



**Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
May 21, 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 APRIL 16, 2025 MEETING MINUTES: - 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

A. PUBLIC WORKS ADVISORY COMMISSION PROJECT #1 - CITY STANDARDS

UPDATE: The City Engineer will introduce Public Works Advisory Commission (PWAC) Project #1 - City Standards Update, Assignments #1 and #2. (Luke Antonich)

VI. ITEMS MOVED FROM THE 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. 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

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 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.

April 16, 2025

The PUBLIC WORKS ADVISORY COMMISSION (PWAC) met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Chair Laura Wright called the meeting to order at approximately 12:01 p.m. Councilor Forsmann had notified staff liaisons that she would be in attendance but had yet to arrive when Chair Wright called the meeting to order. Due to a lack of quorum, Director Dustin Johnson moved Agenda Item IV. Director’s Report before the Consent Agenda.

Councilor Forsmann arrived at approximately 12:06 p.m. and a quorum was reached. Chair Wright called the meeting to order for a second time at approximately 12:21 p.m.

Public Works Advisory Commission meetings are recorded live. To view the recording, go to <https://www.youtube.com/watch?v=UqXrE38xAGs>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Chair Laura Wright, Kayleigh Philippi, and Brent Bourassa

COMMISSIONERS ABSENT: Vice-Chair Ryan Rehder and Lytonia “LT” Gardee

CITY COUNCIL LIAISONS PRESENT: Councilor Kathy Schroeder and Councilor Kasse Forsmann

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

II. CITIZEN COMMENTS

None.

IV. DIRECTOR'S REPORT

Director Johnson provided updates and answered questions on the Main Street Reconstruction Project, 17th Street Sidewalk Infill in front of Jenifer Junior High School, 12th Street Sidewalk Infill; Airway to Warner, 1/2 Block of Bryden Ave, Annual Street Preservation, and the Downtown Water Transmission Main Project.

III. CONSENT AGENDA

Chair Wright 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.”

Councilors Schroeder and Forsmann moved and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

A. APPROVAL OF MARCH 19, 2025 MEETING MINUTES: - Action Item

B. APPROVAL OF AMENDED BYLAWS: - Action Item

V. ACTIVE AGENDA

A. Advisory Boards & Commissions Periodic Review : - Presentation (Dustin Johnson)

Director Johnson told the commission that the periodic review had been completed and that adjustments were being made to make the most out of the commission's time and efforts. The commission requested that future meetings continue to include the "Director's Report" and that all comments be provided,

regardless of City staff agreement or disagreement, to the commission and City Council.

Public Works Specialist Kelley informed the commission that an Agenda Item History Sheet had been prepared but was not included due to a clerical error when she published the agenda packet. She apologized for the error and would share the Agenda Item History Sheet with the commission. Ms. Kelley explained that the commission would meet in May and receive their first assignment. After May, the commission will meet on a quarterly basis.

VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

None.

VII. UNFINISHED & NEW BUSINESS

A. Commissioner Comments: - Action Item

None.

B. Staff Liaison Comments: - Action Item

Director Johnson told the commission that a third Open House for the Main Street Project would be held during the first week of May.

Public Works Specialist Kelley apologized for the technical error that resulted in the missing Agenda Item History Sheet for Item V.A.

VIII. ADJOURNMENT - Action Item

There being no further business, Councilor Schroeder and Commissioner Bourassa moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 12:37 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley,
Recording Secretary

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this ____ day of _____, 2025



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE PUBLIC WORKS ADVISORY COMMISSION PROJECT #1 - CITY STANDARDS UPDATE	AGENDA NO. V.A. AGENDA DATE: May 21, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) <p>This item has not been brought before the Commission previously and is the first project to be assigned following City Council's periodic review.</p> <p>Public Works is pursuing an update to the City of Lewiston (COL) standard drawings and modifications to the Idaho Standards for Public Works Construction (ISPWC) and contracted with J-U-B Engineers, Inc. ("J-U-B") to review and make recommendations. The standard drawings establish requirements for the construction of infrastructure within the City of Lewiston or on its utility systems. The standard modifications serve to modify the ISPWC specifications to better meet the City's specific needs.</p> <p>Public Works has reviewed J-U-B's recommendations and is now seeking feedback from PWAC. The enclosed packet includes assignments that the Commission is tasked to complete by the timeline enclosed therein.</p>	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) <p>The approval of the updated documents will not have a budgetary impact. Staff time has been used for the review of these documents which is necessary to keep the standards up to date and current with the ever-changing world of construction and construction processes as well as the needs of the City.</p>	
ACTION PROPOSED <p>Staff is assigning the Public Works Advisory Commission with Project #1 - City Standards Update, Assignments #1 and #2.</p>	



