

## POULSBO CITY COUNCIL MEETING OF JUNE 16, 2021

### MINUTES

- PRESENT:** Mayor Erickson; Councilmembers Livdahl, Lord, McGinty McVey, Musgrove, Phillips, Stern
- Staff:** Finance Director Booher, City Clerk Fernandez, Director of Engineering Lenius, Planning & Economic Development Director Boughton, PW Superintendent Lund, Assistant Superintendent Svarthumle, Civil Engineer Ranes, Engineer 1 Roberts, Ryan Golden, Phil Struck
- Guests:** Sewer Advisory Committee Members: Jim Schlachter, Mark Kipps, Kelly Clark; RH2 Consultant: Kenny Gomez and John Hendron; BHC Consultants: Chris Kelsey; Kitsap County: David Tucker

### MAJOR BUSINESS ITEMS

- \* \* \* Minutes of May 5, 2021, Council Meeting
- \* \* \* Minutes of May 12, 2021, Council Meeting
- \* \* \* Minutes of May 19, 2021, Council Meeting
- \* \* \* Minutes of June 2, 2021, Council Meeting
- \* \* \* Washington Traffic Safety Commission MOU for DRE Reimbursements
- \* \* \* Systemic Safety Project Consultant Design Contract
- \* \* \* Westside Well Rehab Update/Change Order
- \* \* \* BA#21-0206 Land Survey – Boundary Line Adjustments
- \* \* \* Kitsap County Newcomer Assessment Update
- \* \* \* Sewer Comprehensive Plan Workshop

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the virtual meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

#### 2. AGENDA APPROVAL

Mayor Erickson noted the agenda was reposted, removing the Shoreline Master Program Workshop, and that Councilmember Lord wanted to discuss Consent Agenda 5h.

**Motion:** Move to approve the agenda as stands.

**Action:** Approve, **Moved by** Lord, **Seconded by** McGinty.

Motion carried unanimously.

### **3. COMMENTS FROM CITIZENS**

Mayor Erickson asked for citizen comments; no comments were received.

### **4. MAYOR'S REPORT AND COUNCIL COMMENTS**

Councilmember Lord announced there will be a public celebration for Marion Sluys this Saturday starting at 8pm at the Sons of Norway, with a walk down to the Waterfront Park culminating with a bonfire send-off.

Councilmember McVey said the Poulsbo Historical Society is selling tickets to its annual Codfish Dinner & Auction which will happen July 10. Tickets are available online.

Councilmember Musgrove attended the flag-folding ceremony at the Poulsbo Historical Society. He noted school is out and the weather is beautiful, so please keep your eyes up and be careful.

Councilmember Stern suggested that the Council be assigned the question of moving forward what the most appropriate date would be for a fireworks display, and if it should be on July 4<sup>th</sup> instead of July 3<sup>rd</sup>. He requested consideration on this issue.

Mayor Erickson said she is systematically talking about diversity and equity in each Council committee to discuss the best way to make changes. She shared the definition of equity adopted by the Puget Sound Regional Council in Vision 2050.

#### **a. Department Head Reports**

Planning and Economic Development Director Boughton reported KRCC has released a full draft of the Kitsap Countywide Planning Policies, including Element D – Rural. The public hearing is July 6.

Director of Engineering Lenius said they have a new hire for the Building Inspector, Allan Chappell (a former employee).

### **5. CONSENT AGENDA**

Councilmember Lord commented on 5h, noting the Triangle Property has private property owners adjacent to it, and their access is traditional. There is a hiatus, and a title search is needed to get it resolved for survey purposes. There are utilities running across the property. The survey needs to include the Triangle Property. The survey also needs to

include from that point down to Hostmark on Lincoln, there are discrepancies on right-of-way including the eastside of the graveyard where the kiosk is and some parking, plus they need to know the right-of-way on Lincoln (First Lutheran Church is exploring construction of a barrier along Lincoln along their property to Hostmark). Not everything has been documented correctly in old town Poulsbo. She wants it added into the survey that is on the consent agenda.

Mayor Erickson said if they need more money to complete the survey, they will come back to the Council and ask for more, but it will include Lincoln and the Triangle Property.

