



**Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
February 14, 2024 - 12:00 PM
Bell Building 2nd Floor Meeting Room - 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org.

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. Comments may be made: (1) in-person, (2) by emailing publicworks@cityoflewiston.org, or (3) by calling 208-746-1316 extension 6 and leaving a message. Comments submitted by email or phone will be forwarded to the Public Works Advisory Commission. If you would like your comment to be read out loud during the meeting, please so indicate in your message.

III. CONSENT AGENDA

All items on the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion on these issues unless a member so requests, in which case the item will be removed from the Consent Agenda and considered under Section VI. Items Moved from the Consent Agenda.

A. APPROVAL OF JANUARY 10, 2024 MEETING MINUTES: - Action Item

B. US-12 INTERSTATE HIGHWAY BRIDGE ("BLUE BRIDGE") LETTER TO WSDOT:

The Commission expressed concern over the stormwater drainage capacity of the US-12 Interstate Highway Bridge ("Blue Bridge") following the June 9, 2023 storm event. Staff drafted and distributed a letter for the agency responsible for the Blue Bridge, the Washington State Department of Transportation (WSDOT), to Commission members via email on January 4th, January 25th, and February 6, 2024 for feedback before being placed on the next Consent Agenda. - Action Item

IV. DIRECTOR'S REPORT

A. ACCOMPLISHMENTS AND ACTIVITIES COMPLETED: APRIL 2023 TO DECEMBER

2023: An overview of the accomplishments and activities completed by the Public Works Advisory Commission in calendar year 2023. - Presentation (Dustin Johnson)

V. DISCUSSION ITEMS

A. PURPOSE AND FUTURE PLANNING (CONTINUED): A continuation of the discussion

first introduced on the January 10, 2024 agenda. Closing out the first calendar year of the Public Works Advisory Commission (PWAC), Director Johnson would like to reevaluate the purpose of the commission and revise the bylaws, if needed, in order to best plan for future agendas. - Action Item

- B. **Proposed Amendments To Bylaws: Frequency & Scheduling:** Proposed amendments to Article IV.B. of the bylaws based on staff and Public Works Advisory Commission comments. - Action Item

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

VI. **ITEMS MOVED FROM CONSENT AGENDA**

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.*
- 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.*

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, 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.

The PUBLIC WORKS ADVISORY COMMISSION (PWAC) 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.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://www.youtube.com/watch?v=jVVIFa6YJRg>

I. CALL TO ORDER

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

COMMISSIONERS ABSENT: Vice-Chair Kevin Kelly and Brent Bourassa

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

STAFF MEMBERS PRESENT: Luke Antonich, City Engineer; 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 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.”

Commissioner Wright asked that US-12 Interstate Highway Bridge (“Blue Bridge”) Letter to WSDOT, Item III.C, be moved for discussion.

Ms. Wright and Ms. Forsmann moved and seconded, respectively, approval of the Consent Agenda as amended. The motion carried 4-0.

A. APPROVAL OF DECEMBER 8, 2023 MEETING MINUTES

B. APPROVAL OF DECEMBER 13, 2023 MEETING MINUTES

C. US-12 INTERSTATE HIGHWAY BRIDGE (“BLUE BRIDGE”) LETTER TO WSDOT – Moved to “Items Moved from the Consent Agenda”

IV. ACTIVE AGENDA

A. PURPOSE AND FUTURE PLANNING

Luke Antonich, City Engineer, explained that Public Works Director Dustin Johnson was unable to attend due to a scheduling conflict but any feedback would be relayed to Mr. Johnson in preparation for this item to return in February.

Chair and Councilor Schroeder asked if any further input on the Transportation Capital Improvement Plan (CIP) was needed. Mr. Antonich replied that the draft 2024 Transportation CIP was publicly available and Public Works Specialist Kelley added that the 30-day public comment period ended on February 8, 2024. Mr. Antonich suggested that the PWAC provide feedback through the existing process. Councilor Forsmann said that the citywide CIP topic was on the City Council Work Session agenda in February and requested an overview of the CIP-specific discussions

from the December 2023 meetings; Ms. Wright provided a summary. Ms. Wright believed that Mr. Johnson had said he would meet with the Mayor to review CIP examples; Ms. Kelley clarified that Mr. Johnson had said that staff were considering overhauling the budget process and that this topic would be brought to their next meeting.

