

## POULSBO CITY COUNCIL MEETING OF JANUARY 11, 2023

### MINUTES

**PRESENT:** Mayor Erickson; Councilmembers Livdahl, Lord, McVey, Musgrove, Phillips

**Staff:** City Clerk Fernandez, Housing, Health & Human Services Director Hendrickson, Engineer I Roberts,

**ABSENT:** Councilmembers McGinty and Stern

### MAJOR BUSINESS ITEMS

- \* \* \* Workshop - Kitsap County Sewer Capital Plan Presentation
- \* \* \* Workshop - Emergency Preparedness Report
- \* \* \* Workshop - Agreement with Kitsap County to Support Poulsbo Fire Cares
- \* \* \* BA#23-0101, Sound Self Agreement
- \* \* \* Agreement with AMFM Healthcare to Provide Staffing for Fire CARES teams
- \* \* \* ARPA Agreement with AMFM to Provide Mental health Professional for Poulsbo Fire CARES Team
- \* \* \* Contract with Kitsap County for 2023 Public Defense Services
- \* \* \* Ordinance No. 2023-01, TBD 0.1% Sales Tax
- \* \* \* Executive Session Regarding Personnel Issue

### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the virtual meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

### 2. AGENDA APPROVAL

Mayor Erickson noted some new formatting based on Council feedback from last week's meeting. She also noted there will be a 15-minute executive session at the end of the meeting regarding personnel.

**Motion:** Move to approve the agenda as presented.

**Action:** Approve, **Moved by** Livdahl, **Seconded by** Phillips.

Motion carried unanimously.

### 3. COMMENTS FROM CITIZENS

Carol Lynn Zimmers spoke regarding the Poulsbo Event & Recreation Center and the plan for two soccer fields and questioned how the scope of the project changed from an event center to two soccer fields.

Bill Austin spoke regarding the need for a 3-way stop at 6<sup>th</sup> & Hostmark and said he believes people would be okay paying for parking.

Rick Eckert said Strawberry Field was a joint project with KPUD and done 10 years ago, and they just had to replace the fields. The data is available to compare to the PERC project, as well as the usage.

#### **4. WORKSHOP AGENDA**

##### **a. Questions & Concerns of the Council**

Councilmember Musgrove said he liked the agenda tweaks.

Councilmember Lord complimented the Public Works crew for having to tend to the weather issues.

Councilmember Phillips said he has talked with Jared Prince from NKSD for recommendations of students to apply to the AWC CQC scholarship. He is going to put the packet of info forward to the Council.

Councilmember McVey suggested adding the discussion of future agenda items to the Council agenda.

Mayor Erickson said departments will be giving reports out like they use to get in committees.

##### **b. Department Head Reports**

Assistant City Administrator Booher reported utility bills are coming out with new rate increases next month.

Public Works Director Lenius reported Craig Frazier passed his Certified Building Official exam (25 people in the State on WABO have this) and Samuel Snook passed his Fundamentals of Engineering exam.

Public Works Superintendent Lund said they had an oil spill from a garbage truck; the EPA has been contacted.

Housing, Health & Human Services Director Hendrickson reported Fire CARES has been serving many seniors (55% of individuals are 65 years or older). The City has

hired its first geriatric specialist, Sherry Roark. The Senior Cares program has had about 25 volunteers sign up and the first training is January 24.

Mayor Erickson shared a draft letter to Seattle Times editorial board regarding legislative support for co-responders.

**c. Board, Commission, and Outside Agency Reports**

Mayor Erickson said she gave the State of the City today at the Chamber of Commerce.

**d. Kitsap County Sewer Capital Plan Presentation**

Stella Vakarcs gave a presentation on the Kitsap County Sewer Capital Plan. Presentation highlights included 2023-2028 Capital Facility Plan – Poulsbo Projects:

- CKTP HVAC Upgrades – Poulsbo Share \$350,000
- CKTP Solids and Liquid Hauled Waste Upgrades – Poulsbo Share \$13,059,600
- SCADA System Upgrades – Poulsbo Share \$657,600
- Sewer Utility Facility Plans - \$363,958
- Bangor/Keyport Forcemain Replacement - \$2,010,400
- Lemolo Shores (Johnson Way to Norum Road) Pipeline Upgrade – Poulsbo 100%
- Third Lemolo Siphon – 100% of project costs

Councilmember Musgrove asked for an explanation of how the total cost for HVAC project was arrived at. Vakarcs said this is a planning number, and they will have the contractor do a full analysis of what they actually need, so the numbers will get narrowed down to be more precise.

Councilmember Musgrove said he presumes Bangor Base is liable for the cost out to where it connects to the 16" line where it connects to pump 67, and everyone else shares the cost of the remaining line to the plant. Vakarcs said Bangor's contract is set up differently with the City, they are paying based on flow. The portion where it will be Poulsbo's is between Brownsville Highway and the treatment plant.

