



**Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
March 20, 2024 - 12:00 PM
Bell Building 2nd Floor Meeting Room - 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org.

I. CALL TO ORDER

II. CITIZEN COMMENTS

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff. Comments may be made: (1) in-person, (2) by emailing publicworks@cityoflewiston.org, or (3) by calling 208-746-1316 extension 6 and leaving a message. Comments submitted by email or phone will be forwarded to the Public Works Advisory Commission. If you would like your comment to be read out loud during the meeting, please so indicate in your message.

III. CONSENT AGENDA

All items on the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion on these issues unless a member so requests, in which case the item will be removed from the Consent Agenda and considered under Section VI - Items Moved from the Consent Agenda.

A. APPROVAL OF FEBRUARY 14, 2024 MEETING MINUTES: - Action Item

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

At the February 14, 2024 meeting, Commissioner Bourassa requested that this letter be moved from the Consent Agenda for discussion; the Consent Agenda was approved as amended with a majority vote. Under "Agenda Item VI. Items Moved From The Consent Agenda", the Commission provided staff with revisions and approved the letter as amended.

Unfortunately, Agenda Item VI was not categorized as an action item on the agenda, rendering the vote void. The letter has been revised per the Commission's direction during the last meeting and is on the Consent Agenda for a final time to correct the voting error. - Action Item

IV. DIRECTOR'S REPORT

Concise updates on items from previous meetings and notices of upcoming projects, efforts, etc. Questions are permitted but not intended for discussion by, or action from, the Commission.

V. ACTIVE AGENDA

Article V. Rules of Debate of the Public Works Advisory Commission bylaws states:

A. *Recognition by chairperson and interruptions prohibited.* A Commission member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Commission member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Commission member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Commission members present. If the motion is so approved, the Commission shall immediately vote on the underlying question without further debate.

A. **CITY OF LEWISTON - BUDGET OVERVIEW:** Finance Director and City Treasurer Aimee Gordon will provide a brief overview of the City's annual budget process. - Presentation (Finance Director /City Treasurer Gordon)

B. **PUBLIC WORKS - APPROACH TO BUDGET:** Public Works Director Dustin Johnson will briefly explain the remainder of fiscal year 2024 and the new requests proposed for fiscal year 2025. – Action Item (Public Works Director Johnson)

VI. **ITEMS MOVED FROM CONSENT AGENDA** - Action Item

VII. **UNFINISHED & NEW BUSINESS**

A. **COMMISSIONER COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

B. **STAFF LIAISON COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

C. **FUTURE AGENDA ITEMS:** - Action Item

VIII. **ADJOURNMENT** - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Public Works Specialist Haley Kelley at least 48-hours in advance of the meeting time at (208) 553-2662 or publicworks@CityofLewiston.org.

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 12:00 p.m. All members were in attendance when Ms. Schroeder called the meeting to order except for Councilor Forsmann and Vice-Chair Kevin Kelly, who arrived at approximately 12:05 p.m.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://www.youtube.com/watch?v=X6w7JgB8jrI>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright, Ryan Rehder, Kayleigh Philippi, Brent Bourassa, and Vice-Chair Kevin Kelly

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

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; 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 Bourassa asked that US-12 Interstate Highway Bridge (“Blue Bridge”) Letter to WSDOT, Item III.B, be moved for discussion.

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

A. APPROVAL OF JANUARY 10, 2024 MEETING MINUTES: - *Action Item*

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

IV. DIRECTOR'S REPORT

A. ACCOMPLISHMENTS AND ACTIVITIES COMPLETED: APRIL 2023 TO DECEMBER 2023: - *Presentation (Dustin Johnson)*

Director Johnson explained that this document outlines the progress made since the commission's formation in April 2023 and how it may inform future efforts.