Commissioner Rehder asked if PWAC could play a role in facilitating overall capital planning. Mr. Antonich replied that it would be best suited for Mr. Johnson to answer. Ms. Kelley reminded PWAC that Mr. Johnson had said that a Public Works-specific five-year CIP was a possibility. She reiterated that a citywide CIP is outside the department's purview but support could be made by providing citizen's comment to City Council. Ms. Wright shared that in her experience the majority of capital projects fell under the purview of Public Works regardless of the originating department; Ms. Kelley and Mr. Antonich clarified that the City of Lewiston does not operate in that way and that individual departments govern their own projects.

Mr. Rehder proposed adding a mission statement or purpose to the bylaws. Ms. Kelley explained that she would send out the existing language in City Code for PWAC's reference.

Ms. Forsmann queried members on what they believed PWAC's purpose and role to be. Ms. Schroeder believed that members needed to be cognizant of Mr. Johnson's goals and how to best assist him. Ms. Forsmann requested goal and deadline clarity from Mr. Johnson; Mr. Rehder agreed and said that the focus should be on how to be of benefit to Public Works and suggested providing letters of support for specific objectives or projects.

Ms. Wright believed PWAC was introduced to items as a courtesy after opportunities to comment or provide revisions had passed and that other commissions were able to provide more input. Ms. Forsmann pointed to other boards and commissions taking the initiative to independently write letters of support or opposition for items.

Ms. Wright said that it would be helpful if Director Johnson would notify PWAC of upcoming request for qualifications/request for proposals (RFQ/RFP), specifically referencing the Main Street project. Mr. Antonich explained that this request is for a preliminary design to inform a Main Street reconstruction proposal to the community for consideration as a bond item. Ms. Wright emphasized that it would have been helpful to know about this RFQ/RFP at the last meeting. Ms. Kelley interjected that Mr. Johnson had informed the group in the previous meeting that a thirty-percent (30%) design RFP was upcoming when responding to Mr. Rehder's comment about American Rescue Plan Act (ARPA) funds.

Ms. Kelley asked that members revisit their availability to ensure an informed and productive discussion at the February meeting to revise the bylaws. She shared that Mr. Johnson specifically requested that meetings occur during a different week of the month to mitigate a meeting-heavy schedule during the second week of every month.

V. ITEMS MOVED FROM THE CONSENT AGENDA

A. US-12 INTERSTATE HIGHWAY BRIDGE ("BLUE BRIDGE") LETTER TO WSDOT

Commissioner Wright introduced the item saying that Public Works Specialist Kelley had emailed the draft letter to members requesting that revisions be submitted by Friday, January 5th. Ms. Wright apologized for providing her comments after the deadline and asked for clarification on the letter's status. Ms. Kelley explained that the intent was to compile member feedback and incorporate it into the revised letter but that staff feedback was still pending as of that morning. She said that members would be emailed for final revisions before the letter would be placed on the February consent agenda.

VI. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS

Commissioner Wright requested status updates on the Traffic Calming Policy and school zone policy revisions based on member feedback in December. Public Works Specialist Kelley replied that Traffic Calming Policy had been overhauled and the draft was under internal review while the school zone policy revisions were also underway.

B. STAFF LIAISON COMMENTS

Public Works Specialist Kelley notified members that no new applications for the vacant seat had been received. Commissioner Wright asked if it had been advertised. Ms. Kelley said that she was unsure but that the Public Information Officer typically advertises vacancies on the City's social media and via the monthly electronic newsletter.

Ms. Kelley reiterated that the draft 2024 Transportation CIP public comment period would be ending on February 8, 2024 and that any comments they would like to make should be submitted in accordance with the deadline. She said that the documents were available at the front counter of Public Works, City Hall, and Community Development in addition to the department's Master Plans page of the City website.

