



**Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
March 19, 2026 - 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 NOVEMBER 20, 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. ELECTION OF OFFICER: Nomination and Election of a Vice-Chair. - Action Item

B. GEOGRAPHIC INFORMATION SYSTEMS (GIS) PRESENTATION - CAPITAL PROJECTS: Presentation by the Engineering Division's Geographic Information Systems (GIS) staff on a software application for capital projects. - Presentation (Luke Antonich)

C. PUBLIC WORKS ADVISORY COMMISSION PROJECT #1 - CITY STANDARDS UPDATE: The Public Works Director will provide an update on the status of PWAC Project #1 - City Standards Update. - Action Item

D. PUBLIC WORKS ADVISORY COMMISSION PROJECT #2 - TRANSPORTATION PLAN UPDATE: The Public Works Director will provide an update on the status of PWAC Project #2 - Transportation Plan Update. - Action Item

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.

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 12:00 p.m.

Public Works Advisory Commission meetings are recorded live. To view the recording, go to <https://www.youtube.com/watch?v=arE8B-0-qNI>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Chair Laura Wright, Vice-Chair Ryan Rehder, Brent Bourassa, and Lytonia "LT" Gardee

COMMISSIONERS ABSENT: Kayleigh Philippi

CITY COUNCIL LIAISONS PRESENT: Councilors Kasse Forsmann and Matthew Wright

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

II. CITIZEN COMMENTS

None.

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.”

Councilor Wright and Councilor Forsmann moved and seconded, respectively, approval of the Consent Agenda. The motion carried 6-0.

A. APPROVAL OF AUGUST 28, 2025 MEETING MINUTES: - Action Item

IV. DIRECTOR'S REPORT

Director Johnson answered questions and provided updates on department activities including the November 2025 ballot results for the Main Street Reconstruction Project and how the City would be revisiting funding options; presentation at December 2025 City Council Work Session outlining transportation funding and how to best strategize their use; the master plan updates for the City's water, wastewater, and transportation systems; the East Lewiston Transportation Network Analysis steering committee has a vacant seat for a PWAC member; PWAC has one vacant seat for a voting member.

V. ACTIVE AGENDA

A. PUBLIC WORKS ADVISORY COMMISSION PROJECT #2 - TRANSPORTATION PLAN UPDATE: - Action Item

Director Johnson introduced the project and the intent to gather feedback and suggestions on the existing process to inform the update to the 2020 Lewiston Transportation Plan in 2026. Public Works Specialist Kelley walked through Assignment #1 which had been issued by email to coincide with the "Call for Requests Period" of the annual update process to the Capital Improvement Plan (CIP) appendix of the Transportation Plan. Ms. Kelley walked through

Assignment #2 which tasked this body with reviewing and providing feedback on the entire 2020 Lewiston Transportation Plan.

VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - Action Item

Commissioner Bourassa asked if the transportation funds appropriated for the Main Street Reconstruction Project could be used for another project. Director Johnson said this was possible with a budget amendment. Councilor Forsmann shared the importance of reserves for day-to-day operations and emergencies in response to messaging she experienced that funding already existed for the project. Mr. Johnson concurred and extended an invitation to City Hall for anyone interested in seeing data for unencumbered funds.

Vice-Chair Rehder asked if anticipated reserves are published with the Transportation Capital Improvement Plan (CIP). Mr. Johnson said it is not typically included; Public Works Specialist Kelley added that secured funding is now included in the "Update Summary" of the CIP. Mr. Bourassa asked if there was a timeline or schedule included for projects; Chair Wright said that the project specifications would have that information.

Ms. Wright expressed appreciation for the email issued about "GIS (Geographic Information System) Day" on November 19, 2025 by the City's Public Information Office.

Ms. Forsmann said that council liaison appointments were up for consideration by the Mayor in January 2026 and that she was not seeking reappointment to this body.

Ms. Wright requested to speak with Mr. Johnson separately about a public outreach idea.

B. STAFF LIAISON COMMENTS: - Action Item

Chair Wright questioned when the next meeting would occur. Public Works Specialist Kelley provided March 2026 as a tentative date.

