



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

<b>Subject</b>	<b>Meeting Agenda</b>	<b>Date</b>	<b>October 14, 2020</b>
<b>Recorder</b>	<b>C. Smith</b>	<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>Connie Lord</b>	<b>End Time</b>	<b>6:30 PM</b>
<b>Committee Members</b>	<b>Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)</b>		
<b>Staff Present</b>	<b>Becky Erickson (BE), Britt Livdahl (BL), Connie Lord (CL), David Musgrove (DM), Shannon Wood (SW), Christine Smith (CS), Mike Lund (ML), Josh Raney (JR), Michael Bateman (MB), Diane Lenius (DL), Cedar Simmons (Parametrix), Mike Ollivant (Parametrix)</b>		

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

**Phone: 1 (623) 404-9000 / Meeting ID: 148 063 8136**

Agenda		
No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	None at this time
B.	Agenda and Extended Agenda Review	ML - add transfer truck discussion asked by DM, if time allows DL – Requesting budget for casual labor DM – International building code discussion pushed back, would like added to extended agenda. DL – Next meeting would be fine, will provide summary of changes.
C.	Mayor, Department Head and Staff Reports	DL - 8 SOOs for Sewer On-call, selection committee reviewing and done by end of week. Proposing interviews early Nov. RAB Centerpiece received 6 submittals, will be distributed next week. Will ask for further presentation from artist to selection committee. Building Code summary to be sent out by next week. Poulsbo Meadows almost ready to come

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		<p>to council in Nov. for final plat, will keep PWC aware of when it comes to council. Fish Park boardwalk is partially in place. Johnson Pkwy off to slow start. PSE will relocate utilities and trailer for mobile office. Do not have discharge permit and need before breaking ground. JR – Finn Hill will pave final asphalt tomorrow and road will return to normal by Friday, concrete footings for boardwalk and chain-link fencing next week. Still waiting on timber, no est time, contractor will come back once they have timber. DL – will there be night work for SR305 traffic? JR – SR305 will need some closures, up to 2 hours each for night work. WSDOT will only allow nighttime closures when traffic is at certain level. Closure is to pull wires across highway for new poles. Closures during working hours at Johnson Pkwy to bring in crane drilling rigs. Expect to begin next week to set first pole. BE – Need to get word of closures to tribes as soon as possible because of late night activities they have. JR – Will also be updating project website and publishing announcement, WSDOT will post on their social ML – Speed bumps will be going in downtown next Monday or Tuesday and railing is completed. People still going through the railing to cross. Railing built in house so can make more if needed CL - may need chain-link to keep people from crawling through DM – Maybe painting a lighter color to be able to see it from across the street, or at least string some caution tape so that people don't cross from other side of road</p>

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D.	Approval of Minutes: 9/23/20	DM – Asks that questions for follow up be included in the following week’s agenda.  <b>Minutes approved as presented</b>
E.	Future Meeting Conflicts: 10/28 11/11: Veterans Day 11/25: Day before Thanksgiving	DM will be traveling during 10/28 but expects no problems in attending. CL – Proposes cancelling the 25 <sup>th</sup> and moving agenda items to December, unless a single topic meeting needs to be scheduled. Veterans Day – City will be closed this day. DM suggests an alternate date since both in November will be cancelled CL asks CS to contact committee with alternate dates. Will have one meeting in Nov unless a special one topic meeting is needed
<b>2.</b>	<b>Agenda Items:</b>	
1.	Johnson Parkway WSDOT Maintenance Agreement	DL – Two agreements between CoP and WSDOT regarding Johnson Parkway. Office of WSDOT hired to provide construction services. Don’t need to be signed right away. Poulsbo building above and beyond a standard roundabout. Anything related to artwork or landscaping and irrigation, as well as non-motorized tunnel, Poulsbo is responsible for maintenance. Structural elements of tunnel WSDOT is responsible for, successful in having WSDOT own the tunnel at the roundabout. Agreement set up to be signed between maintenance at WSDOT and maintenance lead in Poulsbo (Mike). Attorney had comments and comments were agreed upon. ML – Will need to figure out who does what and the level of service expected, where does it lie on the priority list.