Councilmember Musgrove asked who pays for the length from the main force main over to Bangor. Vakarcs said the County is paying for that through a loan that they received through revenue and from the grant.

Councilmember McVey asked if some of these improvements will help address the spills in Liberty Bay. Vakarcs said anytime you make improvements to old infrastructure, you will have better outcomes, but clarified the stormwater piece is separate from the sewer.

Councilmember Lord asked which projects will have additional costs added in the sense of construction not being factored in. Vakarcs said the HVAC includes everything, Solids & Liquid Hauled Wastes is everything, SCADA includes everything, Facility Plans is everything, Bangor is everything, the Pipeline has an estimate for construction (just a planning number and may change once the design is done, but the City will be paying for the design separate for \$500K), and the Lemolo Siphon is an estimate on engineering.

Assistant City Administrator Booher said there is sticker shock for the \$13MM share. Poulsbo is primarily sewer, and why would our share of that project be so much, since most of ours is processed through the sewage system and our capacity, and not pulled in by septic. Vakarcs said that is something they have discussed with Diane, and they will look at that piece that the City should not be paying for. They don't know at this point how to pull that percentage out of it.

#### **e. Emergency Preparedness Report**

Housing, Health & Human Services Director Hendrickson introduced the agenda item and introduced Luke Carpenter who presented the Emergency Preparedness Report. Recommendations from the report included:

- Establish an emergency management section of the government
- Identify and address critical areas of risk for natural and human-caused disasters
- Build community resilience
- Develop a volunteer responder cadre to assist with all aspects of emergency response including mitigation, risk reduction, response, and recovery
- Seek grants and other funding opportunities for risk-reduction projects
- Improve response plans for small-scale events

Bainbridge Prepares Executive Director Loren Bast gave background on Bainbridge Prepares, 700 volunteers (95% live/work on Bainbridge Island), and began as an

educational non-profit and under the jurisdiction of Kitsap County DEM. They started to activate and work with the City Council to declare their own emergency action entity. They have 19 teams that are a mix between education and response.

Councilmember Phillips asked how much we pay KCDEM. Mayor Erickson said \$32K a year. She would like to go to a similar model for Poulsbo that Bainbridge Island has. Councilmember Phillips asked what Chief Harding is doing in his role of the emergency manager for the City. What does that entail, what is he doing and what is he not doing. Mayor Erickson said it is an ancillary role of the police department and doesn't believe it should be the police chief. Councilmember Phillips asked outside of hiring someone, who should it be, because it costs money. She wants to gather information from the Fire District, the Port, and the City and discuss how this should be managed. She would like to partner with Bainbridge Prepares and create a Poulsbo Prepares.

Councilmember McVey said he and his wife hosted a Map Your Neighborhood meeting in 2015. It was a really valuable exercise. There was no follow up on that. They had a lot of people willing to step up, but they haven't met as a group in a long time. He thinks Poulsbo's citizens are ready to step up and help with this. He would like to find a part-time person to start, but he has a hard time right now for hiring a full-time employee to oversee this, and that stems from going through the budget process and discussion and that we cannot fund additional employees at this time. They could combine it with another position to make it a full-time position with benefits.

Councilmember Musgrove said at WWU Cybersecurity classes the professor stated you have to look at your cost versus benefit. We don't have to reinvent the wheel, there are programs out there to create programs. He thinks the County leads and assists with the structuring and communication with the cities. The cities are responsible because one of the problems of emergencies is isolation, but we must have communication. He says in the past the emergency management coordinator was spread out to different staff members, and it has yet to be seen if they need to fund a new position. The community can play a huge role, if we have a population that is prepared to help themselves when something happens. He said at minimum, Poulsbo needs its own miniature EOC.

Councilmember Livdahl said regardless of paying money to the County and they take the lead, Poulsbo will not be a priority for them, and we will be held responsible

when the next disaster happens. She understands there are many competing needs for funding, but it will affect us when something happens. We know Chief Harding is the person, but he is busy running the police department. She doesn't think it should be his job to have that burden.

Councilmember Lord said her concern is the lack of being hands-on with the whole response of emergency management if the County is running it. She would like to see an analysis based on info from Bainbridge Prepares and how they moved away from moving away from the County. She loves the CERT program and citizens will get involved. She would see spending the \$20K would be to get coordination going and pick the brains of those who did it on Bainbridge and logical steps moving forward.

Mayor Erickson said we have the spine of our citizen volunteers, but we need someone to coordinate it. She would like to take that \$20,000 and start coordinating our volunteer groups.

Councilmember Phillips asked how much a coordinator would cost. Carpenter said he doesn't know the exact cost, but BI's coordinator is above \$100K and she manages her own budget as well.

Councilmember Musgrove said whoever they get to do this as we move forward, we need coordination obviously, and emergency worksheets (step-by-step process for coming up with viable solutions quickly).

Councilmember Lord asked to proceed with sense and be prudent with the budget part, get a plan in place and think about it more. She cannot support a position at \$100K a year right now, that would take a couple years. Carpenter recommended looking at grants to fund this position.