**Motion:** Move to approve Consent Agenda items a through h as described with some amendments.

The items listed are:

- a. May 5, 2021, Council Meeting Minutes Approval
- b. May 12, 2021, Council Meeting Minutes Approval
- c. May 19, 2021, Council Meeting Minutes Approval
- d. June 2, 2021, Council Meeting Minutes Approval
- e. Washington Traffic Safety Commission MOU for DRE Reimbursements
- f. Systemic Safety Project Consultant Design Contract
- g. Westside Well Rehab Update/Change Order
- h. BA# 21-0206 Land Survey – Boundary Line Adjustments

**Action:** Approve, **Moved by** Lord, **Seconded by** Musgrove.  
Motion carried unanimously.

## 6. BUSINESS AGENDA

### a. Kitsap County Newcomer Assessment Update

David Tucker from Kitsap County gave an update on the status of their connection fees. He presented the results of the current evaluation based on the value of system assets and pending capital improvements. The County is considering an enterprise method and uniform connection fee. The City of Poulsbo wastewater flows to the Central Kitsap Treatment Plant.

Councilmember Musgrove presumed that the various costs were based on actual costs in the area in 2012, and now they are changing it to where everyone pays equally. Mr. Tucker said that was correct.

Councilmember Lord asked if they polled Manchester citizens to get feedback to see how they are accepting this proposal. Mr. Tucker said they briefed the Manchester Citizen's Advisory Committee, and they understood the basis for it.

## **b. Sewer Comprehensive Plan Workshop**

Director of Engineering Lenius introduced the workshop speakers: Chris Kelsey (BHC), John Hendron and Kenny Gomez (RH2), Engineer 1 Roberts, and Public Works Superintendent Lund. Presentation highlights included:

- Workshop Purpose
  - Provide framework of required City planning efforts that put executable programs in place to accommodate growth
  - Summarize the City's current sewer utility facilities and its capacity related challenges to handle current and projected future wastewater flows
  - Discuss the Sewer Comprehensive Plan development process, schedule and work performed to date, and its impending Capital Improvement Program
  - Authorize a City Advisory Committee to interface with Public Works Staff and BHC at important sewer plan junctures and to aid and inform Council of impending sewer utility investments
- Background & Approach
  - Growth Management Act (GMA) requires cities to plan for growth
  - Utility Functional plans are incorporated into Comp Plan (Water, Sewer, Stormwater, Transportation)
  - 2016 – last comprehensive plan update
    - Updates required every 8 years with periodic reviews
    - 2024 Comp Plan – functional plans to be completed beforehand
  - Utility Functional Plan Schedule
  - Previous Plan vs. Current
  - Sewer Comp Plan Process + Timeline
  - Sewer Advisory Committee role, committee members, and staff
- System Overview & Sewer Strategy
  - Completed sewer projects
  - Challenges – Capacity & Growth
    - Successes in I & I reduction program over past years resulted in delaying large capital projects

- Need for additional conveyance capacity in downstream system
    - Conveyance Capacity projects are large scale, extended duration improvements
    - Capacity negotiations at Central Kitsap Wastewater Treatment Plant
  - Sewer Strategic Resources
- Existing System Constraints
  - 2020-2026 Sewer CIP – Capacity Constraints (City & County projects)
- Hydraulic Model Update (BHC)
  - City Sewer Model – a critical tool
  - Sewer Model – dry weather calibration & wet weather calibration
  - Calibrated model preliminary thoughts
  - Model support to peak storage facility
- I&I Study – Preliminary Results (Roberts & RH2)
  - 2 years of data were obtained following Johnson Way meter upgrades post CIPP
  - Results show a reduction in I & I of 27% per capita 2006 to 2020
  - Results show the Infiltration and Inflow is below Ecology standards and comparable to other jurisdictions
  - Results show that the primary infiltration and inflow is likely in the older basins and outside the city right of way
  - RH2 and City staff will discuss cost/benefit of further I & I reduction as part of the prioritization of projects in the Capital Improvement Plan
- Growth Projections
  - City Planning Department basin analysis
  - 2.36% recommended growth rate (based on 2014-2019 buildable lands analysis)
  - Basis for future flow scenarios within model
  - Model runs to identify capacity deficiency and needed capital improvements
  - Schedule for timely improvements before deficiency occurs
- Next Steps
  - Establish future capacity design criteria – storm event/surcharge tolerance
  - Determine sizing of main conveyance system to support ultimate flows – Central Interceptor/Bond Road FM, Lemolo Shore Pipeline, Lemolo siphon
  - Identify 6- and 20-year system capacity deficiencies from model analysis

