> <p>Would like to see more attention paid to how water use projections are put together. What's the likelihood of increasing water rights?</p> <p>Wants to hear directly from vendors.</p> <p>DL – can show graph on usage going forward</p> <p>DL – would like to know if there is interest in evaluating MBR. Plan to budget for 2021, the sooner the better. Wise to at least take it through the feasibility stage. No problem with funding in utility and sewer, just wasn't planned for previously.</p> <p>DM – Looking at consultant to investigate if MBR is an option?</p> <p>DL – Yes.</p> <p>BE – Believe we need to start looking at wastewater differently. Recommends looking into MBR and using consultant groups to get answers regarding the long-term use of the system.</p> <p>CL – Likes the idea of reclaiming the water, wonderful for environment. If you can afford to do a budget amendment and start this year, then that is fine.</p> <p>BL – Sewer conversation slightly overwhelming but evident that window of opportunity is closing quickly in order to meet demands. Agree with BE and CL.</p> <p>DM – Sounds good and appreciates Mayor's</p>

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		<p>comments. Do we need a consultant to determine all the options? Or does staff know that we are looking at all the options?</p> <p>DL – believes the right people are looking into it and all the right perspectives are being voiced. All consultants attend conferences to be the most up to date in the topic. Answer will likely be a mix of all the options and may be something completely different from what we're looking at now.</p> <p>DL – Will prepare budget amendment for this year.</p> <p>DM – Question for Mayor - Would like review on funding and would be helpful to have a cause and effect record for future budget.</p> <p>BE – In the scheme of things, sewer and water especially have leeway in them, because of the size of the numbers. Decisions for this topic will most likely not be driven by the economic climate.</p> <p>BL – If we went down the MBR path – would that be giving us breathing room in the coming years regarding capacity and so leave openings for other solutions?</p> <p>BE – Individual solutions may come up in the future to be more cost effective. Bottom line is to not put all eggs into one basket.</p> <p>CL – MBR may not be the end goal but the research needs to be done</p> <p>ACTION: PWC recommends moving forward with selecting a consultant for MBR feasibility study.</p>

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4.	Surplus truck (added agenda item)	<p>DL – 1998 pickup from PW in surplus. Challenge with Johnson Pkwy, Josh will be on site a lot and so another vehicle is needed for Charlie or others who need to also be on site. Was removed from the PW fleet and was approved to be sold/disposed of. Needs to be added to Eng Dept Fleet, will need maintenance and fuel but otherwise is a reliable vehicle. No action required currently. Engineering recommends approval of increase in the fleet. DM – Exactly why they wanted to approve second mechanic.</p> <p>ACTION: PWC approves motion to increase the Engineering Fleet by one GMC Truck.</p> <p>CL – asks to be emailed the motion. AZ will email. BE – make sure it gets insured and that it isn't the one with the big hole in the cab.</p>
	COVID-19 Updates	<p>Front St. is biggest COVID related topic currently. No one currently ill but only one degree of separation away from those that are. Everyone in engineering wants to come in to work and they are all following protocols regarding safety. BE – At first, both opinions of the pandemic were in the beginning, and now everyone is taking the necessary precautions. COVID report is 21 pages long and not yet complete. It is regarding how the city will move into Phase 3 and how staff is prepared. CL – appreciate hard work put into that document. CL – Asks DL Front street meaning Fjord? DL – Correct. CL – Thanks everyone for time spent working on presentations.</p>
	Meeting adjourned at 6:14pm.	

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



Reviewed by Mayor Erickson

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