



**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>5/11/2022</b>
<b>Recorder</b>	C. Roberts	<b>Start Time</b>	5:00 PM
<b>Committee Chair</b>	Connie Lord	<b>End Time</b>	6:30 PM
<b>Committee Members</b>	Connie Lord, David Musgrove, Andrew Philips (not present)		
<b>Staff Present</b>	Rachel Bowen (RB), Charlie Roberts (CR), Mike Lund (ML), Anthony Burgess (AB), Mark Doppe (guest for street Deviation Request), Gary Nystul (Call in), Diane Lenius (DL), Josh Ranes (JR), Berni Kenworthy (guest for street Deviation Request), Team 4 Engineering (Jason Anderson, project design engineer), Becky Erickson (BE)		

**Meeting Video:** <https://vimeo.com/709146060>

No.	Topic	Action/Recommendation/Discussion
<b>1. Administrative</b>		
A.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: DM asked - why is PWC committee only committee with a password CL – Vikingfest Parade – with Fjord one-way are large vehicles able to be accommodated? ML discussed with Police already, have one lane – so if street legal it will fit – maybe tight.
B.	Public Comment Opportunity	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: Gary Nystul – issue from Poulsbo Place HOA, 170 homeowners around Jensen, Sunset, Arbetus. Street Trees were required and red maples were installed. However red maples are not working with the landscape strip and sidewalk panels are pushed up, last fall a lady trip and felled and Poulsbo Place HOA found a company to grind sidewalk in 170 places, cost is approximately \$10-15,000. Is there interest in part of City to participate and would like written documentation of City participation by June 1 <sup>st</sup> (cost proposal is good until June 1, 2022). ML looked at precision concrete cutting demo and have provided ML with a proposal which meets prevailing wage. Concern is that it is sole source/proprietary and it was not publicly bid. CL requested ML get answer by next PWC meeting. Gary asked if City can accept donations for project? Question for Debbie.
C.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: ML – updated that all hands on board for Vikingfest. DL

		updated that applied for grants and still working on agreement with Kitsap County as it relates to sewer agreement. Development review is busy. All is good.
D.	Agenda and Extended Agenda Review	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None
E.	Approval of Minutes: 4/27/22	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: DM requested the minutes be moved forward to next meeting when full PWC is present.
F.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Next meeting May 25 <sup>th</sup>
<b>2. Agenda Items</b>		
A.	<a href="#">Safety Project Update</a>	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: JR updated on Systemic Street Safety Improvement Project. Federally funded project for safety improvements – 6 different locations. Original funding in 2019 for \$255k and in 2021 WSDOT allocated additional \$50k funding. After opening bids received a very high bid and WSDOT agreed to fund an additional \$330k. Reviewed the 6 project locations. Engineer estimate \$200k, 1 bid for \$480k. Reviewed bid with WSDOT and Contractor and discussed why bid was high includes busyness, material costs, DBE goal of 11% for a small project, and six different locations resulting in 6 mobilizations. WSDOT has offered \$331,500 in additional funding. 2 actions from PWC – increase budget to accept WSDOT funds, and award project to Sound Pacific in amount of \$481,000. DM – requested updated materials for PWC. Clarified City portion stays at \$20,000. CL – requested succinct bullet points when it comes to Council. Plan is to go to Council on June 1 <sup>st</sup> . PWC recommended approval to council.
B.	<a href="#">Kitsap County Public Health Contract</a>	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: RB presented Kitsap County Public Health Contract – City pays ~\$25000/year for 5 year contract for Kitsap Health to sample about 30 outfalls and analyze data after dry and wet weather storms. Important for TMDL and stormwater basin planning. Contract is 2022-2027 and same as previous contracts. They sample PH, Fecal, conductivity, salinity, and temperature at 32 stations and 3 times / year. Only change is hourly rate is increasing to \$150 from \$109. DM – asked about current annual expense, RB answered typically running about \$16-18k of the \$25k. DM asked to clarify if the contract cap is \$25,000 or if

		amendment to contract is necessary to continue services. PWC recommended approval to Council. RB is planning to bring forward to Council in early June.
C.	City Owned Property Map Discussion	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML shared the map and the google earth layer showing the City owned properties by land use. Around 175 parcels. DM would like to send map to City Council so they are aware of properties.
D.	Deviation Request	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: AB presented Lincoln Cottages street deviation request. This is 2 vacant parcels that have a plat development proposal. Current status is in SEPA and Staff Report – during this process a street deviation was necessary, the process is outlined in Construction Standards and is necessary to move the project forward. Typical road section is two 11’ wide lanes and 1 side on-street parking (8-ft wide) and landscaping outside sidewalks. Deviation request is to provide 10’ wide lanes, allow parking on both sides of the road, separated sidewalk, and a median in the entrance to the plat, and slightly reduced ROW width. AB shared the proposed cross section and internal discussion staff had, low ADT volume road and deviation will not adversely safety or operation, promote speed reduction and will not adversely affect maintenance. JR highlighted benefit of narrower lanes in slowing speeds down. Mayor is pleased and thinks it’s a great solution, proponent of slowing cars. DM – difference between deviation and change to standards. Revisit codes to narrow lane widths. Jason Anderson – team 4 design engineer pointed out the reduction in Right of way due to site constraint. AB pointed out that deviation process allows for better product for the City. Mark Doppe – thanked staff and council for entertaining the proposal – property is 350ft at 1 end and 150ft at other end, makes it tough to fit everything in and it is extra-ordinary situation and cause for deviation. PWC recommended approval to council on May 18 <sup>th</sup> .
	Meeting Adjourned 6:28 pm.	
	<b>Adjournment.</b>	