V. DISCUSSION ITEMS

A. PURPOSE AND FUTURE PLANNING (CONTINUED): - *Action Item*

Director Johnson appreciated the commission’s efforts thus far but conceded that he needed to provide more guidance. Mr. Johnson said that the pace of work exceeds the commission’s schedule but that a standing agenda item to provide updates and upcoming news would be implemented. He wanted future agenda items to introduce concepts (project, policy, etc.), allow for questions and discussion which would direct staff’s revisions and finalization through internal adoption, recommendation to City

Council, etc. He welcomed questions and feedback but believed that not all topics would be a valuable use of the commission's time or within its capacity to address.

Mr. Johnson briefly reviewed the *192024 Future Agenda Items - PWAC* document previously distributed to the commission via email to provide status updates and feasibility; this document has been included in Appendix A. Commissioner Philippi suggested prioritization of items to inform status updates.

Regarding the implementation of a mission statement, Commissioner Bourassa said that the existing Powers & Duties outlined in City Code and published on the City website were good and questioned if they could be incorporated into the bylaws. He believed that the commission could provide guidance on future projects or milestones but items requiring a higher level of review were beyond the commission's capacity. Mr. Johnson concurred and provided an example where a piece of the greater undertaking could be brought to the commission for feedback.

Regarding the five-year CIP, Vice-Chair Kelly asked about the basis of the data; Mr. Johnson explained that the first year would be based on the appropriated budget but the other years would be forecasted. Mr. Kelly asked where fee in lieu of (FILO) money was allocated; Mr. Johnson answered that, per City Code, FILO money must be geographically applied to the area it was paid from and is typically used for grant match or sidewalk infill. Mr. Kelly asked about the Lewis Clark Valley Metropolitan Planning Organization's (LCVMPO) role in funding projects; Mr. Johnson said that the LCVMPO was not a funding mechanism.

Chair and Councilor Schroeder shared the City Council process of requiring a majority vote before a topic would be added to the future agenda item list. Mr. Johnson said that a future agenda items list would be provided regularly and restricted to one or two topics each month.

Commissioner Rehder said that the mission statement ideas submitted to staff had a common theme of assisting with public outreach. Mr. Johnson said that the commission could mainly assist with providing feedback on the efficacy of public outreach and education. Ms. Schroeder said that the commission support public meetings with their attendance. Ms. Wright said that the information on the website was more detailed than in City Code and suggested defining it further. Public Works Specialist Kelley clarified that the information on the City website mirrored City Code and any changes would need to be made through an ordinance approved by City Council.

B. Proposed Amendments To Bylaws: Frequency & Scheduling: - Action Item

Commissioner Bourassa and Vice-Chair Kelly moved and seconded, respectively to amend Article IV.B. of the bylaws for regular meetings to be held monthly on the third Wednesday at noon. The motion carried 6-0.

C. FUTURE AGENDA ITEMS: - Action Item

Commissioner Wright requested updates on the Water Treatment Plant, the Main Street Reconstruction Project bidding, and upcoming street preservation/maintenance.

VI. ITEMS MOVED FROM CONSENT AGENDA

Commissioner Bourassa suggested adding language in the introduction paragraph defining how unprecedented the storm event or the frequency of flooding. Director Johnson recommended adding language that pointed out that the storm event flooding was not an isolated incident and that this is a recurring issue.

Commissioner Rehder and Councilor Forsmann moved and seconded, respectively, to approve the letter with the amended introductory paragraph. The motion carried 6-0.

VII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - Action Item

Councilor Forsmann reiterated Director Johnson's previous comments regarding the Public Works specific five-year capital improvement plan (CIP).

Commissioner Rehder shared that the public had expressed difficulties with development in Lewiston and would like the commission to keep this in mind. Chair and Councilor Schroeder said that perception had been around a long time but believed that current City processes are more customer oriented and collaborative with developers.

Ms. Schroeder said that the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO)'s consultants on the regional safety action plan study and the Thain corridor study would be in attendance at the Home and Garden Show on March 15th and 16th at the Nez Perce County fairgrounds. Mr. Johnson said that he could provide the draft study for those that were interested.

B. STAFF LIAISON COMMENTS: - Action Item

Vice-Chair Kelly left the meeting at approximately 1:12 p.m.

Director Johnson said that the budget process would be starting soon and that he had reached out to the consultant that authored the rate study adopted by the City in order to obtain updated recommendations.