VIII. ADJOURNMENT - Action Item

There being no further business, Commissioner Bourassa and Councilor Wright moved and seconded, respectively, to adjourn the meeting. The motion carried 6-0 and the Public Works Advisory Commission adjourned at approximately 12:51 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley,
Recording Secretary

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this ____ day of _____, 2026



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE ELECTION OF OFFICER	AGENDA NO. V.A. AGENDA DATE: March 19, 2026
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) <p>Vice-Chair Ryan Rehder's three-year term on the Public Works Advisory Commission (PWAC) is set to expire on March 27, 2026. Mr. Rehder notified the staff liaisons that his availability is currently limited, impacting his ability to serve on the commission. The nomination and election of a vice-chair from currently appointed voting members is required.</p>	
Eligible Members Ineligible Members	
Councilor Jessica Klein Councilor Matthew Wright Brent Bourassa Lytonia "LT" Gardee	Chair Laura Wright Ryan Rehder Kayleigh Philippi
<p>The responsibilities of the officers are provided in Article III of the bylaws and paraphrased below:</p> <ul style="list-style-type: none"> • Term of two (2) years until March 19, 2028 and their successor is duly elected. • In the absence, disability, or vacancy of a chairperson, the vice-chair will assume and perform all the duties and functions of the chairperson. This includes, but is not limited to, authorizing calls for special meetings and executing documents authorized by PWAC (e.g. meeting minutes, recommendations to City Council, etc.) 	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) N/A	
ACTION PROPOSED The Public Works Advisory Commission is required to nominate and elect a voting member to serve as Vice-Chair for a two (2) year period.	



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE PUBLIC WORKS ADVISORY COMMISSION PROJECT #1 - CITY STANDARDS UPDATE	AGENDA NO. V.B. AGENDA DATE: March 19, 2026
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) <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). 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>Project #1 sought feedback from PWAC and was introduced at the May 21, 2025 meeting. After PWAC's completion of Assignment #2 in June 2025, no further action was needed from the commission while Engineering staff reviewed feedback.</p> <p>Director Johnson will provide an update on the status of the standards.</p>	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) N/A	
ACTION PROPOSED Staff is not seeking any specific action from the commission at this time.	



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE PUBLIC WORKS ADVISORY COMMISSION PROJECT #2 - TRANSPORTATION PLAN UPDATE	AGENDA NO. V.C. AGENDA DATE: March 19, 2026
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Public Works is pursuing an amendment (“update”) to the City of Lewiston Transportation Plan with the following goals: <ul style="list-style-type: none"> • Participate in the 2026 annual update to the Capital Improvement Plan (CIP) to provide feedback on what should, or shouldn’t, be changed in how the City disseminates information and engages the public. • Restructure the CIP based on feedback received to date e.g. more in-depth project descriptions, funding, completed projects, and ranking criteria. <p>Project #2 was introduced at the November 20, 2025 meeting. Assignments #1 and #3, surveys pertaining to the Call for Requests Period and Public Comment Period 2026 Capital Improvement Plan (CIP) update, respectively, have been completed. Assignment #2 tasks the commission with reviewing and providing feedback on the 2020 Lewiston Transportation Plan as a whole.</p>	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) Results and staff response for Assignments #1 and #3 are included in the packet. Assignment #2 is in-progress but the timeline has been adjusted due to the adoption of the 2026 CIP on March 9, 2026.	
ACTION PROPOSED Staff is not seeking any specific action from the commission at this time.	

Assignment #1 – “Call for Requests Period” Survey



The annual Transportation Capital Improvement Plan (TCIP) update kicks off with a 30-day “Call for Requests Period” where the public can revisit the CIP and submit new projects or scope changes to existing projects for inclusion in the 2026 plan.

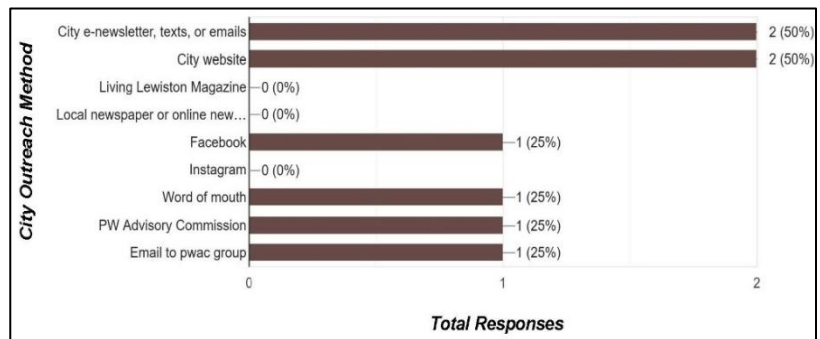
Assignment #1 asked PWAC members to pretend to be new to the area and pay attention to the public outreach they do, or don’t, see during this period; 4 out of 7 members completed Assignment #1.

