

June 14, 2023

The PUBLIC WORKS ADVISORY COMMISSION 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 12:01 p.m. with all members present except Councilor Forsmann.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://www.youtube.com/live/tMmGZ20NCt0?>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright; Vice-Chair Kevin Kelly; Kayleigh Philippi; Ryan Rehder

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

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Aaron Butler, IT; Jeff Wiemer, Stormwater Coordinator

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 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".

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

A. APPROVAL OF MAY 10, 2023 MEETING MINUTES: - Action Item

IV. DIRECTOR'S REPORT

A. ORDINANCE NO. 4882 UPDATE

Director Johnson said that the commission's feedback at the last meeting was forwarded to staff for consideration and implementation and an amended ordinance was presented to and adopted by Council. Ordinance No. 4882 establishes a Stormwater Division and the creation of a Stormwater Drainage System Utility but does not set rates.

Mr. Johnson discussed the 50-year storm event on June 9, 2023 and the ongoing evaluation of damages to apply for relief through Mark Hurd, Director of Emergency Management. Mr. Johnson emphasized that infrastructure isn't typically designed for 50 or 100-year events and that the creation of the utility and subsequent improvement of the City's stormwater drainage system better prepares the City for such events but will not prevent localized flooding. Mr. Johnson also shared that the National Oceanic and Atmospheric Administration (NOAA) had been tracking the storm and alerted Nez Perce County and the City to expect damages.

Councilor Forsmann questioned if the Blue Bridge flooding could be mitigated. Mr. Johnson stated that the Blue Bridge is shared between the Idaho Transportation Department (ITD) and the Washington State Department of Transportation (WSDOT) with WSDOT leading maintenance. He

said that the scuppers that drain into the river are undersized but that he is unsure if additional drainage would impact structural integrity. Commissioner Wright expressed concern over the maintenance schedule and suggested sending a letter; Mr. Johnson said that he would follow up with the representatives from ITD, Nez NPC, and WSDOT on the Lewis-Clark Valley Metropolitan Planning Organization's (LCVMPO) Technical Advisory Committee about the issue.

Ms. Wright asked when the damages information would be finalized. Mr. Johnson explained that ground penetrating radar discovered voids beneath the roadway which have not come to the surface yet and require ongoing evaluation; he provided the examples of 21st Street where stormwater went under the pavement in one area and shot out from another area and 13th Street in front of Bert Lipps pool where a split in the roadway expanded due to stormwater undermining the subgrade beneath the road and collapsing asphalt into the trench. Mr. Kelly asked if voids beneath roadways coming to the surface created sinkholes. Mr. Johnson said yes and went on to share that borings were completed along 21st Street that discovered is no sub base only river cobble, with 3" to 12" of asphalt along the corridor.

B. HIGH RESERVOIR AND IRRIGATION RESTRICTIONS UPDATE:

Director Johnson said that the repairs are on schedule with onsite work nearing completion and the liner and floating lid arriving soon. The target date continues to be July 31st but staff are continuously evaluating for efficiencies that can be taken advantage of but it will still take time to get the reservoir operational, filled, and tied back into the system.

Chair Schroeder asked how long it would take to fill the High Reservoir. Commissioner Rehder and Mr. Johnson explained that the water treatment plant's design capacity is eight to twelve million gallons of water and once the High Reservoir is online, it would take less than 48 hours to fill. Mr. Johnson clarified that under the irrigation restrictions, the water treatment plant is able to supply less than 500,000 gallons without the High Reservoir. Ms. Schroeder asked if there were any advantages to keeping the restriction in effect once the High Reservoir is repaired; Mr. Johnson said no and the City needs the revenue from that irrigation usage.

Mr. Johnson shared that there are currently 175 approved alternative watering schedules and the vast majority are elderly residents and/or residents with disabilities. He pointed out that the irrigation under public scrutiny for Lewis-Clark State College (LCSC) and the School District's properties have been approved because it's not feasible to hand water landscaping of that size. Mr. Johnson reiterated that the issue is not a lack of water but a lack of surge capacity in the system - water cannot be distributed fast enough.

