



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

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>2/23/2022</b>
<b>Recorder</b>	C. Roberts	<b>Start Time</b>	5:00 PM
<b>Committee Chair</b>	David Musgrove	<b>End Time</b>	6:00 PM
<b>Committee Members</b>	Connie Lord, David Musgrove, Andrew Philips		
<b>Staff Present</b>	Mike Lund (ML), Diane Lenius (DL), Mayor Becky Erickson (BE), Rachel Bowen (RB), Shannon Wood (SW),		
<b>Meeting Video:</b> <a href="https://vimeo.com/manage/videos/681476184">https://vimeo.com/manage/videos/681476184</a>			
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
<b>1. Administrative</b>			
A.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: AP asked about striping again.	
B.	Public Comment Opportunity	<input 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: ML – updated about road striping, last year didn’t happen with the Kitsap County and will not be able to do it this year. Most jurisdictions are contracting out, ML will be putting together RFQ for bids. DM curious about different striping materials and cost vs. longevity.	
D.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: CL interested in “Old Dump Site”. Now owned by parks department.	
E.	Approval of Minutes: 2/9/22	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: Correction on Item 2.C parking discussion – Brenda Yates did not request map, requested spots to report to HDPA.	
F.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None	
<b>2. Agenda Items</b>			
A.	<a href="#">Stormwater Update</a>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DL introduced stormwater NPDES permit, no action requested tonight but preview of future items. RB presented NPDES update, introduced team (Rachel – NPDES coordinator, Charlie – Utility Engineer, Phil – special projects, Operations – Mike, Ryan, Jordan, Diane – City engineer). Commonly used terms and definitions NPDES, SMAP, Source Control, BMPs. Current NPDES permit 8/1/2019 – 7/31/2024, 8 primary sections, but focus on permitting	

		<p>requirements that have near term deadlines. CR presented 2019 stormwater management manual adoption which is required to be completed June 30, 2022. Process will go to planning commission and council for hearings and approvals. RB discussed Operations and Maintenance requirements – must inspect 50% of catch basins and facilities each year and then must do maintenance within 6 months. Also work with private facility owners to verify they have completed they required maintenance each year. RB discussed the Source Control requirement; this is a new requirement from ecology to put stronger emphasis on preventing pollution from entering storm system and typical operational procedures to avoid potential illicit discharges. Goal is to emphasize education, however there is a requirement for escalating enforcement. Identify business, inspect at least 20% per year, look for operational source control BMPs, provide education, and follow-up. Approach to the program is to clean up ordinance, improve enforcement process, work with other local jurisdictions for regional consistency, and develop outreach materials for an education-based program. 2023 and beyond – DOE manual first, then source control ordinance, meet water quality commitments, and start storm comprehensive plan.</p>
B.	PWC Liaison Assignments	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DM stated – PWC Chair Assignment – Connie Lord will act as chair.
	Meeting Adjourned 5:42pm	
	<b>Adjournment.</b>	