



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

Subject	Meeting Minutes	Date	1/12/2022
Recorder	C. Roberts	Start Time	5:00 PM
Committee Chair	David Musgrove	End Time	6:50 PM
Committee Members	Connie Lord, David Musgrove, Britt Livdahl		
Staff Present	Mike Lund (ML), Josh Ranes (JR), Shannon Wood (SW), Mayor Becky Erickson (BE), Charlie Roberts (CR), Phil Struck (PS), Rachel Bowen (RB), Diane Lenius (DL),		
Meeting Video: https://vimeo.com/665706063			
No.	Topic	Action/Recommendation/Discussion	
1. Administrative			
A.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None. CL Not yet joined at beginning	
B.	Public Comment Opportunity	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None	
C.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None	
D.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Verify one way shared streets is included with complete streets or not.	
E.	Approval of Minutes: 12/8/21	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Minutes approved	
F.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None	
2. Agenda Items			
A.	8th Ave Culvert RCO Grant Application Authorization	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: CR gave brief presentation regarding the 8 th AVE culvert. RCO grant which was previously applied for, cities project was ranked 33 out of 88 and the state funded 27 projects. Resolution will be brought to Council tonight in order to apply for grant by deadline.	
B.	Iverson/Lincoln Update and Budget/Contract Amendment	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: PS gave update on triangle, Iverson, Lincoln survey status. Lots of history on Triangle property, but all concur with triangle hiatus is owned by City by historical intention and chain of title. Result is no current boundary conflict and surveyor recommends finalize and record the survey. Lincoln Road right of way – varies between 30' to 60'. Deeds specify property lines "except Road"	

		<p>but no specific road dimension. Plats predate RCW so road is 30' rather than 60' as described by RCW. Church dedicated right of way in 1986 but no deed or legal description. Good news is that at narrowest width the city ROW covers all infrastructure, if ROW is 40' than graves encroach. Recommended action is to formalize ROW adjacent to church with a width of ~36', provides room for future improvement but avoids graves. CL commented about avoiding graves and DM appreciates the steps taken.</p> <p>PS – the north side adjacent to church is unidentified, however no impact to City or utilities so recommendation is to denote it as undetermined ownership. Otherwise this would require additional research time and cost, but no benefit to City. CL is concerned about vagueness of “undetermined ownership” and wants to keep church property access. PS explained that what is shown is as favorable to the church as possible.</p> <p>PS – Iverson street right of way – 2 step process, right of way dedication via declaration and independent than BLA or subdivision on future PW site. Recommendation is to do the right of way first and then do the boundary work on the public works site (still under discussion). \$30,000 budget originally approved. Budget amendment is proposed for \$20,000 to cover overages and future costs. Consultant supplement (included) is proposed for \$7000. CL – commented on importance of sidewalk on Lincoln given the recent complete streets work moving forward.</p>
C.	<p>S. Fork Dogfish Creek Consultant Contract Amendment</p>	<p><input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council</p> <p><input type="checkbox"/> Further Action Requested: CR gave update on the south fork dogfish creek design project and the contract supplement. Design project funded by ecology and Perteet consultant contract originally approved for about 137K, contract completed and consultant overran budget by about 13k and there is remaining money within the grant so a supplement is supported by staff. Overall design project was lean compared to construction cost. PWC recommended approval to consent agenda.</p>
D.	<p>Building Department Update</p>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council</p> <p><input type="checkbox"/> Further Action Requested: DL presented building department update including projects in the pipeline, building team – Craig, Allan, and Christine. Lots of projects and good flexibility</p>

		through Covid. Overall team is busy and lots in the pipeline. Working well and 2021 was a very good year with ~50mil valuation added to the City. DL also introduced Rachel as the new NPDES coordinator.
E.	B.I. Disposal Contract Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML updated about the Bainbridge island Disposal recycling rates. Currently City pays BI a flat rate, BI customers have a variable rate depending on tipping fees. Need to negotiate new contract and they would like to increase rates to keep up with increasing cost. Kitsap County also increasing tipping fees significantly. Current rate is \$90/ton and anticipated \$1/ton increase per year, however increase is closer to a \$14-\$28 increase per ton per year. Will increase budget gap due to tipping fees and cannot maintain with current rate structure. ML will bring this forward to Finance committee and may need to do a rate study sooner rather than later. CL asked about informing customers.
F.	Snowstorm Recap	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML updated about the recent snow event. Level of service for snow event comes at a high cost. 6 days of snow event 2-6" and then froze to low 20s. PW staffed 24 hours, 12 hour shifts. Hampered garbage collection and had numerous water line breaks. Some minor damage around town. Approximately cost of \$47,000, annual budget is \$15,000 and already used in February. PWC thanks to PW crew.
Adjournment. Adjourned 6:27pm		