



City of Poulsbo
Public Works Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room

Subject	Meeting Minutes	Date	8/25/2021
Recorder	CR	Start Time	5:00 PM
Committee Chair	David Musgrove	End Time	6:30 PM
Committee Members	Connie Lord (by phone), David Musgrove, Britt Livdahl		
Staff Present	Mike Lund (ML), Charlie Roberts (CR), Shannon Wood (SW), Diane Lenius (DL), Keith Svathumle (KS), Phil Struck (PS),		

Meeting Video: <https://vimeo.com/592900031>

No.	Topic	Action/Recommendation/Discussion
Administrative		
1.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Dm thanked for the 1hr parking signs downtown.
2.	Public Comment Opportunity	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: NONE
3.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: ML brought up request from landscaping company that in exchange for doing landscaping at Hostmark and 11 th they would like a sign to put up that says "this area cared for by...". Sent to Alexis for review. DM asked about would be needed to expand program.
4.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: ML requested 5 mins to add agenda item for Viking Fence contract at PW facility, Agenda Item 6.
5.	Approval of Minutes: 8/11/21	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Further Action Requested:
6.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None

Agenda Items

1.	2021/22 Mid-Biennium Budget – Engineering/ Building	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DL presented budget requests. Eng + BLDG have 5 current vacant positions (2 are on hold for Johnson parkway) 3 are advertised. Shared top priorities: Johnson parkway, sewer plan, ROW acquisition on Noll corridor, Start water and transportation comp plan, maintain customer service. Same budget request as before, but move water com plan up to
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		<p>2022 (ask \$45k), transportation comp plan (ask \$125k), Building inspector reclassification to deputy building official (\$15k), inspector construction vehicle(ask \$40k). DM asked about fleet vehicle cost. DL shared that building department has revenue thru June of \$430K vs. anticipated \$500k. Important for building official to have certifications, and delegation of authority, improves customer service.</p>
<p>2.</p>	<p>2021/22 Mid-Biennium Budget – Public Works</p>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML presented budget requests for 2022 for PW. Need for 2 additional FTE in Solid Waste, about \$227k. Increase ½ custodian to full time (ask \$65k total, 40k increase), this will free up grounds maintenance crews for other jobs. Remote Control mower for slope and roadside maintenance (\$50k ask split between storm and streets/parks). Reduces dangers, and LI claims.</p>
<p>3.</p>	<p>MBR Consultant Contract</p>	<p><input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: PS shared MBR feasibility study – Phase 1 surface and subsurface study. Satellite water reclamation facility, potential alternative to conveying wastewater to KC wastewater plant. Long range alternative (10-20+years). Focus of the project evaluate suitable soils ~0.25mgd to 1mgd. Feasibility dependent upon suitable soil and subsurface conditions. Parametrix lead with Aspect on geotech. Schedule is 2-3 month project with budget of \$52k. City will use incremental process. CL supportive of making the right steps. PWC recommended approval to council. DM mentioned that previous estimate was a bigger “chunk” and more expensive overall, but acknowledges the approach of increments allows for early stop if hit non favorable site. DM asked about effluent disposal, intention is to get rid of waste water and continue transporting solids to KC treatment plant, ability to put facility in one location and take water elsewhere. CL asked about old dump site, in the study area. DM brought up injection option for smaller site. DM asked about need for additional capacity at KC treatment plant and if we would need that capacity. DL answered that we will likely need to buy some capacity to support near term growth but may not need as much as projected in the</p>

		future, will acquire what we need not extra.
4.	Mesford and Swanson PRV Project	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: CR presented Mesford and Swanson PRV design contract with Gray and Osborne. PRVs need to be replaced due to age, thrust blocking, inadequate confined space. Important for fire flow and serving water between zones. Project is in 2022 CIP but would like to move forward with design this year. Will require BA of about \$47k. To be brought to Council for approval. DM asked about reasoning for replacing, KS answered that Swanson specifically does not provide adequate confined space and both are lacking in seismic and thrust blocking. Mesford is undersized (3" vs. 8").
5.	West Poulsbo Storm Park Consultant Contract	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: CR presented consultant contract with Perteet for the design of the West Poulsbo Storm Retrofit project. Ecology funded design project of 260k and scope and budget is 144k. Had to work with Ecology to amend basin area to expand to meet treatment criteria. Overall within the budget of the project. CL asked about the areas not captured in this grant and why it wasn't considered. CR answered that looked for areas downstream (end of pipe) which is more efficient for treatment, Ecology generally wont fund facilities for private property benefit so have to consider what can be funded and provides best benefit for the money. KS has worked with property owners to address flooding and direct water into storm system where possible. Will be on consent agenda for Council on 9/8.
	Viking Fence Contract	ML presented fence contract for new Public Works Admin building. About 1200lf of fence to secure the front half of the property. Few weeks ago had a break in so want to secure it. Small works roster, 5 bids, Low bid Viking fence at \$84k vs. estimate of \$80k. BL asked about barbwire, no barbwire, black vinyl coated with slats. DM asked about reusing a portion to fence rest of the property. Recommended awarding to Council.
	Adjournment.	