VII. ADJOURNMENT

There being no further business, Commissioners Wright and Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 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 _____, 2024

February 14, 2024

Paul Gonseth
WSDOT Planning Engineer
2809 Rudkin Road
Union Gap, WA 98903-1648

RE: US-12 Interstate Highway Bridge Stormwater Drainage

Mr. Gonseth,

The City of Lewiston Public Works Advisory Commission ("Commission") is contacting your office in regards to stormwater drainage concerns pertaining to the interstate bridge between Clarkston, Washington (Asotin County) and Lewiston, Idaho (Nez Perce County). The following information identifying this bridge has been sourced from the WSDOT website:

Structure ID:	0002348A	Bridge Name:	Snake River at Clarkston
Bridge No.:	12/915	Owner:	WSDOT

On June 9, 2023, the Lewis Clark Valley experienced an unprecedented storm event which resulted in widespread flooding of critical infrastructure including the Snake River at Clarkston Bridge (colloquially referred to as the "Blue Bridge"). Motorists crossing the bridge faced significant stormwater build-up due to either insufficient drainage currently in place or insufficient maintenance of existing drainage on the bridge.

The Commission is respectfully requesting the following information:

- What is the bridge's existing stormwater drainage infrastructure and capacity?
- What stormwater drainage concerns have been identified for the bridge and/or the surrounding area channeling runoff to the bridge?
- What long-term plans or improvements are being considered for addressing the stormwater drainage problem?
- What is the current maintenance schedule?
- Are WSDOT staff available to present this information to the Commission at a future meeting?
- How can the Commission assist in mitigating these issues?

Since you currently serve on the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO), we were hoping that you could provide insight on how to best address this situation and would be happy to meet with you regarding the contents of this letter. The City of Lewiston support staff for the Commission can be reached at 208-553-2662 or publicworks@cityoflewiston.org.

Sincerely,

Kathy Schroeder
Chairwoman and City Councilor

CC: Public Works Advisory Commission

Dustin Johnson, PE, Public Works Director
Haley Kelley, Public Works Specialist
Stormwater Division, Public Works Department



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE Accomplishments and Activities Completed: April 2023 to December 2023	AGENDA NO. IV.A. AGENDA DATE: February 14, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Lewiston City Code § 2-48 states that at least once every four (4) years, each advisory board and commission shall conduct an internal review of its operations, as related to its powers and duties. Such review shall be forwarded to the city council for its consideration. Such review shall include, at a minimum: (1) Accomplishments and activities completed; (2) Activities and action plan for future; (3) Analysis of shared responsibilities with other advisory boards and commissions; (4) Analysis of activities that may be added to or omitted from such advisory board's or commission's powers and duties; and (5) Recommendations regarding continued existence of the advisory board or commission.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) While an internal review is not required at this time, Director Johnson wanted to preface Agenda Item V.A., Purpose and Future Planning (Continued), with an overview of the accomplishments and activities completed in calendar year 2023.	
ACTION PROPOSED Staff is not requesting any action from the Commission.	

PUBLIC WORKS ADVISORY COMMISSION

APRIL 2023 – DECEMBER 2023

April 2023

- First Meeting

May 2023

- Ordinance No. 4882 – Stormwater Drainage System Utility

On **May 1st**, staff introduced the ordinance to City Council for discussion and feedback. On **May 10th**, staff brought the ordinance to PWAC for discussion and feedback. On **May 22nd**, the Public Hearing and First Reading was held. On **June 12th**, the ordinance was amended to incorporate feedback from PWAC. The Second and Third Readings were approved; Ordinance No. 4882 was adopted by City Council.

June 2023

- Stormwater Drainage System Utility Fee Structure & Credit Policy (#2023-02)

On **June 14th**, staff presented the policy to PWAC for feedback. Staff reviewed comments and overhauled policy. On August 8th, the Stormwater Coordinator signed the policy which is referenced in stormwater drainage system services rate resolution.

