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 Kassee 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. <u>Proposed Amendments To Bylaws: Frequency & Scheduling</u>: - *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. <u>FUTURE AGENDA ITEMS</u>: - *Action Item*
Commissioner Wright requested updates on the Water Treatment Plant, the Main Street Reconstruction Project bidding, and upcoming street preservation/maintenance.

VI. <u>ITEMS MOVED FROM CONSENT AGENDA</u>

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

Haley Kelley,
Recording Secretary

Kathy K Schroeder

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 20 day of March, 2024