

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 12:00 p.m. Commission members present at the time Chair Schroeder called the meeting to order included Commissioners Wright, Rehder, Bourassa, and Philippi.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to https://www.youtube.com/live/iOClaMcWY-w?si=IFdRQdlwq84QHs_K

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright, Brent Bourassa, Ryan Rehder, and Kayleigh Philippi

COMMISSIONERS ABSENT: Vice-Chair Kevin Kelly

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

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Luke Antonich, City Engineer; Jason Thompson, Street Maintenance Manager; Haley Kelley, Public Works Specialist; Aaron Butler, IT

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".

Public Works Specialist Kelley arrived late to the meeting and was not present to advise the commission that Items III.A. and III.B. should be moved under Section V. of the agenda for discussion.

- A. APPROVAL OF AUGUST 9, 2023 MEETING MINUTES:** - Action Item
Commissioner Wright believed a quorum had been reached at the August meeting. Director Johnson said that he believes a quorum is determined by how many members are in attendance and not the total number of seats but was. Ms. Wright requested clarification be brought to the next meeting.

Commissioners Wright and Bourassa moved and seconded, respectively, to approve the August 9, 2023 Meeting Minutes. The motion carried 4-0.

- B. APPROVAL OF SEPTEMBER 13, 2023 MEETING MINUTES:** - Action Item
Commissioner Wright proposed an amendment to Item IV.A. of the September 13, 2023 Meeting Minutes, expressing that the minutes did not reflect the Commission's recommendation to pursue a five-year renewal instead of the two-year renewal initially proposed by Director Johnson.

Public Works Specialist Kelley clarified that the term renewal in the contracts is for five years. Director Johnson agreed and admitted he did not remember the minutiae of the contract when proposing the two-year renewal term but that Vice-Chair Kelly identified the two five-year renewal terms; Ms. Wright said that Mr. Johnson had presented that he would still be interested in negotiating a two-year renewal but the Commission had advised a five-year renewal. Mr. Johnson responded that the City had met with Clearwater Composting the day prior to discuss a five-year renewal.

Chair Schroeder asked if a motion to approve Item III.B. had been made and Ms. Wright answered that a motion to approve had not been made as she had proposed amending the minutes but would be withdrawing that proposal if the other members did not support it; the proposed amendment was withdrawn.

Commissioners Wright and Chair Schroeder moved and seconded, respectively, to approve the September 13, 2023 Meeting Minutes. The motion carried 4-0.

IV. ACTIVE AGENDA

A. 2020 LEWISTON TRANSPORTATION PLAN (CONT'D)

Luke Antonich, City Engineer, provided a recap of the 2020 Lewiston Transportation Plan ("Plan") presented by Project Engineer - Transportation and Water, Alannah Bailey, up until Chapter Four (page 22) at the September meeting before continuing to walkthrough the Plan.

Referring to the *Life-Cycle Cost Analysis* diagram, Commissioner Bourassa asked if inflation is incorporated. Mr. Antonich said no and clarified that the diagram is a visual aid illustrating the City's decision to implement a pavement preservation program.

Commissioner Wright asked how often pavement is assessed. Mr. Antonich replied that to date, one-third of the transportation system was assessed every year (i.e. each section was assessed every three years) but in the last year, the City utilized technology mounted on a vehicle to traverse the entire transportation system; this data is pending analysis and implementation. Ms. Wright asked how often the City would conduct this assessment. Mr. Antonich answered that the quality of the data would determine future use of this method. Director Johnson shared that the impetus for this new process was the frequent hurdle the City faces finding local, available contractors. Ms. Wright reiterated support of robotics for PCI data collection.

Mr. Johnson shared that in the City's Strategic Plan, his predecessor set a PCI of 80. He pointed out that if a PCI exceeds 80, it likely indicates too much money is being spent on preservation and that pending analysis, the rough results show a PCI of 77. Mr. Bourassa asked if the data collection occurred prior to the summer construction. Mr. Johnson believed the data collection occurred in April or May; Jason Thompson, Street Maintenance Manager, confirmed.