Councilor Forsmann asked when the City website would be updated and suggested posting the criteria for applying for an alternative watering schedule. Mr. Johnson said that the criteria is already posted and that he provides weekly updates to the Public Information Officer (PIO) for dissemination.

Mr. Kelly referred to the flow of water as a result of the rupture and asked if it will inform future stormwater projects. Mr. Johnson answered that staff reviewed the drainage pattern into the storm system. Mr. Kelly requested clarification on Ordinance No. 4882 as a means to fund improvements for this drainage to which Mr. Johnson replied affirmatively and said that the City's storm drainage system must be maintained in order to handle routine operations as well as 50-year storm events and discharge from a reservoir which takes money to maintain and has thus far been property taxes.

Ms. Forsmann said that the public is confused on the funding mechanism but that the utility allocates funds for the specific purpose of stormwater operations and maintenance. Mr. Johnson said that like water, sewer, and sanitation, stormwater drainage is a service and the cost of labor and materials to maintain that system is what the utility is for.

C. DOWNTOWN CONSTRUCTION PROJECTS:

Director Johnson spoke about the Downtown Transmission Main Replacement project along Main Street and that minimum control measures for stormwater, traffic control, and impacts to businesses would be taken into greater consideration for future projects.

V. DISCUSSION ITEMS

A. DRAFT STORMWATER DRAINAGE SYSTEM UTILITY FEE STRUCTURE AND CREDIT POLICY

Jeff Wiemer, Stormwater Coordinator, presented the draft *Stormwater Drainage System Utility Fee Structure and Credit Policy*; the accompanying slideshow is located in Appendix A of the June 14, 2023 Minutes. The commission provided the following feedback:

Reference	Public Works Advisory Commission Comments
Section Two – Fee Structure, Residential Properties	Commissioner Wright suggested reviewing how mobile home parks, condos, and condo associations are classified by utility billing i.e. residential account or commercial account.
Section Two – Fee Structure, Residential Properties	Commissioner Rehder requested clarification on how home occupations would be treated.
Section Two – Fee Structure, Residential Properties	Councilor Forsmann requested clarification on how homeowner associations (HOAs) would be impacted.
Section Three – Credit Eligibility Criteria, Commercial Non-Use	Commissioner Rehder asked for clarification in regards to option (3) in the <i>Amount</i> column and said that the parameter of “indirectly hydraulically connected” would be hard to determine.
Section Three – Credit Eligibility Criteria, Commercial On-Site Gravel Areas	Commissioner Wright suggested reviewing this in light of the 50-year storm event that washed gravel into public areas which the City then had to clean up. She also questioned how the 15% credit was determined.
Section Three – Credit Eligibility Criteria, Commercial On-Site Retention/Treatment Equivalent	Commissioner Rehder asked if the proof of proper ongoing operation and maintenance would be checklist submitted annually
Section Three – Credit Eligibility Criteria	Councilor Forsmann and Commissioner. Rehder requested clarification on whether residential customers would be eligible for a waiver and/or credit
Section Three – Credit Eligibility Criteria, Public Parks, Open Space, Trails, & Paths	Commissioner Wright suggested applying the same credits as “Vacant Undeveloped Property” category.

VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item
 None.

VII. UPCOMING EVENTS/MEETINGS

- A. REGULAR MEETING: JULY 12, 2023:** *Query of Commissioners to attend the next regularly scheduled meeting.*
- B. FISCAL YEAR 2024 BUDGET SESSION #5: JUNE 27, 2023:** *This is the fifth in a series of budget sessions between City Council and City Department heads which will be held in-person and livestreamed at 3pm in the Bell Building 2nd Floor Meeting Room. This session is*

dedicated to Public Works.

Director Johnson corrected the time to 5:15pm and invited the commission to attend or watch the livestream.