Feedback: Notification Methods

Public Works notifies the public by issuing a press release to media outlets and the City’s Public Information Office (PIO) for distribution.

The PIO has the authority and permission to post information on the website home page, e-newsletter, Living Lewiston Magazine, Facebook, and Instagram. Public Works staff can post information on the department page.

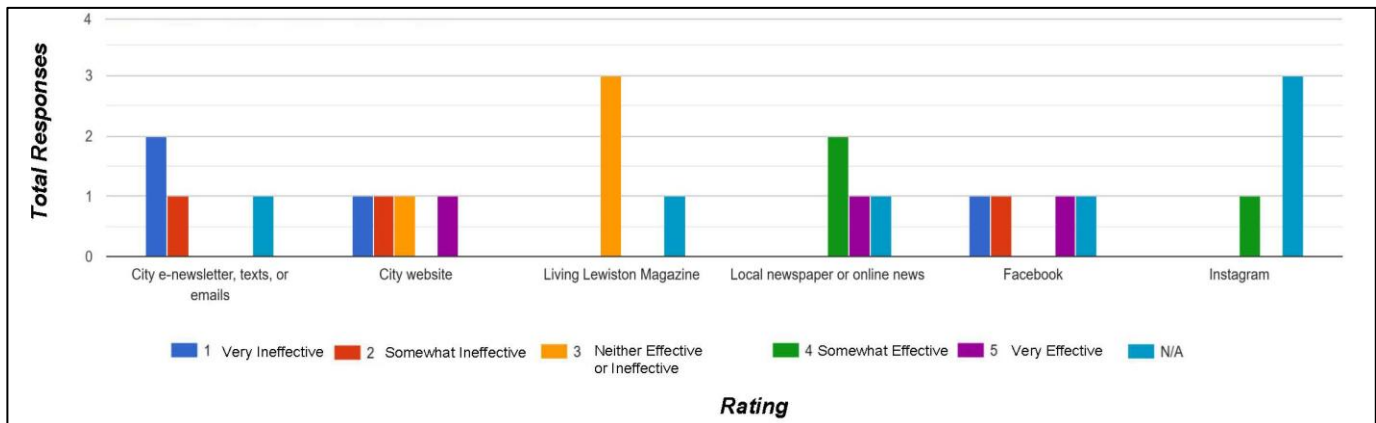
Figure 1 – How did you learn about the “Call for Requests Period”?



The survey results show that respondents primarily learned about the “Call for Requests Period” by email or the City website (see Figure 1), with respondents rating the effectiveness of each method across the board (see Figure 2).

There are contradictions between the outreach methods respondents selected for how they learned about the “Call for Requests Period” versus the methods they rated for effectiveness. For example, zero respondents selected the Living Lewiston Magazine as one of the ways they learned about the “Call for Requests Period” but three (3) respondents rated the magazine’s effectiveness. This discrepancy could be due to confusion over the survey question or respondents completing the survey over time instead of a single sitting.

Figure 2 – How effective did you find each method?



Feedback: Participation

Most respondents found it easy to submit new projects or scope changes to existing projects as part of the “Call for Requests Period” (see Figure 3). Responders provided the following context for their ratings:

2 – Somewhat Difficult

“I don't really understand what "participate" means, what specifically are we asking citizens to do? All I see is a form titled "Call for Requests Period". Is the goal to get a comment with no guidance on what type of comment? If that's what we mean by participating, then submitting a form with a comment is easy, once you find the form.”

4 – Somewhat Easy

“Form should have email address for where to submit”

“I received instructions at the PWAC meeting.”

5 – Very Easy

“The comment box makes it very easy to participate instead of having to fill out a bunch of specific questions to things that may not pertain to my concern.”

