

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. Public Works Advisory Commission meetings are recorded live.

Public Works Advisory Commission meetings are recorded live. To view the video, go to [https://www.youtube.com/watch?v=\\_kPwFKRr3jw](https://www.youtube.com/watch?v=_kPwFKRr3jw)

**I. CALL TO ORDER**

*COMMISSIONERS PRESENT:* Laura Wright and Vice-Chair Kevin Kelly

*COMMISSIONERS ABSENT:* Ryan Rehder, Kayleigh Philippi, and Brent Bourassa

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

*STAFF MEMBERS PRESENT:* Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Aimee Gordon, Finance Director/City Treasurer; 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."

Vice-Chair Kelly and Commissioner Wright motioned and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

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

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

**IV. DIRECTOR'S REPORT**

Director Johnson provided updates on the Stormwater Drainage System Utility launch, the Clearwater Composting Biosolids and Yard Waste agreements, the Traffic Calming Policy, and the Main Street Reconstruction Project. He explained that the May and June monthly meeting had been canceled due to the multiple budget work sessions and an observed City holiday, respectively.

**V. ACTIVE AGENDA**

**A. CITY OF LEWISTON – BUDGET OVERVIEW** – *Presentation (Aimee Gordon)*

Director Johnson provided a brief introduction of Finance Director/City Treasurer Aimee Gordon and the purpose of her attendance.

Ms. Gordon introduced herself and explained her background and experience prior to the City of Lewiston. She summarized the fiscal year calendar and explained the updated approach the City would be pursuing for the fiscal year 2025 budget process; the accompanying slideshow is located in Appendix A.

**B. PUBLIC WORKS – APPROACH TO BUDGET** - *Action Item*

Director Johnson explained that Master Plans feed rate studies which inform utility rates and capital

improvement investments and that all of this is used to prepare the annual budget. He said that he hoped the new budget process and schedule would assist staff in better preparing the fiscal year 2025 budget by presenting proposed utility rates to City Council early with adoption still scheduled for August. Mr. Johnson walked through the agenda item history sheet, provided additional background information, and answered questions.

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

**VII. UNFINISHED & NEW BUSINESS**

**A. COMMISSIONER COMMENTS: - Action Item**

Commissioner Wright requested that information on the Public Works Expo be provided at a future meeting. Councilor Forsmann concurred and specifically requested the outreach materials that were provided to the school district.

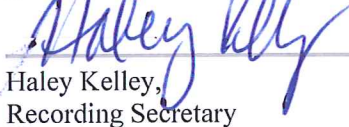
**B. STAFF LIAISON COMMENTS: - Action Item**

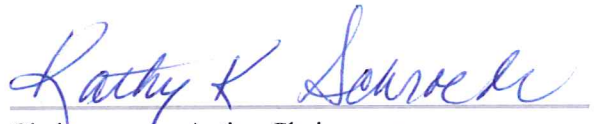
Director Johnson informed the Commission that he would be out of the office from June 5, 2024 to June 19, 2024.

**VIII. ADJOURNMENT - Action Item**

There being no further business, Councilor Forsmann and Vice-Chair Kelly moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 1:04 p.m.

RESPECTFULLY SUBMITTED,

  
\_\_\_\_\_  
Haley Kelley,  
Recording Secretary

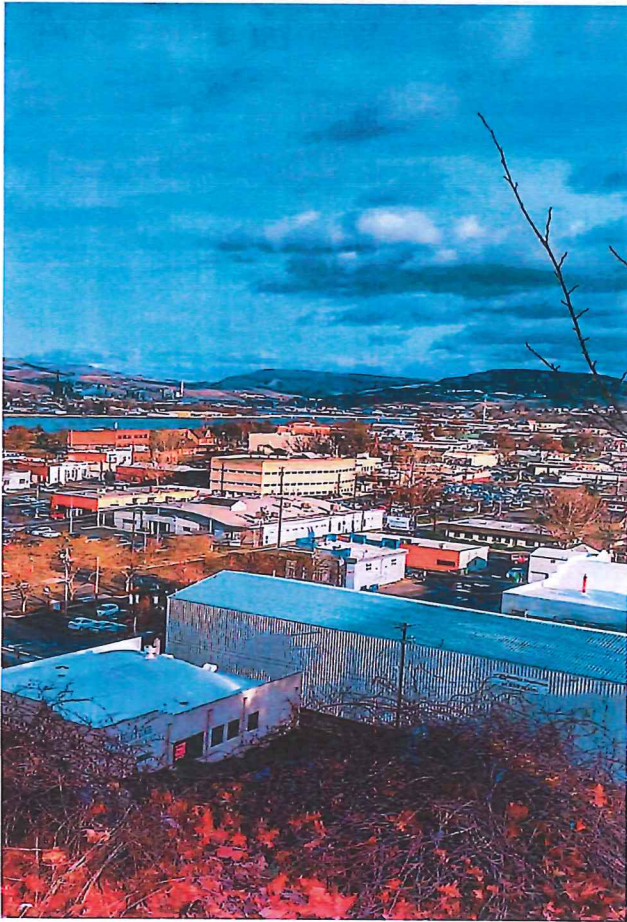
  
\_\_\_\_\_  
Chairperson or Acting Chairperson  
Public Works Advisory Commission

Approved this 8 day of May, 2024

# Appendix A

# BUDGET (FINANCE) OVERVIEW

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## NAME & TITLE

Aimee Gordon, Treasurer/Finance Director

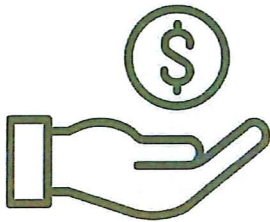
## EMAIL ADDRESS

[agordon@cityoflewiston.org](mailto:agordon@cityoflewiston.org)

## PHONE NUMBER

(208) 746-3671





## BUDGET WORKSESSIONS

- Budget Worksession #1: April 22<sup>nd</sup>  
- Budget 101
- Budget Worksession #2: May 13<sup>th</sup>  
- Revenue
- Budget Worksession #3: May 20<sup>th</sup>  
- Capital Projects
- Budget Worksession #4: June 10<sup>th</sup>  
- Personnel & Budget Requests
- Budget Worksession #5: June 25<sup>th</sup>  
- Council Follow-Up & Budget Wrap-Up



# PUBLIC WORKS

GENERAL

CAPITAL

WORKERS  
COMP

WATER

WASTE  
WATER

STORM  
WATER

SANITATION

CEMETERY

ECONOMIC  
DEV

TRANS-  
PORTATION

LIBRARY

FLEET  
SERVICES

INFORMATION  
SYSTEMS

POLICE  
RETIREMENT

PUBLIC  
TRANSIT

PERPETUAL  
CARE

# ENTERPRISE FUNDS

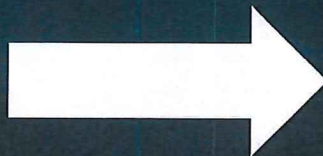
## OPERATIONS

### USER RATES



PERSONNEL COSTS  
SUPPLIES & MATERIALS  
ANNUAL MAINTENANCE  
CONTRACTED SERVICES

### DEPRECIATION FUNDING



## CAPITAL

### CAPITAL FUNDS



PLANT & FACILITY IMPROVEMENTS  
PIPE REPLACEMENTS  
VEHICLES & EQUIPMENT



# QUESTIONS?