Councilor Forsman requested clarification on the presence of aggregate base on 21st Street. Mr. Johnson confirmed that there is no subbase on 21st Street and that asphalt had been laid over native material. Mr. Thompson explained that this practice isn't uncommon for roads of this age as convenience, cost, and the absence

of design standards guided decisions; Mr. Johnson reaffirmed and emphasized Mr. Thompson's points on a citywide scale.

Mr. Antonich shared that a specific Access Management Plan was being pursued with the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) for Thain Road. He also shared that the Idaho Transportation Department's (ITD) Memorial Bridge project would include additional pedestrian and bicycle access. Ms. Wright inquired about the project timeline; Mr. Johnson and Mr. Antonich answered that the projected completion date was 2025.

Councilor Forsmann asked how a citizen would find the Plan on the City website. Mr. Antonich replied that staff are working to fix a broken redirect link but in the meantime, visitors to the City website can select "Government", then "Public Works", and lastly "Master Plans".

Commissioner Rehder asked if there was a timeline or prioritization plan for recommended studies. Mr. Antonich answered that studies are pursued as funding is made available. Mr. Rehder asked whether these were mostly funded through grants or Transportation funds. Mr. Antonich answered that it is a combination of the two but that grants typically require a local match.

Ms. Wright asked if the City had a street safety program. Mr. Johnson replied that the LCVMPO has one in development there is not a City-specific program. Ms. Wright recommended researching educational materials from the National Highway Traffic Safety Association (NHTSA).

Mr. Antonich reiterated that funding is an obstacle and that in recent years, City Council has set aside funds for arterial projects. Mr. Johnson added that at the time of the Plan's adoption, City Council's practice of dedicating funds to arterial projects was not in place. Ms. Forsmann requested clarification on the impact on the Transportation Fund now that the Stormwater Drainage System Utility had been established. Mr. Johnson clarified that user fees for the utility will be dedicated to the Stormwater Fund while the street surface transportation monies previously used for the operation and maintenance of the City's stormwater drainage system will no longer go towards that expense. Mr. Johnson confirmed that the City employed a grant writer but explained that their ability to assist with transportation grants can be limited due to the technical nature of applications.

Mr. Rehder asked if the City's current position is deciding between preservation or saving for reconstruction and if the CIP addressed both methods. Mr. Antonich replied that the City's priority is pavement preservation and maintenance followed by Capital Improvement projects.

Chair Schroeder expressed concern over educating the newly-elected City Council members on the Plan's importance as a guiding document. Mr. Johnson agreed and emphasized education on the reality that reducing budgets impacts the level of service the City is able to provide.

Mr. Rehder asked if the Commission could support and promote the pavement maintenance and preservation program and Ms. Schroeder asked if there were any

reports that could be used for outreach on the program. Mr. Johnson answered that the Pavement Condition Index (PCI) report could be brought to the commission for feedback in order to assist staff in refining messaging and decision making which Ms. Wright supported.

B. 2024 TRANSPORTATION CAPITAL IMPROVEMENT PLAN (CIP) UPDATE

Luke Antonich, City Engineer, provided an overview of the currently adopted 2023 Transportation Capital Improvement Plan (CIP) and explained that adjustments could be made to project ranking upon City Council direction.

Chair Shroeder said that City Council's direction to change ranking for one project does not mean that other projects cannot be pursued, funded, and completed. Director Johnson agreed and offered the Child Pedestrian Safety (CPS) grant as an example of how grant criteria, and not project ranking, frequently determines which projects proceed based on awarded funding. Councilor Forsmann observed the public's confusion when low ranked projects are constructed due to a lack of understanding on how the funding component works but pointed out the lack of public attendance at public education and outreach events. Mr. Antonich also offered that despite City Council's direction to move the Main Street project to first place, 21st Street and Bryden Avenue projects are proceeding.

Commissioner Bourassa inquired after the current level of funding within the City budget which Mr. Antonich pointed to lack of funding as the predominant issue facing capital projects. Mr. Bourassa hypothesized that if the City appropriated funds at the existing rate, it would take several years before an attempt could be made on a project.

