



AMENDED 3/18/25

**Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
March 19, 2025 - 12:00 PM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis.

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. In consideration of others wishing to speak, please limit your remarks to three minutes.

III. CONSENT AGENDA

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 issues 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".

A. APPROVAL OF DECEMBER 18, 2024 MEETING MINUTES: - Action Item

IV. ACTIVE AGENDA

A. ELECTION OF OFFICERS: - Action Item

B. ADVISORY BOARDS & COMMISSIONS PERIODIC REVIEW: The Mayor has requested a periodic review be completed by all advisory boards and commissions in time for the Work Session on April 7, 2025. - Action Item

V. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VI. 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. **Council Liaisons should use this time to share comments, if any. - Action Item**

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. - Action Item

VII. 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 at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

December 18, 2024

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 12:04 p.m.

Public Works Advisory Commission meetings are recorded live. To view the video, go to <https://www.youtube.com/watch?v=xSd7GAnyk4Y>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Vice-Chair Kevin Kelly, Laura Wright, Ryan Rehder, and Lytonia “LT” Gardee

COMMISSIONERS ABSENT: Brent Bourassa and Kayleigh Philippi

CITY COUNCIL LIAISONS PRESENT: Chair and Councilor Kathy Schroeder

CITY COUNCIL LIAISONS ABSENT: Councilor Kasee Forsmann

STAFF MEMBERS PRESENT: Dustin Johnson, PE, Public Works Director; Haley Kelley, Public Works Specialist

OTHERS PRESENT: Randy Giles, PE, Assistant Regional Administrator - Design & Program Management for the South Central Region of the Washington State Department of Transportation (WSDOT); Barney Metz, Lewiston Orchards Irrigation District (LOID) General Manager; Idaho Transportation Department (ITD) District 2.

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 Rehder and Wright moved and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

- A. **APPROVAL OF OCTOBER 16, 2024 MEETING MINUTES:** - Action Item

IV. ACTIVE AGENDA

- A. **US-12 INTERSTATE HIGHWAY BRIDGE ("BLUE BRIDGE") PRESENTATION FROM WSDOT:** - Presentation

Randy Giles, PE, Assistant Regional Administrator - Design & Program Management for the South Central Region of the Washington State Department of Transportation (WSDOT) presented information about the Blue Bridge based on questions and concerns raised by the Commission in its March 2024 letter. The Commission posed the following questions to Mr. Giles during his presentation:

Commissioner Comments	Presenter Comments
Commissioner Wright asked if WSDOT had found evidence of filtration issues when	Mr. Giles said that he was not certain but would follow up with the maintenance crew and relay those findings to the

conducting biannual inspections.	Commission. He said the existing drainage system is not intricate and could get clogged with debris.
Commissioner Wright asked if the historical status of the bridge would affect the types of improvements that could be made.	Mr. Giles said that the bridge could be on the historical register which would impact the process in pursuing improvements but it would not prevent that course of action.
Commissioner Rehder inquired about the regulatory authority of the bridge.	Mr. Giles said that WSDOT works through the Washington State Department of Ecology and the United States Army Corps of Engineers (USACE) but cannot speak on the process for Idaho.

Mr. Giles shared that WSDOT does not have plans at this time to program stormwater infrastructure improvements for the bridge and that the current focus has on preservation of assets, not improvements. He said that WSDOT is now aware of the issue and has a hydraulic engineer conducting an evaluation which could lead to a project proposal to increase the stormwater drainage on the bridge. He emphasized that any improvements could snowball into other issues due to today's standards for compliance. Mr. Giles would like to collaborate with Idaho on future projects or efforts to improve drainage.

B. THAIN ROAD CORRIDOR AND ACCESS STUDY: - Action Item

Director Johnson provided an overview of how the City uses planning documents to inform decision making. He said that the study had been brought to City Council for consideration at the November 25, 2024 meeting to adopt the findings of the study without binding City Council to any future projects; the motion failed.

Vice-Chair Kelly asked if the Commission could provide comment or show support through a letter of support written by staff.

Barney Metz, Lewiston Orchards Irrigation District (LOID) General Manager was in the audience and requested the opportunity to comment; Chair Schroeder granted approval. Mr. Metz said that the atmosphere at the November 25, 2024 City Council meeting had been negative and believed it affected the outcome.

Commissioner Wright asked if the consultant had provided a formal presentation to City Council. Mr. Johnson said that the study was presented at a Work Session but due to the nature of those meetings, the information was condensed. He said that there had not been a subsequent presentation but that one would be provided at the December 23rd meeting by staff. Ms. Wright advised staff to clearly communicate during the presentation that City Council is not bound by the contents of the study if adopted.