One respondent may have conflated participation in this survey with participation in the Transportation CIP update based on their comment about receiving instructions at a PWAC meeting.

Feedback: Accessibility

Most respondents found that information on this opportunity to provide feedback wasn't necessarily easy or difficult to access online or in-person (see Figure 4). Responders provided the following context for their ratings:

2 – Somewhat Difficult

“Facebook medium is difficult, because it will require multiple posts to ensure a user sees the request. When I manually go to the City of Lewiston website there is not a call to action on the main page, I have to already know what I'm looking for to find the correct page. Once on the correct page the request is not interactive it's a simple form. This requires me to dig into the pdf's and construct my own documents to attach to the form. There is no guidance on what information I should include, simply a comment section. The interactive table is not really interactive, from what I can tell it's a search that takes me to the same PDF.”

3 – Neither Easy or Difficult

“On City website, not on main page; not in other news so hard to find without direct link and knowing where to comment.”

“I had to search on the website to find it instead of it being on the main Public Works page.”

Figure 3 – Was it easy for you to participate?

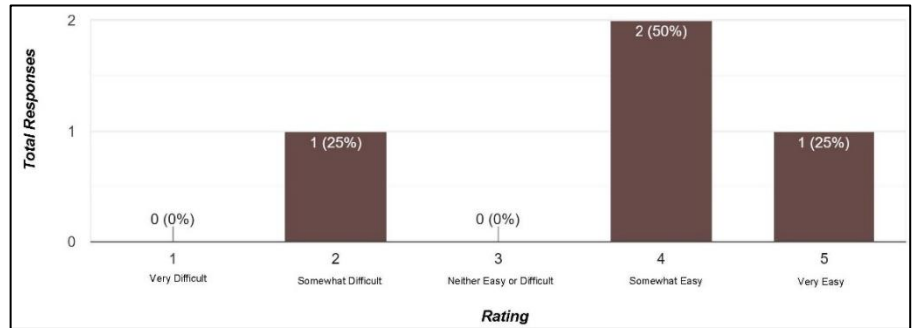
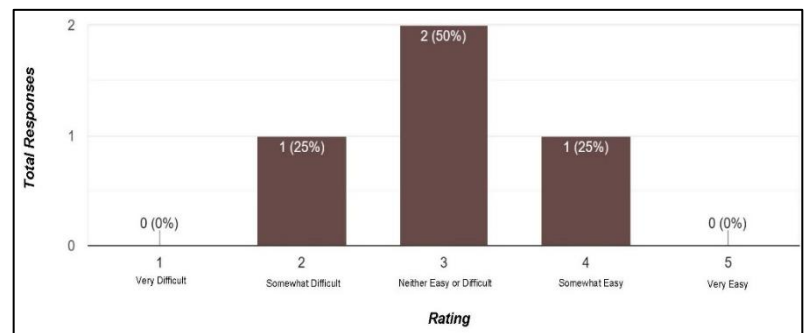


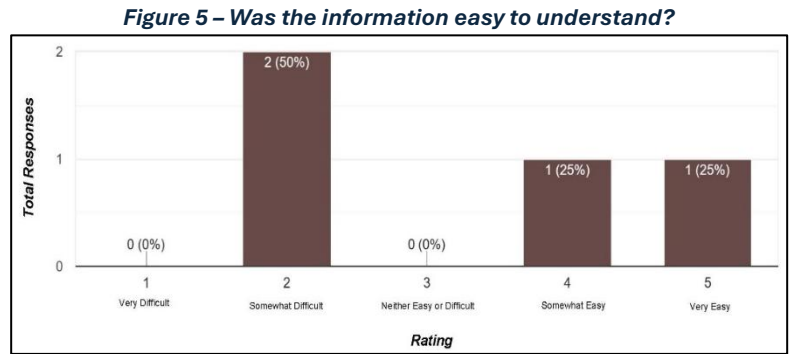
Figure 4 - Was the information easy to access?



