



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

Subject	Meeting Agenda	Date	August 12, 2020
Recorder	A. Zieman	Start Time	5:05 PM
Committee Chair	Connie Lord	End Time	6:36 PM
Committee Members	Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)		
Staff Present	Diane Lenius (DL) Mike Lund (ML) Josh Ranes (JR) Christine Smith (CS) Shannon Wood (SW) Keith Svarthulme (KS) April Zieman (AZ) Becky Erickson (BE)		

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

Phone: 1 (623) 404-9000 / Meeting ID: 148 995 1947

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	DM & CL Procedural concern for marking PWC approval on Council agenda items when the agenda item has not yet been heard by PWC. In future, do not select approved by committee on the agenda summaries before the item has actually been approved. CL thanked Mike and Ryan from Public Works for investigating utility box on her property to identify what it was.
B.	Agenda and Extended Agenda Review	DL will be moving out the schedule (Jan 2021) for items 2 A-F due to staffing resources as work loads are prioritized.
C.	Mayor, Department Head and Staff Reports	DL Noll North Segment project has received \$1.05M grant from PSRC (STP funds) and is applying for an additional grant from TIB this week. Kitsap Conservation is offering grant opportunities for open spaces and Parks & ENG will work on perhaps acquiring the Dano property which could possibly also benefit the Liberty Bay Waterfront Trail project. Damon Sallee has been assisting with Summer Fair which allows outdoor seating options for

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		merchants (primarily restaurants and bars). DM brought up a concern regarding Slippery Pig and roping off areas that prohibited safe crossing in that area. DL will investigate.
D.	Approval of Minutes: 7/22/20	Approved
E.	Future Meeting Conflicts	None
2.	Agenda Items:	
1.	2020 Pavement Maintenance Project Contract Award	ML Bids for the project were opened on 8/3. Two bids received. Lowest bidder is Sierra Santa Fe with a base bid of \$71,699.95 PW and Mayor have elected to award base bid (Laurie Vei Loop and Noll Meadows) and bid additive A (Finn Hill Terrasse) for \$117,901.95. The award of this contract is also on tonight's Council agenda due to the cancellation of the 8/19 Council meeting. DM inquired about the balance of the Street Maintenance fund which funds these types of projects. ML estimated a current fund balance of \$350K and after this project is complete estimated a remaining balance of \$150 - \$200K. DM was concerned the fund would be diverted elsewhere. ML noted it was possible and the decision would be between the Mayor and Finance. ML also noted there were plenty of Street Maintenance possible uses for this fund other than Chip Seal projects. DM requested CL raise this topic at Council for a discussion on the use of this fund. CL agreed to bring up at Council. ACTION: PWC recommended moving the topic to Council to award the contract.
2.	Raab Park Tank Consultant Agreement	DL presented the schedule for the Raab Park Tank Replacement project. Bathrooms will be demoed and moved

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		<p>first. Tank will then be installed along with a new Booster Pump. This contract with G&O will complete design to make the project ready to go to Ad. Finance has requested the Bathroom work be done at the same time as the Tank/Booster Pump. KS discussed the benefits of the project. Added storage to address growth, redundancy for maintenance and sharing of water between zones and addressing seismic compliance issues for existing tank. This consultant contract will complete design for the tank and booster pump. DM questioned the G&O scope of work as it stated a new tank was not necessary. Was looking for clear justification of the project and spending \$1.5M on this project. DL noted the project will add additional volume and redundancy. DM requested clarity and supporting documents on the G&O scope of work so that PWC could justify their recommendation to Council. DL will work with KS and G&O to polish the scope so that it is clearer and provides more detail to justify the new tank. Topic will be re-presented at PWC.</p>

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3.	Police Department Garage Door Repair	<p>ML presented a budget amendment for the repair and augmentations of the Police Department electric garage door. The Police Department has damaged the door by hitting it while exiting the garage. This work will repair the damage and possibly add a horn and flashing light to alert the driver the door is closing. BE explained the card entry system is on the driver side of the vehicle and thus the cars enter the garage headfirst. A suggestion was made to look at moving the card entry system to the other side of the entrance so that cars would back into the garage and would exit forward instead of backing out to help prevent further incidents. DM wondered if insurance would pick up any repair costs. ML thought the deductibles were so high that it would not be worth pursuing a claim. DM also asked about safety features on the door that would stop it when detecting a car. ML indicated there is but the cars are traveling fast out of the garage and this feature has not been effective.</p> <p>ACTION: Recommend bringing the budget amendment to Council for approval</p>
4.	Building and Engineering Department Updates	<p>DL presented an update on the current status and workloads for the Building and Engineering departments. The Finn Hill Shared Use Path project work is continuing with wall installations and pin piles which will be the basis for the boardwalk. JR is finishing up the PSE agreement to move the meter vault. Cost is \$32K and less than the already budgeted amount of \$40K. Johnson Pkwy project sign was shared and preconstruction meeting will be held on 9/2. Construction to start in October. JR working on coordination of PSE power</p>

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pole moves and other utility work. Engineering is providing construction support to Mary McCluskey on the Fish Park Phase IV project. Anthony and Charlie working with Mary. DL updated on current developer projects. Crystal View is moving toward final plat and has building permits for 4 model homes. Project will have a total of 46 homes to be completed in 2 phases. Poulsbo Meadows is also moving forward. It is a 9+ acre site that will build 46 homes. The Fairfield Hotel project in Olhava is working on its foundation. This is an \$11.5M/101 units project. Norland Trails which will build 100 apartments has broken ground and will build the club house first. DL reviewed the current Building Dept. Level of Service. Sheila retired in April and her position was not filled. 2 on-call back up resources are available to fill gaps as needed. DL will continue to monitor level of service for right time to fill vacant position. A status on permit activity was shared. Due to the Fairfield Hotel project the Building Dept. measurements are looking more positive. The Engineering Dept. workload and staffing were reviewed. The department has 3-1/2 vacant positions and has reevaluated its work plan to prioritize projects to better utilize reduced staffing levels with emphasis on project that have grant funding. ENG/BLDG and PW will present their budgets at the next PWC meeting.

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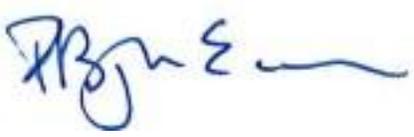
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5.	COVID-19 Update	ML Updated on Fjord Drive One-Way project. It is nearly complete. BE gave a brief summary of Summer Fair and revisions to be made on Front Street area. Rubber temporary speed humps to be installed strategically and a railing added along the curve across from the pharmacy to deter jay walking and unsafe crossing in this area. BE also plans to request the Port offer parking in their lot for free during COVID. A full report on these activities will be made at tonight's Council meeting.
		Meeting Adjourned at 6:36pm

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



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Reviewed by Mayor Erickson

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