Mayor Erickson said they don't have the staff time to do this currently. She would like to take the \$20,000 and hire someone on a part-time basis to start coordinating citizen volunteers.

**f. Agreement with Kitsap County to Support Poulsbo Fire CARES**

Housing, Health & Human Services Director Hendrickson presented the agenda summary, noting the City of Poulsbo has been awarded a grant, from Kitsap County, to support the 2023 Poulsbo Fire CARES program. These funds derive from a county-

wide one tenth of one percent tax whose proceeds are used for behavioral health services. If City Council approves the acceptance of this \$63,150 award, \$48,730 will be used to supplement the cost of a full-time Community Support Specialist who works for the Poulsbo Fire CARES program. The remainder of the grant will cover administrative costs, training and travel costs, and supplies.

Councilmember McVey asked how the funding compares to previous years of grant support. Housing, Health & Human Services Director Hendrickson said one reason the County favors them each year, because they always go down each year. The way that the 1/10<sup>th</sup> of 1 percent is administered is to start up new programs with seed money. This is a much less ask than the past.

Mayor Erickson said this will be on the consent agenda next week.

At 6:35 p.m., Mayor Erickson recessed the meeting for a break.

At 6:40 p.m., Mayor Erickson reconvened the meeting.

## **5. CITIZEN COMMENTS FOR BUSINESS AGENDA ITEMS**

Rick Eckert recommended contracting someone to develop the program, and then a part time person to maintain it. It needs to be front loaded and use grants to contract it.

Carol Lynn Zimmers spoke regarding the PERC website needing to be updated.

## **6. MAYOR'S REPORT AND COUNCIL COMMENTS**

Councilmember McVey thanked Dr. Zimmers on her comments and her interest in the project. He said just because they talk about a phased approach, they are far away from doing it, no action has been taken. They are grappling with the project and the best way to move forward. He suggested when the PERC comes back up on the agenda, he would appreciate hearing from some of the steering committee.

Councilmember McVey echoed Bill Austin's concern about 6<sup>th</sup> and Hostmark. It needs to be a three-way intersection. He would appreciate staff to relook at this. He receives emails about this intersection frequently. Mayor Erickson said staff will take a look at it.

## **7. CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through d.

The items listed are:

- a. BA#23-0101, Sound Self Agreement
- b. Agreement with AMFM Healthcare to Provide Staffing for Fire CARES teams
- c. ARPA Agreement with AMFM to Provide Mental Health Professional for Poulsbo Fire CARES team
- d. Contract with Kitsap County for 2023 Public Defense Services

**Action:** Approve, **Moved by** Livdahl, **Seconded by** Phillips.  
Motion carried unanimously.

## 8. BUSINESS AGENDA

### a. Ordinance No. 2023-01, Transportation Benefit District 0.1% Sales Tax

Assistant City Administrator Booher presented the agenda summary, noting as discussed at council workshop on January 4, 2023, legal authority was granted through legislative action for 1/10th percent (0.1%) of sales tax to be approved with Council Authority. The funds would fall under the Transportation Benefit District to be used for maintenance and improvements to the City's transportation infrastructure. Funds would be separately tracked through the Special Revenue Fund established to account for TBD funds. The tax would be in place for 10 years and then need to be renewed or eliminated. The increase to sales tax within the City boundaries would be generated by those using City roads and shopping within the City limits. Revenue generated would be approximately \$500,000 per year to support the growing needs for road improvements which have been challenged due to property tax growth limitations.

Councilmember Lord said this will meet serious needs for the City's streets.

**Motion:** Move to approve Ordinance No. 2023-01, an ordinance of the City of Poulsbo, Washington, adding a new section 3.90.055 to the Poulsbo Municipal Code imposing an additional sales and use tax of one-tenth of one percent within the boundaries of the Poulsbo Transportation Benefit District for the purpose of financing the costs associated with transportation improvements in the district as authorized by RCW 36.73.065 and RCW 82.14.0455; providing for severability and establishing an effective date.

**Action:** Approve, **Moved by** Lord, **Seconded by** McVey.  
Motion carried unanimously.

## 9. CONTINUED COMMENTS FROM CITIZENS



Mayor Erickson asked for citizen comments; no comments were received.

## 10. MAYOR & COUNCILMEMBER COMMENTS

**Motion:** Move to go into executive session and adjourn the meeting afterwards.

**Action:** Approve, **Moved by** McVey, **Seconded by** Lord.

Motion carried unanimously.

## 11. EXECUTIVE SESSION REGARDING PERSONNEL MATTERS


At 6:56 p.m., Mayor Erickson recessed the meeting into 15-minute executive session to discuss personnel matters per RCW 42.30.110(1)(g). No action was taken.

## 12. ADJOURNMENT

At 7:11 p.m., Mayor Erickson adjourned the meeting.

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Rebecca Erickson, Mayor

ATTEST:

DocuSigned by:  
  
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Rhannon Fernandez, CMC, City Clerk