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		<p>BE – Staff is limited and will need to fund people to be out there and do landscaping, as well as Finn Hill planters. Will need to be addressed soon.</p> <p>ML – WSDOT will take care of structural maintenance?</p> <p>DL – yes</p> <p>DM – graffiti is not structural, and would be responsibility of City</p> <p>How is the agreement different compared to a developer installing a roundabout? Is the City responsible for more?</p> <p>ML – Agreement between state and AWC on what maintenance of state ROW within city limits. Anything outside of the traffic flow is the city's to maintain.</p> <p>DM – What makes it our responsibility when its outside the city limits?</p> <p>DL – Feature in the center of the roundabout is going to be “Welcome to Pousbo” and is seen as city ownership. Extra mile being taken because it will be entrance to the city.</p> <p>JR – If city allowed WSDOT to own the roundabout, it would be basic. City decided to take ownership for personality</p> <p>CL – Fully expected to take maintenance on the roundabout but excited about the opportunity to have artwork. Grateful that they took structural responsibility of tunnel. Agrees conversation needed regarding maintenance throughout city.</p> <p>DL – Both agreements have been reviewed by Jim Haney.</p> <p>DM – Recommends approval to take to Council for approval.</p> <p>BL seconds</p> <p><b>Recommendation approved</b></p>

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2.	Johnson Parkway WSDOT Construction Admin Agreement	<p>Poulsbo is lead agency on project while WSDOT is providing funding and services. Reason to hire them is experience with highway work. Blended team with City staff, providing guidance. They will provide monthly reports for work performed. Final total may end up higher after discussions with WSDOT and AK DM – Sounds like a great idea and can move forward with confidence. Verifying to make sure we are clear to approve contracts that are open ended for the final amount</p> <p>DL – is about 6% of construction cost  CL – 10% is budgeted for?  DL – yes and the 6% for agreement is included in the 10% budgeted  CL – would like it presented to council to show that it is an open-ended agreement.  DL – Can provide more specifics.  WSDOT admin will keep track of materials documentation, will clarify numbers before Council presentation</p> <p>DM – Moves to approve to move to council for approval  BL seconds.  <b>Motion approved</b></p>
3.	PSE/TIB LED Streetlight Upgrade Grant Update	<p>MB – Have discussed before, the Relight Washington Grant.  Goal of program is to lower streetlight cost by converting to LEDs. Program will replace PSE owned streetlights, which is the bulk of the lights in the city.  Decorative fixtures don't currently have a retrofit and entire fixture needs to be replaced. Entire cost will not be funded, so no reason to replace them currently.  Can expect 18k per year savings, 11% of lighting billing, for 463 lights. Offsetting</p>

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		<p>increasing bill for new neighborhoods that are being created. Won't have to adjust budgeting on lighting for the next few years because of the offset costs. May also include a rebate. There will be a contract brought to Council and can show to PWC beforehand.</p> <p>Looking into opportunity to replace City owned fixtures and can save on metered power cost if investing in replacement.</p> <p>CL – Continue working on City owned fixture replacement. How many?</p> <p>ML – Around 200 city owned</p> <p>CL – Bring to future PWC</p> <p>ML –LED is much better for pedestrian safety. Looking at doing it in phases.</p> <p>MB – Don't have schedule, PSE wants to start in next few months, less than year.</p> <p>BE – when is it expected to do Viking?</p> <p>ML – We own most of Viking lighting</p> <p>MB – Might not know which ones they start with, but process will be fast.</p> <p>BE – have wanted to rewire poles on Viking to include locking electrical outlets for Christmas lights, street markets etc.</p> <p>MB – Since some streets on Viking are on meters, it would be an option</p> <p>DM – Also include that the outlets were strongly supported by Council. Would also like to suggest more clarification on presentation regarding costs per specific item, showing future projections and easily readable.</p> <p>MB – Reminds there will be upcoming costs for new developments as well as maintenance work on new developments.</p> <p>DM – Moves to forward to Council for approval, BL seconds</p> <p><b>Motion approved</b></p>

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4.	BRIC Grant Preapplications Update	<p>MB – FEMA, two grant programs and focusing on Building Resilience Infrastructure and Communities Grant because nothing qualifies for Flood Mitigation Assistance. BRIC intended to fund pre-disaster upgrades. Submitted three proposals: Siphon Replacement Water Tank Seismic Retrofit Coastal Mitigation. All three preapplications were approved and will move forward to application process. Next step is to submit applications within next month and State will select projects. Potential to get 75% of siphon funded is well worth time spent with application. Tank retrofit is already in workplan, funding would assist in quality and scope of retrofit. Coastal mitigation application would be to develop a program with various groups. Success with this type of program also restores spawning beds for smelt. Match funding may be challenging.</p> <p>First two will be presented to Council, third may or may not be presented. Decision is made when they make the offer of the grant.</p> <p>DM – What is the cost that would be involved with matching the funds or other requirements to consider when applying for these grants? MB – All the grants have matches, BRIC grant is a minimum of 25% match from the City. Siphon and Tank Retrofit are budgeted for in the future because they</p>