Commissioner Wright provided staff with another entity's CIP as an example for staff's use in updating the CIP to be more digestible for the public.

Commissioner Rehder asked about the CIP's relationship with the budget. Mr. Johnson answered that the Capital Transportation Fund is not tied to any specific project and so changes to the CIP like with the Main Street project, does not impact the budget.

C. WINTER STORM EVENT RESPONSE PLAN/POLICY

Jason Thompson, Street Maintenance Manager, provided a brief overview of the Winter Storm Event Response Plan ("Plan") and Policy ("Policy"); the accompanying slideshow is located in Appendix A.

Commissioner Bourassa asked why 11th Street and Miller Grade are classified as priority roads. Mr. Thompson answered that they pose a safety risk and are best closed. Mr. Bourassa added that the hospital route on the plan does not appear to match the posted signage, specifically calling out 6th and 7th Streets. Mr. Thompson said that he would review and update as needed.

Commissioner Wright suggested that the plan's color palette be updated for accessibility, that the naming conventions be updated for consistency across all documents, and that the "committee" referenced in the Policy be updated to the

Commission. Councilor Forsmann suggested revising the Plan's color palette to better distinguish the first and second priority routes from each other.

Mr. Thompson explained City of Lewiston Administrative Policy 1999-02 has served as the foundation for the City's current guiding documents: the Plan, Policy, and the Winter Hazardous Road Response Procedure. Councilor Schroeder asked if staff would like to update these guiding documents. Mr. Thompson replied that the 1999-02 Administrative Policy could be updated but that the other documents are current.

Ms. Wright asked how this plan works in tandem with Nez Perce County (NPC). Mr. Thompson answered that staff services the entire roadway when performing winter storm event response on shared roadways with NPC and vice versa but it is an informal, operational understanding not outlined in policy. Ms. Wright suggested adding "in coordination with NPC" in documents. Mr. Thompson explained that NPC is listed as an entity which can assist with response but in reality, if the City is inundated with service requests then NPC is as well which is why a list of vendors is available and can be contacted for assistance.

Ms. Forsmann asked about current staffing levels for Winter Storm Response. Mr. Thompson explained that during events, staff are typically split into five (5) crew members and one (1) supervisor for 12 hour shifts but there are currently three (3) vacancies which Public Works is struggling to fill. Ms. Schroeder asked if these positions were currently funded; Mr. Thompson confirmed. Ms. Forsmann asked if a fully staffed crew is sufficient for event response. Mr. Thompson answered that operable equipment is critical component and as far as deicers, the City is at capacity without adding to its Fleet.

Mr. Bourassa reiterated that an updated map would be appreciated. Ms. Schroeder offered the Commission's assistance with updating the Administrative Policy.

V. ITEMS MOVED FROM CONSENT AGENDA

VI. UPCOMING EVENTS/MEETINGS

- A. REGULAR MEETING - NOVEMBER 8, 2023:** *Query of Commissioners to attend the next regularly scheduled meeting. Virtual attendance can be accommodated provided enough notice is given to staff.*

All commissioner members present expressed that they planned to attend.

- B. STORMWATER DRAINAGE SYSTEM UTILITY: PUBLIC OUTREACH EVENT - OCTOBER 19, 2023:** *On October 19, 2023 the City will be holding a public outreach event at the Community Center for lunchtime and evening sessions where the public can learn more about the Stormwater Drainage System Utility. More information on the event is available at www.cityoflewiston.org/dsu.*

Director Johnson briefly explained the purpose and event details to the Commission.

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.*

Commissioner Wright shared that the Daughters of the American Revolution, a non-profit organization, assisted Parks & Recreation pruning roses at the Rose Garden in North Lewiston.

- 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.*

None.

