

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. To view the recording, go to <https://www.youtube.com/watch?v=PdDHiHFzMcY>

I. CALL TO ORDER

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

COMMISSIONER ABSENT: Kayleigh Philippi

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

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Neal Drury, 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 and Vice-Chair Kelly moved and seconded, respectively, approval of the Consent Agenda. The motion carried 6-0.

A. APPROVAL OF MARCH 20, 2024 MEETING MINUTES: - *Action Item*

B. APPROVAL OF APRIL 17, 2024 MEETING MINUTES: - *Action Item*

IV. DIRECTOR'S REPORT

Director Johnson provided updates and answered questions on the Sewer Bypass Line project on Main Street, the department’s current approach to public outreach and policy for arterial lane closures, the Main Street Reconstruction project kick-off and task force creation, and 2024 Street Preservation.

Commissioner Wright asked if the pavement condition index (PCI) report be made available to the Commission. Mr. Johnson said that he would need to check the report's status with the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO).

V. ACTIVE AGENDA

A. TRAFFIC CALMING POLICY & TRAFFIC CALMING APPLICATION PACKET: - *Action Item*

Vice-Chair Kelly requested clarification on the intended audience. Director Johnson answered that this will be the framework for citizens to request traffic calming devices for

their neighborhood.

Commissioner Wright asked if the redline matrix had been incorporated into the policy and application packet on today's agenda. Public Works Specialist Kelley said that they had not been in the event other Commissioners had additional feedback but that it was an option for a motion to be made to approve the policy and application packet as amended.

Ms. Wright requested that staff verify in their review that roads applied for through this framework are compatible with the proposed traffic calming devices. Mr. Johnson replied that he had been approached by the Fire Chief about this already and it will be part of staff reviews of application packets.

Commissioners Wright and Bourassa moved and seconded, respectively, to approve the Traffic Calming Policy and Traffic Calming Application Packet as amended. Motion carried 6-0.

B. VACANT SEAT - JUSTIN MERWIN APPLICATION: - *Action Item*

Commissioners Rehder and Bourassa moved and seconded, respectively, to reject Justin Merwin's application. Motion carried 6-0.

C. VACANT SEAT - LYTONIA GARDEE APPLICATION: - *Action Item*

Vice-Chair Kelly and Councilor Forsmann moved and seconded, respectively, for staff to schedule an interview with Lytonia Gardee. Motion carried 6-0; Public Works Specialist Kelley to coordinate with the City Clerk in scheduling the interview.

D. PUBLIC WORKS - APPROACH TO BUDGET (CONT'D): - *Action Item*

Director Johnson provided an update on the Fiscal Year 2025 (FY25) budget process, explaining the May 13th session where FCS Group would present the proposed adjustments to water and wastewater rates, followed by Mr. Johnson's proposed adjustments for sanitation and stormwater rates. He specified that the FCS Group presentation would assist staff in obtaining direction from City Council on raising water rates or deferring Capital Improvement projects to better inform the May 20th session on Capital Projects.

Commissioner Wright asked if there were any personnel changes or new requests in the FY25 budget. Mr. Johnson summarized a Public Works Administration position that had been recently filled as well as the future evolution of a Water Division position up for retirement in 2025. He reviewed the redline matrix but anticipated that the proposed Utility Construction Coordinator position would be shelved.

Vice-Chair Kelly departed at approximately 12:55 p.m. Mr. Johnson departed at approximately 12:58 p.m.

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

VII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - Action Item

Councilor Forsman shared her experience at the "Citizen's Police Academy" and how the safety information specific to Lewiston raised concerns. Chair Schroeder asked Ms. Forsmann if she would like to attend the Lewis Clark Valley Metropolitan Planning Organization meeting to share during public comment; Ms. Forsmann would try to attend.

Commissioner Wright requested an update on the revisions to the traffic policies and procedures brought to the Commission previously. Public Works Specialist Kelley said that these were on the Future Agenda Items list.

B. STAFF LIAISON COMMENTS: - Action Item

Public Works Specialist Kelley explained that Aaron Butler was the primary City of Lewiston IT staff member to assist in setting up Commission meetings but would be leaving the City to assume a position at Nez Perce. She said that part of the transition included the cessation of livestreaming Public Works Advisory Commission meetings after today but clarified that recordings would continue to be made publicly available on YouTube as well as the option of virtual attendance for Commissioners.

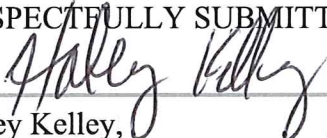
C. FUTURE AGENDA ITEMS: - Action Item

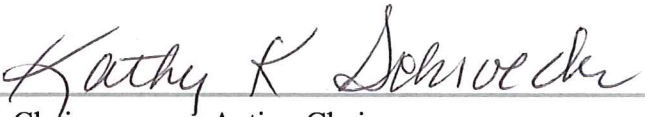
Public Works Specialist Kelley said that updates after the Fiscal Year 2025 (FY25) budget work sessions may be brought in July pending Director Johnson's direction. Ms. Kelley said that the policy for arterial lane closures that Mr. Johnson referenced in his report had been added to the list.

VIII. ADJOURNMENT - Action Item

There being no further business, Councilor Forsmann and Commissioner Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 1:07 p.m.

RESPECTFULLY SUBMITTED,


Haley Kelley,
Recording Secretary


Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 21 day of August, 2024