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		<p>will need to happen Coastal mitigation does not currently have potential funding for the match. FEMA BRIC program is now annual, similar to TIB grants and City is working on expertise with this new process. Looking to develop this grant as a long-term source of funding.</p> <p>DM – Would like to know the cost of staff time being used currently to apply. DL – Will help put together, asked for an estimate from Struck to put together application and came to 60-80 hr range for siphon and less on the tank retrofit. Highest priority on Siphon replacement. Coastal mitigation will be significant effort. Phil will be transitioning from consultant to casual labor this month. Applications are issued annually. Suggest siphon as top priority and taking less effort into remaining to get more input from program. Tribe feedback was positive on the coastal mitigation plan. MB – Program likes to help develop partnerships and programs MB – Need to go to council soon CL – Council will want to know the downsides and timeframe in the case that the application is approved. Especially dollar-wise.</p> <p>DM – Consents to staff continuing applications and to present to city council along with associated costs. BL seconds <b>Motion approved</b></p>

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5.	Council Goals	<p>CL – Wanted to touch base with staff on the goals and see if there are any comments, check if we are on track.</p> <p>ML – Goal for council and PW is figure out how to maintain general fund with the immense workload. Wants to try and quantify work and what is needed in the next few weeks.</p> <p>DL – Another goal is rebuilding after COVID with the city and community. Impact to parks is very big and Eng./bldg./pw will support.</p> <p>CL – Will continue the dialogue on the goals</p> <p>BE – We took fed money for waterfront trail, want to make sure that we don't get into bind where we need to perform or pay money back and would like to see a timeline on this project to make sure that expectations are met.</p> <p>DL – Topic will be added to agenda.</p> <p>DM – Suggests that it gets taken to all committees/departments to touch base on a forecast for the next few years.</p> <p>BE – Situation in Police Dept distracted many people and then the pandemic happened. Coming up on the biggest projects the City has ever taken on, during very hard times.</p> <p>Enormous shifts in staffing currently but still performing good work.</p>
	Engineering-Building New Program Requests	<p>DL –Previously showed eng/bldg. team has 3.5 vacant positions. Have cost savings delaying hiring as well as use of casual labor.</p> <p>None in group took voluntary separation</p> <p><b>Engineering:</b> Casual labor is being used and are staying under operating budget. Clearance from finance that casual labor is not a problem.</p>

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		<p>Budget for next year will be set with delays in hiring.</p> <p>Christine filling Contract Admin role as April works on Johnson Pkwy. Phil Struck decided to return to City as casual labor instead of as consultant. Currently working on 3 projects, will also be working on stormwater and siphon grant. 95% of his funding comes from projects. Asking for 28K to fill casual labor costs.</p> <p><b>Building:</b> Cherlyn planning to retire next year and Craig is only inspector. Using two casual laborers to fill these gaps. Requesting increase in casual labor budget of \$5800.</p> <p>Finance found this was the best solution for the problem.</p> <p>CL – This will be included in program requests?</p> <p>DL Yes, just wanted to let PWC know ahead of time.</p>
	Waste Haul Truck	<p>ML – Modest savings in dollars but huge flexibility in usage. Saving 1600 a month but much more flexibility in scheduling operations.</p> <p>In the next two years, looking at new developments ML will need half time residential driver and with truck flexibility, it is a huge help.</p>
6.	Committee Coordination	Nothing at this time.
7.	COVID-19 Update	Nothing at this time, there will be more at the Council meeting.
		Meeting adjourned at 6:50
Future Agenda Items		

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No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update		Nov-Dec
2.	a. Speed Limit Policy		Jan 2021
	b. Speed Hump Policy		Jan 2021
	c. Street Lighting		Jan 2021
	d. Street Connectivity		Jan 2021
	e. Cross Walks/Green Plastic		Jan 2021
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share		Nov-Dec
4.	Long Range Plans & Legal Options for the Old Dump Site		Nov-Dec
5.	Assets for the Retiring PW Facility		Nov-Dec
6.	PW emergency prep and status overview		Nov-Dec
7.	Raab Park Tank Replacement Consultant Contract		October

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Reviewed by Mayor Erickson

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