Mr. Kelley said that in the interest of improving traffic circulation and public safety in the Thain Road Corridor, the Commission should support the adoption of the study with the understanding that the it would serve as a guiding document and would not bind the City of Lewiston to any of the proposed projects or recommendations.

Vice-Chair Kelly and Commissioner Gardee moved and seconded, respectively, a motion to direct staff to prepare a letter to City Council using Mr. Kelly's comments. The motion carried 4-0; Commissioner Rehder abstained and requested permission from the Chair to explain his reasoning which was Chair Schroeder granted. Mr. Rehder explained that he does not have enough information to fully understand City Council's decision and has concerns about exacerbating the public perception around the study's

intention and value. Ms. Wright and Ms. Schroeder agreed to Mr. Rehder's points of concern.

Mr. Johnson explained the study is being brought before City Council once more by request of the Mayor. He said that City Council has the latitude to approve, amend, or reject the resolution to adopt and, in the event that it is rejected, he will request that City Council provide reasoning and guidance to staff to inform future projects along Thain Road.

Mr. Rehder said that he would support a motion to provide City Council with a letter of support from the Commission if it included language requesting that City Council provide staff with specific direction if the study is rejected.

Vice-Chair Kelley and Commissioner Wright moved and seconded, respectively, a motion to amend the proposed letter to include Mr. Rehder's comments. The motion carried 5-0.

V. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VI. DIRECTOR'S REPORT

Director Johnson shared current staff efforts in reviewing frontage improvements and engineering requirements in an effort to amend City Code to provide flexibility for developers without sacrificing ADA compliance. He anticipates that these amendments will be brought to the Commission in future before presentation to City Council.

Mr. Johnson said that the proposed general obligation (GO) bond for the Main Street Reconstruction Project will be voted on in May 2025 and that downtown business owners expressed an interest in campaigning. Commissioner Wright expressed concern about the traffic volume on the Levee Bypass and how it may be affected by this project. Mr. Johnson said that he would relay these concerns to the consultant.

Vice-Chair Kelly left the meeting at approximately 1:15 p.m.

VII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - Action Item

None.

B. STAFF LIAISON COMMENTS: - Action Item

None.

VIII. ADJOURNMENT - Action Item

There being no further business, Commissioners Wright and Gardee moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 1:18 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley,
Recording Secretary

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this ____ day of _____, 2024



PUBLIC WORKS ADVISORY COMMISSION MEETING **AMENDED** AGENDA ITEM SUMMARY

ITEM TITLE ELECTION OF OFFICERS	AGENDA NO. IV.A. AGENDA DATE: March 19, 2025
---	---

ITEM HISTORY

Kevin Kelly notified the staff liaisons of his resignation from the Public Works Advisory Commission (PWAC) in January. Mr. Kelly's notice of resignation/exit interview is attached. Mr. Kelly was elected as Vice-Chair at the commission's first meeting in April 2023.

Councilor Schroeder notified the staff liaisons of her desire to step down as Chair via email on March 15, 2025. Per the section III.B. of the bylaws, Councilor Schroeder shall serve as the Chair until a successor is duly elected.

The nomination and election of officers from among the currently appointed, voting members is required.

Eligible Members	Ineligible Members
Councilor Kasse Forsmann Ryan Rehder Laura Wright Brent Bourassa Lytonia "LT" Gardee	Councilor Kathy Schroeder Kayleigh Philippi

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

The responsibilities of the officers are provided in Article III of the PWAC bylaws:

III.B. Officers shall serve a term of two (2) years from the meeting at which they are elected and until their successors are duly elected.

III.C. The chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an ex officio voting member of all committees, and generally perform all duties associated with that office.

III.D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

III.E. In the event of the absence of the chairperson and vice-chairperson, those Commission members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Commission.

ACTION PROPOSED

The commission is required to nominate and elect voting members of the Public Works Advisory Commission to serve as Chair and Vice-Chair for a two (2) year period.

PWAC - Resignation

Public Works Advisory Commission (PWAC) members resigning from the commission may use this form to provide a written notice of their resignation.

In addition, there is an optional Exit Interview where outgoing members can share their experience to help staff improve PWAC.

What is your name? *

Kevin Kelly

By clicking the "Yes" checkbox below, I confirm that I am submitting this "PWAC - Resignation" Google Form as a written * notice of my resignation from the Public Works Advisory Commission.

Yes

My resignation will take effect on the following date: *

Please enter the month, day, and year that your resignation will take effect e.g. May 1, 2025.