July 2023

- FY2024 Budget Proposal

Feedback solicited based on the June 27, 2023 budget presentation regarding separation of capital and operations, recruitment needs, etc. are under consideration by the internal working group seeking to overhaul the budget process. **Work in Progress.**

August 2023

- Comprehensive Plan Rewrite – Phase 2 Survey responses for Katie Hollingshead, Assistant City Planner

September 2023

- Clearwater Composting Yard Waste & Biosolids Agreements

On **September 13th**, staff introduced the agreements to PWAC for discussion and feedback. On **October 2nd**, an overview and discussion on the City's sanitation services was presented to City Council where staff was directed to pursue a contract extension with Clearwater Composting. **Negotiations are ongoing; work in progress.**

October 2023

- Winter Storm Event Response Plan/Policy

Staff is cross-referencing the Winter Storm Event Map's hospital route(s) and color scheme for improved accessibility based on feedback. Staff will be updating Administrative Policy 1999-02, Winter Storm Event Response Policy, and Winter Hazardous Response Procedure based on feedback. **Work in Progress.**

November 2023

- Speed Limits/Traffic Engineering
 - o **11th Avenue:** speed limit sign installed on 11th Avenue between 8th and 9th Streets on 12/27.
 - o **19th Avenue:** speed limit sign installed on 19th Avenue between 17th and 21st Streets on 12/27.
 - o **Thain & Burrell pedestrian crossing safety improvements:** submitted as a Call for Request for the 2024 Transportation CIP update. Staff determined it was related to CIP ID 2020-PS-002; CIP study is funded for Thain Road from Stewart to Powers by the LCVMP. It is anticipated the Thain Road Corridor Study recommendations will be reflected in future CIP updates.

December 2023

- Recommendations for Public Works Policies & Procedures: School Zones
 - o **Revisions to PW Policy 2012-3:** Staff will review and revise Designated School Zone verbiage, update school listings and consideration of adding LCSC, field verification of speed limits and signage to update the asset management software. **Work in Progress.**
- Recommendations for Transportation Capital Improvement Plan (CIP)
 - o **Call for Request form requesting addition of a narrative explaining funding, completed projects, and ranking criteria:** Staff created 2023 Transportation CIP Update Summary sheet to accompany draft 2024 Transportation CIP.
- Draft Policy and Procedures for Neighborhood Traffic Calming Requests

Based on feedback, this policy was completely overhauled and a draft was routed for internal review on **December 22nd**, followed by an internal meeting on **January 16th**. A revised draft policy and application was created based on staff feedback and routed for internal review on **February 2nd**. **Work in Progress.**



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE Purpose and Future Planning (Continued)	AGENDA NO. IV.A. AGENDA DATE: February 14, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Lewiston City Code § 2-48 states that at least once every four (4) years, each advisory board and commission shall conduct an internal review of its operations, as related to its powers and duties. Such review shall be forwarded to the city council for its consideration. Such review shall include, at a minimum: (1) Accomplishments and activities completed; (2) Activities and action plan for future; (3) Analysis of shared responsibilities with other advisory boards and commissions; (4) Analysis of activities that may be added to or omitted from such advisory board's or commission's powers and duties; and (5) Recommendations regarding continued existence of the advisory board or commission. This topic was included on the January 10, 2024 agenda but Director Johnson was unable to attend that meeting and the formal discussion was pushed to the February meeting.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) Director Johnson would like to reevaluate the purpose of the commission and how it's purpose will shape future agendas. During the January 10, 2024 meeting, Commission members proposed the addition of a mission statement/purpose. Staff emailed PWAC on January 25, 2024 with the "powers and duties" outlined in City Code as promised during the January meeting and requested that any ideas for a mission statement/purpose be submitted via email for inclusion in the February agenda. A reminder was emailed to PWAC on February 6, 2024. The submitted comments are attached for reference.	
ACTION PROPOSED Staff is not requesting any action from the Commission.	

