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. Commission members present at the time Chair Schroeder called the meeting to order included Vice-Chair Kelly, Commissioner Wright, and Commissioner Rehder; a quorum was met and official business was allowed to proceed.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to https://www.youtube.com/live/FN1vURZabLo?feature=share

I. CALL TO ORDER

COMMISSIONERS PRESENT: Vice-Chair Kevin Kelly, Laura Wright, Ryan Rehder, and Student Member Kayleigh Philippi

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

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

II. CITIZEN COMMENTS

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, please contact Public Works Specialist Haley Kelley at least 48-hours in advance of the meeting time at (208) 553-2662 or publicworks@CityofLewiston.org.

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".

Vice-Chair Kelly and Commissioner Wright moved and seconded, respectively, approval of the Consent Agenda. The motion carried 3-0.

A. APPROVAL OF JUNE 14, 2023 MEETING MINUTES: - Action Item

IV. DIRECTOR'S REPORT

A. HIGH RESERVOIR UPDATE

Director Johnson provided an update on the High Reservoir repairs and Irrigation Restrictions.

Councilor Forsmann asked if there was any way to celebrate Water Division staff for their efforts; Mr. Johnson said that it is being discussed.

Vice-Chair Kelly asked which reserves are being used to fund these repairs. Mr. Johnson answered that the reserves are from the water enterprise fund. Mr. Kelly asked if that reserve could be replenished by insurance, grants, etc. Mr. Johnson said that the City received $250,000 in emergency funds from the Idaho Department of

Environmental Quality (DEQ) and that the City has been in constant contact with Representative Fulcher and Governor Little's office. DEQ ranked the City of Lewiston at #40 for funding; City is seeking clarification on the ranking criteria. Mr. Johnson said that investigation into the cause of the rupture is being conducted by a third party and the City's insurance carrier.

B. <u>PWAC VACANCIES</u>: *Next steps following interviews with applicants Chelsea Blewett, Gabe Iacoboni, Darlene Lambert, Justin Merwin, and Brent Bourassa.*

Director Johnson updated the group that Ms. Blewett rescinded her application; Mr. Iacoboni, Ms. Lambert, and Mr. Bourassa were interviewed; and staff have attempted to reschedule with Mr. Merwin. The board directed staff to continue rescheduling efforts with Mr. Merwin.

V. <u>DISCUSSION ITEMS</u>

A. <u>AMENDED PUBLIC WORKS ADVISORY COMMISSION BYLAWS</u>: *Approval of amended bylaws.* - Action Item

Commissioner Wright requested clarification on the amendments presented for consideration. Public Works Specialist Kelley clarified that the amendment an increase of the voting members from five (5) to seven (7) total.

Vice-Chair Kelly asked if the bylaws needed to specify the number of Council Liaisons on the commission. Ms. Kelley answered that the number of Council Liaisons is outlined in City Code and the bylaws only specify the number of voting members.

Commissioner Wright and Vice-Chair Kelly motioned and seconded, respectively, the approval of the amended Public Works Advisory Commission bylaws. The motion carried 4-0.

***B.* <u>FY2024 BUDGET PROPOSAL</u>:** *Soliciting feedback on the Fiscal Year 2024 Budget Proposal for Public Works presented at the June 27, 2023 Special Meeting. Commission members are encouraged to watch the livestream recording of the presentation from timestamp 4:34 to 1:49:46 at https://www.youtube.com/watch?v=lqyqTum0ft0&t*

Director Johnson provided an overview of the budget process and requested feedback from the commission.

Commissioner Rehder asked if a capital improvement plan is needed to justify a rate increase; Mr. Johnson answered in the negative but stated that a justification is needed. Vice-Chair Kelly said rate increases are critical to accrue revenue for capital improvements and to avoid bonds; Chair Schroeder said that the lack of rate increases resulted in the deferred maintenance being experienced now. Mr. Johnson explained that there were several years without rate increases and he's unaware of the justification behind those decisions.

Commissioner Wright said that a master plan is a guiding document but the capital improvement plan should be a living document. She expressed frustration that master plans were being used as the reasoning for budget decisions. Mr. Johnson said that the influx of capital investment in recent years has overwhelmed the City's capacity to keep information, plans, etc. up-to-date. Mr. Rehder said that master plans are zero (0) to five (5) year planning documents using facility level numbers but anything after that needs to be updated annually.

Due to the breadth of Public Works, Ms. Wright suggested that capital and operations be presented separately in the future. She expressed disappointment at the absence of information on personnel needs, seasonal expenditures, Fleet Maintenance related expenses, depreciation, etc. and suggested that the commission assist with next year's presentation. Mr. Johnson explained that while other municipalities house Fleet Maintenance within Public Works, Lewiston does not and so he is continuing to learn how Fleet and Public Works interact. He also clarified that the Fleet Maintenance budget would have been addressed in the Finance Department's presentation. Mr. Johnson appreciated the suggestion to separate Capital and Operations in future budget presentations.

Ms. Wright asked if the Sanitation contracts up for renewal would come before the commission before City Council consideration. Mr. Johnson said that a Sanitation update would be provided in September.

Mr. Rehder questioned if the workshops discussed in previous meetings about particular funds would be better suited to this commission instead of City Council. Ms. Wright said that detailed presentations to Council can be beneficial, especially when Councilors get more involved. Councilor Forsmann agreed with this sentiment.

Ms. Wright asked Mr. Johnson to clarify staffing needs. Mr. Johnson stated that the City's recruitment efforts continue to face competitive wages, unqualified candidates, and a limited population due to location. Ms. Wright wished that this information had been shared and asked if there was a partnership program that could be started with local educational institutions for certifications/licensing/training/etc. Mr. Johnson shared that City is working on cooperative training for commercial driver's license (CDL) certification and a point of discussion is an agreement where new hires reimburse the City for CDL training cost in the event they resigned.

VI. ITEMS MOVED FROM THE CONSENT AGENDA

None.

VII. UPCOMING EVENTS/MEETINGS

A. REGULAR MEETING: AUGUST 9, 2023: *Query of Commissioners to attend the next regularly scheduled meeting.*

Director Johnson explained that he would be on vacation the week of the next regularly scheduled meeting. The commission requested that the meeting remain and that another member of Public Works leadership attend in his place.

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.*

Councilor Forsmann asked Director Johnson to thank the Public Works staff for their efforts.

Commissioner Rehder wanted to revisit the commission's purpose and if it was providing benefit to Public Works and to the City Council. Mr. Rehder expressed an interest in learning more about what Mr. Johnson had referred to as the "Plan of Plans" in response to the City of Moscow pursuing a similar effort. Mr. Johnson clarified that the "Plan of Plans" was specific to the downtown Lewiston area.

B. STAFF LIAISON COMMENTS

None.

C. FUTURE AGENDA ITEMS:

Councilor Forsmann requested that the topic of speed limits and signage be brought before the commission. Director Johnson replied that speed limits are dictated by City Code unless posted otherwise and clarified that when no change occurs to a speed limit, Police Department enforcement is the only recourse. Ms. Forsmann requested that this be added as a future agenda item for discussion.

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 4-0 and the Public Works Advisory Commission adjourned at approximately 1:17 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley

Haley Kelley,
Recording Secretary

Kathy K Schroeder

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 9 day of August, 2023