- C. **FUTURE AGENDA ITEMS:** - Action Item

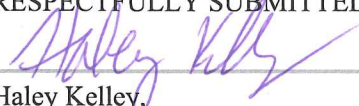
The Commission reviewed the agenda items for the November 8, 2023 meeting and Councilor Forsmann asked if the Lewiston Police Department had been invited. Public Works Specialist Kelley confirmed extending an invite.

Commissioner Wright asked about the letter to the Washington State Department of Transportation (WSDOT) regarding the Commission's stormwater runoff concerns on the US-12 Interstate Highway Bridge, saying that staff would be drafting this document for Commission approval. Ms. Kelley said that it was on the staff's to-do list.

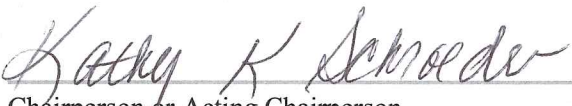
VIII. **ADJOURNMENT** - Action Item

There being no further business, Commissioner Rehder and Councilor Forsmann moved and seconded, respectively, to adjourn the meeting. Motion passed 5-0. The Public Works Advisory Commission adjourned at approximately 1:35 p.m.

RESPECTFULLY SUBMITTED,



Haley Kelley,
Recording Secretary



Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 8 day of December, 2023

APPENDIX A

City of Lewiston

Winter Maintenance

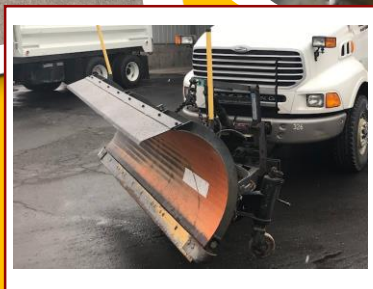
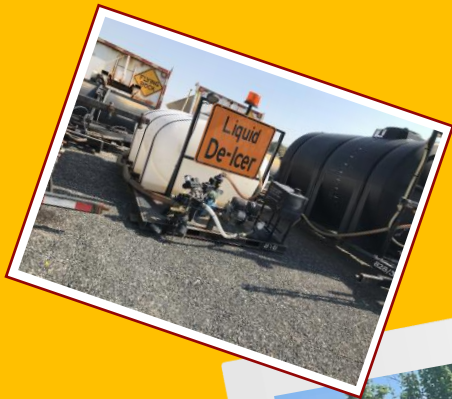


**City SNOW PLOW
ONLINE LIQUIDATION AUCTION**

Coming Soon!!!

OCT. 28TH & 29TH







Work Horses of
Winter
Maintenance







*Route planning and
preparation start
in late summer*



SANDING AND SNOW REMOVAL

- *1st Priority*
- *2nd Priority*
- *State Roads*

STREET INDEX MAP OF
CITY OF LEWISTON



Guiding Documents for Staff

ADMINISTRATIVE POLICY:	99-02
SUBJECT:	WINTER STORM EVENT RESPONSE
DATE ISSUED:	July 13, 1999
DATE EFFECTIVE:	July 13, 1999
APPROVED:	Janice B. Vassar, City Mgr

SECTION ONE: PURPOSE

It is the general policy of the City of Lewiston to maintain City-owned roads in condition as possible during winter months, depending on winter storm response resources. The City shall have a written winter snow response plan that will be used by the City typically responds to storm events.

The goal of the City's winter storm response plan is to maintain, open to traffic, routes that provide reasonable access to most areas of the City during winter storm events and to make all City roads and properties accessible as quickly as possible while working within the parameters of available resources.

SECTION TWO: OBJECTIVES OF PLAN

The specific objectives of the snow plan are to:

- Establish priorities for winter storm event response on City roads and properties.
- Coordinate winter storm event response by the appropriate City departments and provide information to the public regarding winter storm events and the events. The committee would:
 - Review current and future updated City departmental and divisional procedures.
 - Be the mechanism for integration of City departmental and divisional comprehensive City procedure that will provide a unified response.
 - Facilitate communication and coordination between City departments and contractors.
 - Establish and review City procedure for timely distribution of information to City residents.
 - Establish and review City procedure for timely distribution of information to City residents.
- Each City department will have a departmental response plan that outlines the role of that department during a winter storm event.
- All City department and division heads shall be familiar with the City winter storm event response plan that outlines the role of that department during a winter storm event.
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CITY OF LEWISTON WINTER STORM EVENT RESPONSE

