

The PUBLIC WORKS ADVISORY COMMISSION (PWAC) met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:01 p.m.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://www.youtube.com/watch?v=jVVIFa6YJRg>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright, Ryan Rehder, and Kayleigh Philippi

COMMISSIONERS ABSENT: Vice-Chair Kevin Kelly and Brent Bourassa

CITY COUNCIL LIAISON PRESENT: Chair and Councilor Kathy Schroeder; Councilor Kasee Forsmann

STAFF MEMBERS PRESENT: Luke Antonich, City Engineer; Haley Kelley, Public Works Specialist; Aaron Butler, IT

II. CITIZEN COMMENTS

None.

III. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issue unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under “Items Moved From the Consent Agenda.”

Commissioner Wright asked that US-12 Interstate Highway Bridge (“Blue Bridge”) Letter to WSDOT, Item III.C, be moved for discussion.

Ms. Wright and Ms. Forsmann moved and seconded, respectively, approval of the Consent Agenda as amended. The motion carried 4-0.

A. APPROVAL OF DECEMBER 8, 2023 MEETING MINUTES

B. APPROVAL OF DECEMBER 13, 2023 MEETING MINUTES

C. US-12 INTERSTATE HIGHWAY BRIDGE ("BLUE BRIDGE") LETTER TO WSDOT – Moved to “Items Moved from the Consent Agenda”

IV. ACTIVE AGENDA

A. PURPOSE AND FUTURE PLANNING

Luke Antonich, City Engineer, explained that Public Works Director Dustin Johnson was unable to attend due to a scheduling conflict but any feedback would be relayed to Mr. Johnson in preparation for this item to return in February.

Chair and Councilor Schroeder asked if any further input on the Transportation Capital Improvement Plan (CIP) was needed. Mr. Antonich replied that the draft 2024 Transportation CIP was publicly available and Public Works Specialist Kelley added that the 30-day public comment period ended on February 8, 2024. Mr. Antonich suggested that the PWAC provide feedback through the existing process. Councilor Forsmann said that the citywide CIP topic was on the City Council Work Session agenda in February and requested an overview of the CIP-specific discussions

from the December 2023 meetings; Ms. Wright provided a summary. Ms. Wright believed that Mr. Johnson had said he would meet with the Mayor to review CIP examples; Ms. Kelley clarified that Mr. Johnson had said that staff were considering overhauling the budget process and that this topic would be brought to their next meeting.

Commissioner Rehder asked if PWAC could play a role in facilitating overall capital planning. Mr. Antonich replied that it would be best suited for Mr. Johnson to answer. Ms. Kelley reminded PWAC that Mr. Johnson had said that a Public Works-specific five-year CIP was a possibility. She reiterated that a citywide CIP is outside the department's purview but support could be made by providing citizen's comment to City Council. Ms. Wright shared that in her experience the majority of capital projects fell under the purview of Public Works regardless of the originating department; Ms. Kelley and Mr. Antonich clarified that the City of Lewiston does not operate in that way and that individual departments govern their own projects.

Mr. Rehder proposed adding a mission statement or purpose to the bylaws. Ms. Kelley explained that she would send out the existing language in City Code for PWAC's reference.

Ms. Forsmann queried members on what they believed PWAC's purpose and role to be. Ms. Schroeder believed that members needed to be cognizant of Mr. Johnson's goals and how to best assist him. Ms. Forsmann requested goal and deadline clarity from Mr. Johnson; Mr. Rehder agreed and said that the focus should be on how to be of benefit to Public Works and suggested providing letters of support for specific objectives or projects.

Ms. Wright believed PWAC was introduced to items as a courtesy after opportunities to comment or provide revisions had passed and that other commissions were able to provide more input. Ms. Forsmann pointed to other boards and commissions taking the initiative to independently write letters of support or opposition for items.

Ms. Wright said that it would be helpful if Director Johnson would notify PWAC of upcoming request for qualifications/request for proposals (RFQ/RFP), specifically referencing the Main Street project. Mr. Antonich explained that this request is for a preliminary design to inform a Main Street reconstruction proposal to the community for consideration as a bond item. Ms. Wright emphasized that it would have been helpful to know about this RFQ/RFP at the last meeting. Ms. Kelley interjected that Mr. Johnson had informed the group in the previous meeting that a thirty-percent (30%) design RFP was upcoming when responding to Mr. Rehder's comment about American Rescue Plan Act (ARPA) funds.

Ms. Kelley asked that members revisit their availability to ensure an informed and productive discussion at the February meeting to revise the bylaws. She shared that Mr. Johnson specifically requested that meetings occur during a different week of the month to mitigate a meeting-heavy schedule during the second week of every month.

V. ITEMS MOVED FROM THE CONSENT AGENDA

A. US-12 INTERSTATE HIGHWAY BRIDGE ("BLUE BRIDGE") LETTER TO WSDOT

Commissioner Wright introduced the item saying that Public Works Specialist Kelley had emailed the draft letter to members requesting that revisions be submitted by Friday, January 5th. Ms. Wright apologized for providing her comments after the deadline and asked for clarification on the letter's status. Ms. Kelley explained that the intent was to compile member feedback and incorporate it into the revised letter but that staff feedback was still pending as of that morning. She said that members would be emailed for final revisions before the letter would be placed on the February consent agenda.

VI. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS

Commissioner Wright requested status updates on the Traffic Calming Policy and school zone policy revisions based on member feedback in December. Public Works Specialist Kelley replied that Traffic Calming Policy had been overhauled and the draft was under internal review while the school zone policy revisions were also underway.

B. STAFF LIAISON COMMENTS

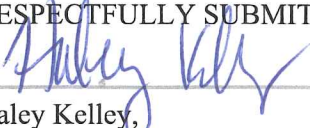
Public Works Specialist Kelley notified members that no new applications for the vacant seat had been received. Commissioner Wright asked if it had been advertised. Ms. Kelley said that she was unsure but that the Public Information Officer typically advertises vacancies on the City's social media and via the monthly electronic newsletter.

Ms. Kelley reiterated that the draft 2024 Transportation CIP public comment period would be ending on February 8, 2024 and that any comments they would like to make should be submitted in accordance with the deadline. She said that the documents were available at the front counter of Public Works, City Hall, and Community Development in addition to the department's Master Plans page of the City website.

VII. ADJOURNMENT

There being no further business, Commissioners Wright and Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 12:51 p.m.

RESPECTFULLY SUBMITTED,


Haley Kelley,
Recording Secretary


Kathy K. Schroder
Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 14 day of February, 2024