1/15/25

Would you be willing to provide feedback to staff by answering four (4) questions? *

This exit interview section is completely optional and can be skipped at any time if you change your mind.

Yes

No

Optional - Exit Interview

The following questions are a completely optional opportunity for departing members to provide staff with feedback to better inform future initiatives, goals, etc.

What aspects of PWAC could use improvement?

Did you feel like meetings were productive/time was used efficiently?

Yes I do.

How have you enjoyed your experience serving on PWAC?

I've always enjoyed serving our community collaborating to find solutions to challenges we face.

What might have improved your experience?

How effectively did PWAC meet objectives?

What can we do to best equip new members to feel prepared and be successful?

Starting a commission from scratch is always tough but maybe modeling from another like commission in another community. I feel having an evening meeting time would be better because some issues require more time and discussion.

Do you know anyone who may be interested in applying to PWAC? If you do, please provide their name and phone number or feel free to pass along our contact information to them directly!

I don't have anyone at this time but will encourage anyone I might think of.

Is there anything else you would like to share?

The staff and other commissioners truly have the communities best interests in mind and have put their hearts and hard work into making this a success. I am sad I am unable to continue. It has been a pleasure to serve with everyone.

This form was created inside of City of Lewiston.





PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE ADVISORY BOARDS & COMMISSIONS PERIODIC REVIEW	AGENDA NO. IV.B. AGENDA DATE: March 19, 2025
ITEM HISTORY At least once every four (4) years, each advisory board and commission shall conduct an internal review of its operations, as related to its powers and duties, which is provided in a memo to City Council for its consideration (LCC § 2-48). The Mayor has requested a periodic review be completed by all advisory boards and commissions in time for the Work Session on April 7, 2025.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.) Staff is requesting input from the commission on three (3) areas: <ol style="list-style-type: none"> 1. Activities and Action Plan for the Future 2. Analysis of Activities that may be added to or omitted from PWAC’s powers and duties 3. Recommendations regarding the continued existence of PWAC <p>The commission’s input, if any, must be provided at this March 19, 2025 meeting for inclusion in the memo that the staff liaisons will prepare and provide to the City Clerk. Commissioners that notified the staff liaisons of their absence in advance were given the opportunity to share their input in writing.</p>	
ACTION PROPOSED Staff is requesting input from the commission at today’s meeting for inclusion in the final memo to the Mayor and City Council.	

ADVISORY BOARDS & COMMISSIONS PERIODIC REVIEW – COMMENT MATRIX

Topic	Staff Liaison(s) Comment	Commissioner Comment
Activities and Action Plan for the Future	<p>Moving into 2025 the Public Works Department intends to bring the following subjects/projects to the PWAC for their review and input:</p> <ul style="list-style-type: none"> • Review of the Public Works requirements for development and frontage improvements. • Provide assistance and oversight in the Main Street Bond. • Review of updated stormwater policies. • Review and comment on Public Works and enterprise fund budgets. • Assist in streamlining the transportation CIP process. 	
Analysis of Activities that may be added to or omitted from PWAC's powers and duties ¹		
Recommendations regarding the continued existence of PWAC	<p>The commission has struggled in trying to become educated in the roles and responsibilities of Public Works while simultaneously providing feedback on current or upcoming efforts, resulting in the commission taking on a reactive role. Moving forward, staff liaisons would like to empower the commission to take a proactive role in researching and developing solutions independent of the staff liaisons.</p> <p>If permitted to continue, staff liaisons recommend the following:</p> <ul style="list-style-type: none"> • The commission is provided with clearly defined goals and timelines to inform the contents and quantity of meetings to maximize efficiency. • In the event of an approved motion, the Chair and/or Vice-Chair are responsible for preparing written recommendations, findings, or support from the commission to City Council. 	

¹ See reverse side for LCC § 2-49(i)

The current powers and duties of the Public Works Advisory Commission (PWAC) are outlined in Lewiston City Code § 2-49(i) as follows:

- (i) *Public works advisory commission. The public works advisory commission shall have the following powers and duties:*
 - (1) *Advise and make recommendations to the public works department and the city council on matters related to public works activities or infrastructure, which could include recommendations regarding potable water services, wastewater treatment and collection, industrial pretreatment, stormwater, street maintenance and traffic control, sanitation, development, and engineering.*
 - (2) *Assist the public works department in reviewing and determining the feasibility of topics related to the public works department, which could include master plans, rate recommendations, and setting improvement priorities.*
 - (3) *Serve as a sounding board for the public works department and provide feedback and advice on certain public works agenda items that go before the city council for consideration. It is expected that the public works advisory commission will aid in the filtering and vetting of such items by providing knowledge and depth on the subject matter.*