Mr. Johnson reminded the commission about the upcoming public hearing on the Transportation Capital Improvement Plan. He said that the Main Street Reconstruction project request for proposals closed and that he expected to discuss public outreach with the commission next fall. Mr. Johnson said that the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) paid for a pavement assessment which will be presented at the March work session.

VIII. ADJOURNMENT - Action Item

There being no further business, Councilor Forsmann and Commissioner Wright moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 1:19 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley,
Recording Secretary

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this ____ day of _____, 2024

~~February 14~~ March 20, 2024

Paul Gonseth
WSDOT Planning Engineer
2809 Rudkin Road
Union Gap, WA 98903-1648

RE: US-12 Interstate Highway Bridge Stormwater Drainage

Mr. Gonseth,

The City of Lewiston Public Works Advisory Commission (“Commission”) is contacting your office in regards to stormwater drainage concerns pertaining to the interstate bridge between Clarkston, Washington (Asotin County) and Lewiston, Idaho (Nez Perce County). The following information identifying this bridge has been sourced from the WSDOT website:

Structure ID:	0002348A	Bridge Name:	Snake River at Clarkston
Bridge No.:	12/915	Owner:	WSDOT

On June 9, 2023, the Lewis Clark Valley experienced an unprecedented storm event which resulted in widespread flooding of critical infrastructure including the Snake River at Clarkston Bridge (colloquially referred to as the “Blue Bridge”). Motorists crossing the bridge faced significant stormwater build-up due to either insufficient drainage currently in place or insufficient maintenance of existing drainage on the bridge. This area has flooded multiple times over the years and is not isolated to this storm event.

The Commission is respectfully requesting the following information:

- What is the bridge’s existing stormwater drainage infrastructure and capacity?
- What stormwater drainage concerns have been identified for the bridge and/or the surrounding area channeling runoff to the bridge?
- What long-term plans or improvements are being considered for addressing the stormwater drainage problem?
- What is the current maintenance schedule?
- Are WSDOT staff available to present this information to the Commission at a future meeting?
- How can the Commission assist in mitigating these issues?

Since you currently serve on the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO), we were hoping that you could provide insight on how to best address this situation and would be happy to meet with you regarding the contents of this letter. The City of Lewiston support staff for the Commission can be reached at 208-553-2662 or publicworks@cityoflewiston.org.

Sincerely,

Kathy Schroeder
Chairwoman and City Councilor

CC: Public Works Advisory Commission
Dustin Johnson, PE, Public Works Director
Haley Kelley, Public Works Specialist
Stormwater Division, Public Works Department