Staff emailed PWAC on **January 25th** with the “powers and duties” outlined in City Code as promised during the January 10th meeting and requested that any ideas for a mission statement/purpose to be added to the bylaws be submitted via email for inclusion in the February agenda. A reminder was emailed on **February 6th**.

Please note: Any changes to the commission's powers and duties currently outlined in City Code must be made through an ordinance.

Submitter	Comment
Wright	I would like to add that PWAC advise and make recommendations to City Council on budget, CIP, and projects; Advise on policy items related to Public Works items affecting the community; Provide assistance in developing programs and recommendations for the City; Improve outreach and communication with residents and businesses.
Kelly	I have nothing to add to the mission statement/purpose.
Schroeder	I have reviewed the Bylaws and have not come up with a good mission statement. Perhaps a Purpose Statement. The PW Advisory Commission would be the faces of PW to the community and support for PW with issues going before City Council.
Rehder	Here are the notes I took during the previous meeting on possible stated mission/purposes: 1. Provide review, comments, and recommendations on various deliverables from PWD and staff 2. Provide backup/support to the PWD on PW initiatives 3. Serve as public liaison and assist with public information dissemination 4. Provide direct input to City Council regarding forthcoming decisions regarding PW 5.
Forsmann	No response.
Bourassa	No response.
Philippi	No response.



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE Proposed Amendments To Bylaws: Frequency & Scheduling		AGENDA NO. IV.B. AGENDA DATE: February 14, 2024					
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The Public Works Advisory Commission (PWAC) bylaws were first approved and adopted during the April 12, 2023 meeting. Since that time, the following amendments have been adopted:							
<table><tr><th>PWAC Meeting Date</th><th>Amendment to Bylaws</th></tr><tr><td>July 12, 2023</td><td>Increase the number of voting members from five (5) to seven (7) following City Council's adoption of Ordinance No. 4881.</td></tr></table>		PWAC Meeting Date	Amendment to Bylaws	July 12, 2023	Increase the number of voting members from five (5) to seven (7) following City Council's adoption of Ordinance No. 4881.		
PWAC Meeting Date	Amendment to Bylaws						
July 12, 2023	Increase the number of voting members from five (5) to seven (7) following City Council's adoption of Ordinance No. 4881.						
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) Section IV.B of the bylaws currently reads: Regular meetings shall be held on an as-needed basis on the second Wednesday at noon at the Bell Building upstairs conference room or at such other location or time as shall be designed in advance. If a day fixed for a regular meeting falls on a holiday recognized by the City of Lewiston, then such meeting shall be cancelled. Staff is requesting consideration of the proposed amendments:							
REFERENCE	PROPOSED AMENDMENT	STAFF COMMENTS	COMMISSIONER COMMENTS				
Article IV. B	Regular meetings will be held <u>quarterly</u> on the <u>[first, third, or fourth]</u> Wednesday at <u>[time of day]</u> at the Bell Building upstairs conference room [...]	<u>Amending meeting frequency:</u> Public Works staff do not have the capacity to take on PWAC-directed tasks with the expectation that a product will be ready for the next monthly meeting. <u>Amending week of the month:</u>	<u>Amending time of day:</u> Members have relayed feedback they have received that the current meeting time limits the public's ability to attend.				

		Director Johnson currently has multiple obligations scheduled for the second week of the month and has requested PWAC be moved to the first, third, or fourth Wednesday.	
Bylaws redlined with proposed amendments are attached to assist with this discussion.			
ACTION PROPOSED			
Staff recommends adoption after PWAC's discussion and consideration of staff comments.			

City of Lewiston Public Works Advisory Commission Bylaws

Article I. Name

The name of this advisory board or commission is the Public Works Advisory Commission, hereafter referred to as the Commission.

Article II. Membership

The Commission shall consist of seven (7) voting members and one (1) non-voting student member.

Article III. Officers

A. The officers of the Commission shall be a chairperson and vice-chairperson elected from among the Commission members at the first regularly scheduled meeting, or at such other time as the Commission deems feasible.

B. Officers shall serve a term of two (2) years from the meeting at which they are elected and until their successors are duly elected.

