



Minutes

Public Works SubCommittee

Wednesday, March 20, 2024

3:30 PM

Public Works Conference Room,
1st Floor, City Hall

1. **HYBRID MEETING DETAILS**

24-00204 To join the webinar: <https://us02web.zoom.us/j/85191031903>
Webinar ID: 851 9103 1903
Or Telephone: (253) 215 8782 or (253) 205 0468

2. **CALL TO ORDER**

The meeting was called to order at 3:35 pm.

3. **ROLL CALL**

*Present: Councilmember Ruth Kendall; Councilmember Erik Halvorson; Councilmember Keith Young; Assistant Public Works Director Chris Collins
Staff: Ken Hash, Public Works Director; Sam Barham, City Engineer; Brian Steveson, Utility Manager; Morgan Palmer, Engineer; Nancy Vandehey, Admin*

4. **APPROVAL OF MEETING NOTES**

24-00201 **Notes from February 21, 2024**

The minutes were approved as presented.

5. **OLD BUSINESS**

Chris followed up on the request to the Railroad for a track tour, and it isn't an option with them. The Utility Department does have an ATV that might be available. The cost evaluation is not finalized on the dedicated the fill line.

6. **NEW BUSINESS**

Ken Hash spoke briefly on two code changes that he will be bringing to the Council on April 11th. He is updating LMC chapters 12.60 and 17.100. He is also working on creating a resolution that would include all fees for Public Works and Engineering in one location. This will be a major review and will most likely need to be workshop. It was recommended to bring it to Council for approval with no fee increases and come back in the future with any increases or new fees to add.

24-00202 **BIDDING PROCESS**

Sam Barham presented. He passed around a recent RFQ as an example. He provided a copy of a specification book, a plan set, and bid tab as an example. A brief discussion was had on the overall bidding process.

24-00203 **COMPLETE STREETS PROJECTS**

Morgan Palmer presented. He provided an overview for Complete Streets and the Bicycle & Pedestrian Master Plan. Morgan explained the process of how we worked through the proposed designs for each street.

24-00281 SEWER ASSET MANAGEMENT PLAN - WALLA WALLA, if time allows

Time did not allow this item to be discussed.

7. PUBLIC COMMENT

8. ADJOURNMENT

The meeting was adjourned at 5:04 pm.