PUBLIC WORKS ADVISORY COMMISSION (PWAC)

PROJECT #1
CITY STANDARDS UPDATE

Project Lead: Luke Antonich, PE, City Engineer

Assignment #1..... due by 5pm on Wednesday, June 11th

Assignment #2..... due by 5pm on Thursday, June 26th

For any questions regarding process or status, please contact the staff liaison(s):

(Primary)

Haley Kelley
Public Works Specialist
hkelley@cityoflewiston.org
208-553-2662

(Secondary)

Dustin Johnson, PE
Public Works Director
publicworks@cityoflewiston.org
208-746-1316 x 0

Public Works Advisory Commission (PWAC)

Project #1 – City Standards Update



OVERVIEW

Public Works is pursuing an update to the City of Lewiston (COL) standard drawings and modifications to the ISPWC and contracted with J-U-B Engineers, Inc. (“J-U-B”) to review and make recommendations. After receiving feedback from the PWAC, staff will advertise a 30-day comment period to contractors, developers, and engineers. The end goal is to present a comprehensive standards update to the City Council for consideration.

Standard Drawings – Establishes the minimum requirements for the construction of infrastructure within the COL or on its utility systems.

Standard Modifications – Modifies the Idaho Standards for Public Works Construction (ISPWC) to better fit the specific needs of the COL.

ASSIGNMENT #1

Assigned to: All PWAC members (including City Council Liaisons and Student Member)

Staff have reviewed J-U-B’s recommendations and requests review and feedback on the following:

- Redlined COL Standard Drawings;
- A list of revisions to the COL Standard Drawings;
- Modifications to the ISPWC; and
- A spreadsheet of J-U-B’s recommendations for ISPWC drawings versus COL Standard Drawings.

As you work on your assignment(s), please remember to comply with Open Meeting Law.

TIMELINE

Start	Project Lead will introduce the project at the regular meeting on May 21, 2025. The review documents will be provided to the Commission during the meeting.
Check-In	Email any questions, concerns, etc. to the staff liaison by 5pm on Wednesday, May 28 th .
Staff Response	Staff liaison will address all questions, concerns, etc. in an email by 12pm on Friday, May 30 th . Non-response will be relayed via email by the aforementioned deadline.
Due Date	Email feedback to the staff liaison by 5pm on Wednesday, June 11 th .
Staff Response	Staff liaison will initiate Assignment #2 on June 12 th (see page 2)

April 2025

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27	28	29	30			

May 2025

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June 2025

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29	30					

Start
 City Holiday
 Check-In
 Staff Response
 Due Date
 Regular Meeting

Public Works Advisory Commission (PWAC)

Project #1 – City Standards Update



OVERVIEW

Public Works is pursuing an update to the City of Lewiston (COL) standard drawings and modifications to the ISPWC and contracted with J-U-B Engineers, Inc. (“J-U-B”) to review and make recommendations. After receiving feedback from the PWAC, staff will advertise a 30-day comment period to contractors, developers, and engineers. The end goal is to present a comprehensive standards update to the City Council for consideration.

Standard Drawings – Establishes the minimum requirements for the construction of infrastructure within the COL or on its utility systems.

Standard Modifications – Modifies the Idaho Standards for Public Works Construction (ISPWC) to better fit the specific needs of the COL.

ASSIGNMENT #2

Assigned to: PWAC Officers (Chair and Vice-Chair)

After PWAC has completed Assignment #1, the staff liaison will initiate Assignment #2 by sending the Officers the following documents:

- All of the raw—no reviews or edits from staff—feedback from PWAC;
- A template to be used by Officers to compile PWAC feedback.

As you work on your assignment(s), please remember to comply with Open Meeting Law.

TIMELINE

Start	Staff liaison will email the Officers by 12pm on Thursday, June 12 th .
Check-In	Email any assignment questions, concerns, etc. to the staff liaison by 5pm on Monday, June 16 th .
Staff Response	Staff liaison will address all questions, concerns, etc. in an email by 5pm on Tuesday, June 17 th . Non-response will be relayed via email by the aforementioned deadline.
Due Date	Officers will finalize the feedback from PWAC and email it to the staff liaison by 5pm on Thursday, June 26 th .

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

Start
 City Holiday
 Check-In
 Staff Response
 Due Date