Section One: Purpose

It is the general policy of the City of Lewiston to maintain City-owned roads and properties in safe condition as possible during winter months, depending on winter storm response resources. The City typically responds to winter storm events. The goal of the City's winter storm response plan is to maintain, open to traffic, a network of pre-selected key routes that provide reasonable access to most areas of the city during winter storm events and to make all City roads and properties accessible as quickly as possible while working within the parameters of available resources.

Section Two: Objectives of Plan

The specific objectives of the snow plan are to:

- Establish priorities for winter storm event response on City roads and properties.
- Coordinate winter storm event response by the appropriate City departments and provide information to the public regarding winter storm events and the events. The committee would:
 - Review current and future updated City departmental and divisional winter storm event procedures.
 - Be the mechanism for integration of City departmental and divisional comprehensive City procedure that will provide unified response to winter storm events.
 - Facilitate communication and coordination between City departments, other agencies, and contractors.
 - Establish and review City procedure for timely distribution of winter storm event information to city residents.
 - Each City department will have a departmental response plan that outlines the role of that department during a winter storm event.
 - All City department and division heads shall be familiar with the City winter storm event response plan that outlines the role of that department during a winter storm event.
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Section Three: Responsibilities

City winter storm event response will normally be initiated and authorized by City of Lewiston Public Works Department and/or Police Department staff on City-owned roads or properties that they have determined to present a significant hazard to the public.

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Street Maintenance Division

WINTER HAZARDOUS ROAD CONDITION RESPONSE PROCEDURE

FY2014 Revision

Equipment

During October of each year the Street Maintenance Manager will initiate preparation of snow removal equipment by meeting with Fleet Maintenance Division staff to determine an order of priority and schedule for assembly. Fleet Maintenance is responsible for making sure the equipment is assembled and inspected to ensure its mechanical readiness for snow removal season. At the time each piece of equipment is determined completed and ready to be put into service, Fleet Maintenance Foreman will notify the Street Maintenance Manager. The Manager will notify the Street Maintenance Foreman of the equipment's readiness.

Once mechanical readiness of the equipment is completed by the Fleet Maintenance Division it shall be the responsibility of the Street Maintenance Division to:

1. Calibrate and test material application equipment
2. Adjust or replace rubber bits on snow plowing equipment
3. Fit equipment with traction chains

The Street Maintenance Foreman will be responsible for making sure these activities are completed prior to November 1st of each year unless an alternate schedule for mechanical readiness has been agreed upon between the Street Maintenance Manager and Fleet Maintenance. Snow removal material application equipment must be calibrated and tested to make sure the equipment is capable of material delivery at prescribed application rates for a given situation. The Foreman must calibrate and test the equipment him or herself or direct trained staff to do so and verify testing of the equipment.

Once snow removal equipment has been put into service it is imperative that the equipment remain in a high state of readiness throughout the winter. The Street Maintenance Foreman must continually monitor winter weather forecasts from a variety of sources to determine if a winter storm event is imminent. If it is determined that a snow event is likely in the LC Valley the Street Maintenance Foreman shall be responsible for directing division personnel to inspect snow removal equipment to ensure its readiness for the upcoming event. The following is a list of checks that shall be performed during snow removal readiness inspections:

1. Fluid levels full (fuel, motor oil, hydraulic, coolant, power steering, brake, transmission, gear boxes)
2. Engine belts and equipment chain drives
3. Tire and chain condition (repair chains if needed)
4. Test start all main and auxiliary engines
5. Plow operation (up, down, articulation), rubber bits (change or adjust if needed), plow shoes (change or adjust if needed), engage pumps and drives
6. Abrasive (head, marker, tail, internal cab, strobes)
7. Lighting operation
8. Brake operation
9. Mud flaps
10. Deicer storage facility (power source connected and pump is working)