- Consider other necessary capital improvements to address obsolescence, O&M
- Evaluate County improvement projects with Poulsbo obligation
- Meet with advisory committee to present results of analysis and draft capital projects
- Consultant Activities
- Peak Storage Facility Design thru October
  - BHC Phase 2 General Sewer Plan authorization
- Summary – general sewer plan will:
  - General Sewer Plan will:
  - Provide framework of required City planning efforts that put executable programs in place to accommodate growth
  - Summarize the City’s current sewer utility facilities and its capacity related challenges to handle current and projected future wastewater flows
  - Identify necessary capital improvements, cost and associated financial rate structure modifications.
  - Invest wisely – in the right place at the right time

Mayor Erickson said people are seeing the City’s rapid growth. We have seen it coming for some time and have been systematically doing infrastructure improvements in sewer, water, and roads. We have been planning for growth, the growth is coming, and we must plan some more.

Councilmember Stern agreed with Mayor Erickson. He spoke to the mistaken idea of stopping growth. Mayor Erickson said that is how you kill a city, when you don’t invest infrastructure. It declines, and your existing population leaves because it is no longer a nice place to live..

Councilmember Stern asked about manipulating concurrency. Planning & Economic Development Director Booher said under the Growth Management Act they determined that growth is to occur within cities and urban growth areas. The decision was made by the State Legislature in 1990. We are compelled under a robust set of laws to do land use planning to ensure we have housing, transportation, parks & recreation, protect critical areas, and protect our shorelines. Tonight, they are talking about one piece of our infrastructure component that we are obligated to plan and provide for. We must plan and allow for the growth so that we meet the city requirements and have fiscally responsible and economically appropriate ways to finance our city services. Director of

Engineering Lenius said we develop a financial plan to serve a certain population and build a financial model to make that successful. That is a key element of all of the functional plans.

Mayor Erickson gave examples of cities that didn't grow (Kent and Bremerton which ended up creating Southcenter and Silverdale respectively) and they dealt with hard times for years. You must let cities grow but let them grow in ways that benefit the people that live there.

Councilmember McVey asked what impact, if any, COVID has had on our comprehensive sewer planning. Director of Engineering Lenius cannot think of a way that it has impacted it. There were interesting trends in areas that they would anticipate in areas of the college, with the college shut down it made an interesting element to the data.

Councilmember McVey said they have partnered with Kitsap County, and are planning to continue that partnership. He asked about the relationship and are they doing similar planning work. Director of Engineering Lenius said Kitsap County have hired Murray Smith to do their facilities plan (for all of their wastewater treatment plants). They have provided us their planning numbers and we have shared ours. We typically meet and coordinate with them. We coordinate our CIPs as much as possible. The relationship is as good as it can be.

Councilmember Musgrove asked if they are modeling in worst case scenarios. Mr. Hendron said that is the intent and requirement for future capacity modeling. Worst case scenarios depend on what they decide is the appropriate criteria for the storm. Councilmember Musgrove asked if it is assuming a stripped-down system and we have taken no steps for reducing peaks above the flows. Mr. Hendron said operations has played a little with the control of the significant flows that hit the interceptor. They would expect their future modeling scenarios to manipulate that a little more.

Councilmember Musgrove asked about the parcel data and asked if it assumed maximum build out or average expected build out. Mr. Hendron said it is based on the current flows associated with the parcels. As they develop the future flows, they will add in the those contributions based on the population projections based on the individual basins. If there is a potential beyond the projections, it would need to be discussed in more detail.