FEB 2024 REVISIONS

March 20, 2024

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CC: Public Works Advisory Commission
Dustin Johnson, PE, Public Works Director
Haley Kelley, Public Works Specialist
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PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE Public Works - Approach to Budget	AGENDA NO. V.B. AGENDA DATE: March 20, 2024																																												
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The City of Lewiston is now halfway through fiscal year 2024. Staff will begin working on the fiscal year 2025 budget in March with proposals to the Mayor scheduled for April.																																													
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) <i>Fiscal Year 2024</i> Public Works is facing the following obstacles in the remainder of fiscal year 2024: <u>Personnel</u> Street Maintenance Technician (2 vacancies) Traffic Maintenance Technician (1 vacancy) Street/Traffic Seasonals from April 2024 – September 2024 (4 vacancies) Wastewater Plant Operator (1 vacancy) Public Works Coordinator (vacant) Public Works Electrician (vacant, new position in FY24) <i>Fiscal Year 2025</i> The new budget requests from Public Works include, but are not limited to, the following:																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">CATEGORY</th> <th style="width: 15%;">DIVISION</th> <th style="width: 25%;">REQUEST (NEW OR USED?)</th> <th style="width: 5%;">QTY</th> <th style="width: 10%;">UNIT</th> <th style="width: 15%;">EST. COST</th> <th style="width: 30%;">BASIS</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td>Split</td> <td>Utility Project Coordinator</td> <td>1</td> <td>FTE</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">Equipment/ Vehicles</td> <td>Streets</td> <td>Traffic Sign Board (U)</td> <td>2</td> <td>EA</td> <td>\$12,000 to \$30,000 depending on model</td> <td>City currently coordinates with Asotin County for use of their one (1) board.</td> </tr> <tr> <td>Stormwater</td> <td>Replacement Pole Camera (U)</td> <td>1</td> <td>EA</td> <td>\$25,000</td> <td>Existing camera is frequently in need of repair, impacting staff's ability to inspect stormwater drainage system.</td> </tr> <tr> <td rowspan="3">Capital Assets</td> <td rowspan="3">Streets</td> <td>Ethernet radio system for traffic signals (N)</td> <td>1</td> <td>LS</td> <td>\$40,000</td> <td>Existing technology is outdated and only kept operational by previous Traffic Supervisor who retired in Feb. '24.</td> </tr> <tr> <td>LED signal light replacement. Half funded in FY24, remainder to be requested in FY25. (N)</td> <td>1</td> <td>LS</td> <td>\$15,000</td> <td>Approx. 70 lights nearing end of expected service life. Scheduled replacement over three (3) years opposed to outage response.</td> </tr> <tr> <td>Traffic signal upgrades: controllers, MMU, cabinets, etc. (N)</td> <td>1</td> <td>LS</td> <td>\$50,000</td> <td>Existing technology is outdated and only kept operational by previous Traffic Supervisor who retired in Feb. '24.</td> </tr> </tbody> </table>		CATEGORY	DIVISION	REQUEST (NEW OR USED?)	QTY	UNIT	EST. COST	BASIS	Personnel	Split	Utility Project Coordinator	1	FTE			Equipment/ Vehicles	Streets	Traffic Sign Board (U)	2	EA	\$12,000 to \$30,000 depending on model	City currently coordinates with Asotin County for use of their one (1) board.	Stormwater	Replacement Pole Camera (U)	1	EA	\$25,000	Existing camera is frequently in need of repair, impacting staff's ability to inspect stormwater drainage system.	Capital Assets	Streets	Ethernet radio system for traffic signals (N)	1	LS	\$40,000	Existing technology is outdated and only kept operational by previous Traffic Supervisor who retired in Feb. '24.	LED signal light replacement. Half funded in FY24, remainder to be requested in FY25. (N)	1	LS	\$15,000	Approx. 70 lights nearing end of expected service life. Scheduled replacement over three (3) years opposed to outage response.	Traffic signal upgrades: controllers, MMU, cabinets, etc. (N)	1	LS	\$50,000	Existing technology is outdated and only kept operational by previous Traffic Supervisor who retired in Feb. '24.
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ACTION PROPOSED Staff requests that the Commission provide a letter of support, if any, for new requests proposed for Fiscal Year 2025 to be provided to the Mayor and City Council.																																													

FUTURE AGENDA ITEMS UPDATED 3/14/2024

Important: If there is specific information that you would like staff to assemble and present, please communicate that request during regular meetings and/or via email at least two weeks before the next meeting.

March 20, 2024 – 12:00 p.m. – Regular – Bell Building **CivicClerk deadline 3/12**

- City of Lewiston – Budget Overview (Presentation – Aimee Gordon, Finance Director/ City Treasurer)
- Public Works – Approach to Budget (Presentation – Dustin Johnson, PW Director)

April 17, 2024 – 12:00 p.m. – Regular – Bell Building **CivicClerk deadline 4/09**

- Revised Traffic Calming Policy

May 15, 2024 – 12:00 p.m. – Regular – Bell Building **CANCELED**

June 19, 2024 – 12:00 p.m. – Regular – Bell Building **CANCELED**

Future Meetings

- Revised Policy 2012-3
- Revised Winter Storm Event Response Policy, Procedure, and Map
- Municipal Separate Storm Sewer System (MS4) Permit – Overview
- East Orchards Sewer Project
- Design Standards (right-of-way, engineering, stormwater, and development code)
- LOID overview (relationship with City water system)
- Streets/Roads
- 21st Street Informational Session