C. PWAC INTERVIEWS

Director Johnson asked members to participate in the interviews for the two vacancies; Vice-Chair Kelly, Chair Schroeder, and Commissioner Wright asked to participate.

VIII. UNFINISHED/NEW BUSINESS

A. BOARD MEMBER 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.*

Commissioner Wright expressed appreciation for the Public Works Expo, thanked City staff for their efforts, and suggested inviting senior centers next year. Director Johnson explained that the Public Works Expo was traditionally tailored towards schools but attendance has decreased and it was possible to expand invites next year.

B. STAFF LIAISON COMMENTS

Director Johnson reminded the commission that the meeting duration was their decision should they wish to extend it. Public Works Specialist Kelley pointed out that the bylaws needed revision to reflect the increased members and the meeting duration could be adjusted at that time.

C. FUTURE AGENDA ITEM – Action Item

Councilor Forsmann questioned how speed limits and signal timing are determined and Director Johnson answered that speed limit is determined by ordinance and advanced warning signs and signal timings are adjusted by Public Works.

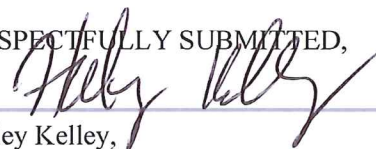
Mr. Johnson said that he would solicit feedback from the commission for final budget preparation at the next meeting.

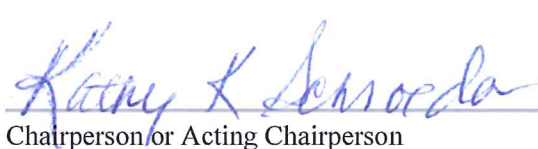
Commissioner Rehder referenced the previous meeting's discussion of the commission coordinating and planning projects and asked if future meetings could be dedicated to a particular topic. Mr. Johnson stated that staff would work on forecasting these focused meetings for Fall/Winter.

IX. ADJOURNMENT - Action Item

There being no further business, Vice-Chair Kelly 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 1:37 p.m.

RESPECTFULLY SUBMITTED,


Haley Kelley,
Recording Secretary


Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 12 day of July, 2023

APPENDIX A



Draft Stormwater Drainage System Utility Fee Structure & Credit Policy

Public Works Advisory Commission
June 14, 2023

This Agenda Item can be founds at <https://lewistonid.portal.civicclerk.com/event/252/>



How is my bill calculated?