C. The chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.

D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

E. In the event of the absence of the chairperson and vice-chairperson, those Commission members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Commission.

F. As provided in City Code 2-45, Commissioners shall not be absent from three (3) consecutive commission meetings without an excuse acceptable to the commission. Commissioners shall attend at least seven (7) of the Commission's preceding twelve (12) regular meetings. In the event a member fails to attend meetings as required, the Commission may vote to recommend removal of such member from the Commission to the Mayor and City Council.

Article IV. Meetings and Minutes

A. All Commission meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all Commission records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

B. Regular meetings shall be held on an as-needed quarterly basis on the second Wednesday at noon at the Bell Building upstairs conference room or at such other location or time as shall be designed in advance. If a day fixed for a regular meeting falls on a holiday recognized by the City of Lewiston, then such meeting shall be cancelled.

CITY OF LEWISTON PUBLIC WORKS ADVISORY COMMISSION BYLAWS

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Commented [HK1]: Amending meeting frequency: Public Works staff do not have the capacity to take on PWAC-directed tasks with the expectation that a product will be ready for the next monthly meeting.

Commented [HK2]: Amending week of the month: Director Johnson currently has multiple obligations scheduled for the second week of the month and has requested PWAC be moved to the first, third, or fourth Wednesday.

Commented [HK3]: Amending time of day: Members have relayed feedback they have received that the current meeting time limits the public's ability to attend.

C. Special meetings may be called by a consensus of the Commission, the chairperson, or the staff liaison. If the time and place of a special meeting has not been determined at a regular meeting with all Commission members present, then a notice of the time and place of the special meeting shall be sent to all Commission members as soon as practicable.

D. Unless otherwise provided by law, a quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed voting members of the Commission.

E. Meeting minutes of the Commission shall comply with Idaho Code Title 74, Chapter 2. Meeting minutes shall be maintained in accordance with the City of Lewiston records retention schedule.

Article V. Rules of Debate

A. *Recognition by chairperson and interruptions prohibited.* A Commission member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Commission member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Commission member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Commission members present. If the motion is so approved, the Commission shall immediately vote on the underlying question without further debate.

Article VI. Committees

A. As authorized by the Commission, the chairperson may appoint committees of one (1) or more Commission members and/or members of the community at large, each for such specific purposes as the business of the Commission may require from time-to-time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Commission.

B. All committees shall make a progress report to the Commission at each Commission meeting.

C. No committee shall have other than advisory powers unless, by suitable action of the Commission, it is granted specific power to act.

D. All committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

Article VII. General

A. *Voting.* An affirmative vote of the majority of all Commission members present at the time shall be necessary to approve any action before the Commission. A motion shall fail if votes upon such motion are tied. The chairperson may vote upon and may move or second a proposal before the Commission. Unless otherwise provided by law, every Commission member present when a question is put forth shall vote for or against the same. Unless excused from voting, if a Commission member refuses or fails to vote, and the result of such refusal or failure creates a tie, that Commission member's vote shall be counted as an "aye." If a Commission member is excused from voting, that member may be counted

for purposes of determining a quorum, but shall not be counted toward the minimum number of votes required to pass or reject a motion.

B. *Conflicts of interest.* Commission members shall adhere to the applicable provisions in Idaho Code regarding conflicts of interest.

C. *Conflicts.* In the event of a conflict between a provision in these Bylaws, the Lewiston City Code, and/or Idaho Code, the order of priority shall be Idaho Code, the Lewiston City Code, and these Bylaws.

D. *Amendments.* The Commission may amend the number of voting members (Article II); when officers will be elected and the duties of additional officers, if applicable (Article III); and the date, time, and location of regular meetings (Article IV) upon majority vote of the full Commission; approval from the City Council shall not be required to amend such provisions. However, the remaining provisions of these Bylaws shall not be amended by the Commission without prior approval from the City Council.

These Bylaws were adopted by the Commission on July 12 2023. These Bylaws shall replace and supersede any previously-adopted Bylaws of the Commission.