3 – Somewhat Easy

“Google search”

While getting to the information seemed to pose little difficulty, understanding what was being presented and asked of the public during the “Call for Requests Period” appears mixed based on respondent feedback (see Figure 5). Responders provided the following context for their ratings:



2 – Somewhat Difficult

“If I want to understand a specific project, I need to search further on the City site to find that project, I can't simply drill deeper into the current page I'm on. Which of course I can't because I'm on a PDF. On understanding, there is no explanation on why one project was determined to be more important than another. Are there more car accidents and deaths downtown on Main street vs Bryden?”

“Description has a link to process and a link to the page with the various plans. Instructions could have more details??”

4 – Somewhat Easy

“Form should have instructions on how to submit”

5 – Very Easy

“The information is very straight forward”

Next Steps

While this project intends to collect feedback in order inform the scope of the amendment to the overall Transportation Plan, staff created a revised form including the submittal locations and deadline information in time for the 2026 CIP's “Public Comment Period”.

For staff consideration when amending the Transportation Plan:

- Utilization of the City website's home page to notify public;
- Utilization of the Public Works department page to notify public;
- Use of monthly utility bill inserts and/or envelopes to notify public;
- Redesign of the City website's home page;
- Redesign of the Public Works department's “Master Plans” subpage;
- Creation of a smartphone and tablet compatible application with interactive widgets to assist in citizen's ranking of projects.

Assignment #3 – “Public Comment Period” Survey



After staff used the input collected during the “Call for Requests” period to revise the Transportation Capital Improvement Plan (CIP), the draft was made available in-person and on the City’s website for a 30-day “Public Comment Period” between January 6th and February 6th.

Assignment #3 asked PWAC members to pretend to be new to the area and pay attention to the public outreach they do, or don’t, see during this period; 1 out of 7 members completed Assignment #3.

Feedback: Notification Methods

Public Works notifies the public by issuing a press release to media outlets and the City’s Public Information Office (PIO) for distribution.

The PIO has the authority and permission to post information on the website home page, e-newsletter, Living Lewiston Magazine, Facebook, and Instagram. Public Works staff can post information on the department page.

The respondent said that the information on the Public Comment Period was somewhat easy to access and that “the links were easy to find on the City’s website”. They reported the City website and word of mouth as notification sources, with the former ranked as a very effective outreach method. The respondent added:

“I didn't seem to see as much on social media about this as in the past. Last time, it seems I saw it more frequently. Not sure if it's an algorithm issue or my generally lessened use of social media.”

Unfortunately, limited staffing and access to the City’s social media accounts during the “Public Comment Period” window resulted in unexpected barriers to posting on Facebook and Instagram.

Feedback: Participation

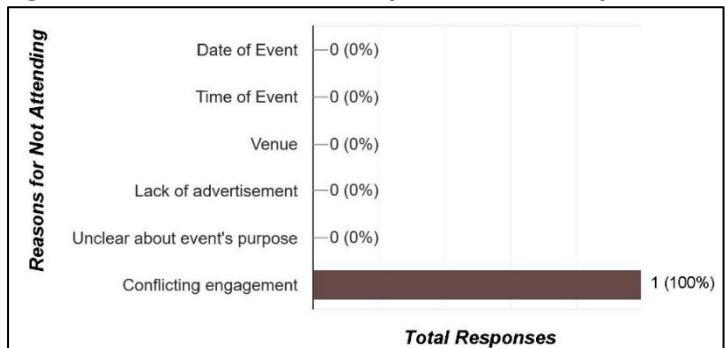
The respondent said that was somewhat easy to provide feedback on the CIP but they “could see where those not computer literate may have more difficulty”.

In addition to the online and in-person materials available to the public during this time, there was an Open House held at the Lewiston City Library’s Community Room from 5:30 p.m. to 6:30 p.m. on January 13, 2026.

The Open House had zero citizens in attendance.

The respondent reported a conflicting engagement for their non-attendance and said that “additional options would have been helpful but I'm not sure I would have gone anyways because I didn't really have questions on the plan after reading it.”

Figure 1 - What made it difficult for you to attend the Open House?



Feedback: Accessibility

The respondent said that the information on the Public Comment Period was very easy to understand and “while overall a bit wordy” they thought “the accompanying maps for each mode were very helpful”.

Next Steps

The inability to notify the public using the City’s social media accounts during the “Public Comment Period” highlights the need for a review of Administrative Policy 2023-01 to clearly outline who is authorized to post when staff availability is limited.