Based on Service Area

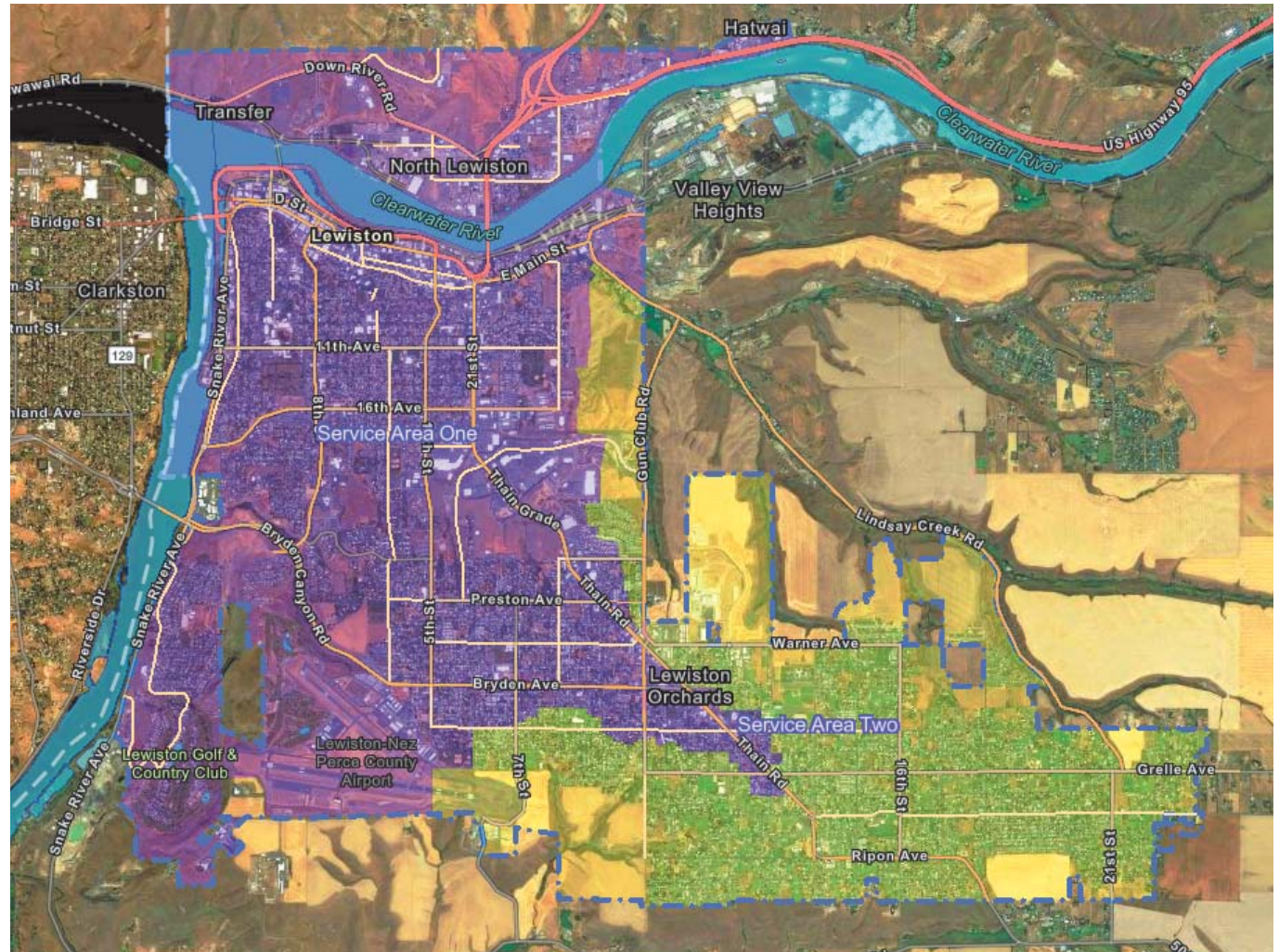
Rates are determined by
Council

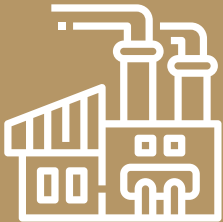
ERU = Equivalent Residential
Unit

ERU for Lewiston is 4,500
square feet of Impervious
Surface Area (ISA)

ISA = roofs, driveways, patios,
etc. which cannot absorb
water

Utility Assistance Program
available for eligible citizens





What is a Commercial Property?

All commercial properties, hotels, dwellings larger than a fourplex, industrial properties, public properties and facilities, etc. are to be defined as “Commercial Properties”.



Commercial Property - ERU's

The number of ERU's a Commercial Property is billed each month is determined by the total amount of ISA on the property.

Credits are available once certain criteria are met and maintained.

Example:

City Hall has 17,250.95 square feet of ISA on the property.
The City would be billed 4 ERU's.



What is a Residential Property?



Single Family Residential (SFR); Multi-Residential (MR) which includes Duplexes, Triplexes, and Fourplexes; Mobile Home Parks; Condos; and Condo Associations are to be defined as “Residential Properties”.





Residential Properties - ERU's



Type of Residential Property	Number of ERU's
Single Family Residential (SFR)	1
Multi Residential (MR)	0.5 per dwelling (Duplex = 1 ERU, Triplex = 1.5 ERU, Fourplex = 2 ERU)
Mobile Home Parks	Total ISA determines ERU's
Condo	0.5 per dwelling
Condo Association	Total ISA determines ERU's



cityoflewiston.org/dsu