Councilmember Musgrove said when they did the 2016 plan, they found there was no accounting for the reduction in per capita usage for water projected forward. He hopes they are included in the plan going forward. Mr. Hendron said they have noticed in developing the existing model that the per capita usage has decreased. As they did the calibration effort, the domestic components are lower in comparison to 2015-16.

Assistant Public Works Superintendent Svarthumle said he did that analysis recently per capita usage, and we are going down in that regard about 74 gallons per day per capita.

Councilmember Lord thanked Councilmember Musgrove for his probing questions. She feels when factoring in worst-case scenarios, if there is a significant reduction they can factor in, they should do so. She thanked them for the clear presentation that is understandable.

Mayor Erickson asked what additional quality improvement do they see coming in Brownsville that might change our financial modeling. Director of Engineering Lenius said she asked David Tucker about nitrogen, he feels like at this time, the data they have supports continuing to operate the way they are.

Councilmember Musgrove said the commercial flows are already included in the total flows, the only question is separating it out. It shouldn't be difficult to identify flows by zoned area as well as by basin area. He noted regarding I&I flows, it is awesome that our I&I is so low, they have worked on it hard for a long time. In another community he was in, there was incentive to correct private property I&I. They used public funds to fix the repairs. There was a calculated reduction in total flows and a cost savings, which was divided up, it was used to pay for the work, and the remainder was given to the property owner on their bill.

Mayor Erickson thanked everyone for the workshop presentation.

## **7. COUNCIL COMMITTEE REPORTS**

Finance-Administration Committee: Councilmember McVey reported they discussed the future of Council meetings after COVID restrictions are lifted (and the desire to allow for remote attendance); real estate excise tax and sales tax reports were showing increases in revenues; discussed payment plans for citizens delinquent in their utility bills (Governor's moratorium ends July 31); discussed ARPA funds (paperwork has been submitted) and we are expecting \$3.1MM which will be available the last week of June.

The Mayor will move forward with advertising the vacant positions that were discussed at the previous Council meeting.

Housing, Health, and Human Services Committee: Councilmember Livdahl reported they discussed the new state legislation for a 1/10<sup>th</sup> of 1% affordable housing tax which is now a councilmatic decision (no vote of the people necessary); Housing, Health & Human Services Director Hendrickson is assisting Trillium Employment who helps folks with disabilities find employment (may be potential in Public Works Department); she shared a panel discussion she served on that discussed the co-responder model of police department (represented the Fire Cares program); the committee is moving to one meeting a month on the first Wednesday; and they received six-month reports from both Nelson House and Kitsap Homes of Compassion; and received a brief update and memo for the Nordic Cottages regarding support from the Gateway Board. They are investigating the potential for a case manager to be added to the Fire Cares team (the City would be responsible for half of the funding).

## **8. BOARD/COMMISSION REPORTS**

Councilmember Livdahl reported the Chamber of Commerce board met and highlights include they are planning their first in person gathering August 18 at 1-3pm at Raab Park as a barbecue. They are still working on Poulsbrew in September. They need more golf teams for their fundraiser, they have 11 and are hoping for 20. There will be a June 25 ribbon cutting (more details coming soon).

Councilmember Musgrove reported the Business Recovery Task Force met. They are anticipating the task force will have monthly meetings.

Councilmember Phillips said the PERC Executive Steering Committee met with a lot of working groups occurring.

Councilmember Stern noted the AWC conference is next week and thanked those who will be attending.

## **9. CONTINUED COMMENTS FROM CITIZENS**

Mayor Erickson asked for citizen comments; no comments were received.

## **10. MAYOR & COUNCILMEMBER COMMENTS**

Councilmember Lord said to enjoy the weekend, weather, and try to make Marion Sluys' bonfire memorial on Saturday.

Councilmember Musgrove said to be kind, caring, and considerate, and to watch out for kids who are out and about.

Councilmember Phillips asked everyone to eat and shop local.

## 11. ADJOURNMENT

**Motion:** Move to adjourn at 9:37 p.m.,

**Action:** Approve, **Moved by** Stern, **Seconded by** Musgrove.

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk