

**CITY OF ORTING**  
**PUBLIC WORKS COMMITTEE MINUTES**  
**February 7, 2018 9:30 a.m.**

Councilmember Penner called the meeting to order at 9:30 a.m. in the Meeting Room at City Hall.

**ATTENDANCE:**

Elected Officials: Present, Mayor Penner, Councilmembers Drennen, Gehring, and Hogan (at-large),

City Employees: Present, City Administrator Mark Bethune, Public Works Supervisor Mark Barfield, City Treasurer Scott Larson; Building Official Ken Wolfe and Secretary Laura Hinds absent

Professional Representatives: Parametrix Engineer JC Hungerford

Guests: Sam Colorossi

**Approval of Minutes:**

Minutes were not provided for approval at this meeting.

**TRANSPORTATION:**

Facilitator: Councilmember Drennen

**1. Guests & Policy Issues:**

- A. Carbon River Landing HOA Traffic Calming Request:** *Item removed from agenda for lack of representation.*
- B. Stop Signs & Sidewalk Crossing on Eldredge Av SW @ Train St SE:** Mark Barfield commented that the sidewalk forms are set and ready for concrete this Friday, February 9<sup>th</sup>. Next week stop signs and stop bars will be installed.  
Councilmember (CM) Drennen requested pictures of the site work when complete.
- C. Traffic Calming Application Process Policy & Procedures:** Mark Bethune informed Mayor Penner and councilmembers why this item is on the agenda and will bring a copy of the recent P&P to the next meeting for review.  
CM Gehring commented that WSDOT has a grant for transportation study for high risk areas. If an area shows high risk, then the State may provide a grant with a 10% match for traffic calming.  
Engineer Hungerford said even though the City has high risk areas, there has been no fatalities to report making it difficult to take advantage of this type of grant.
- D. Sawdust Mural at 401 Washington Ave SE:**  
Orting Historical Society member Sam Colorossi prepared and delivered a packet explaining the history of the Sawdust burner mural, to the Transportation committee. In 2008, a mural was painted on the sawdust burner which was funded by Pierce County Art Commission for the Orting Historical Society. Unfortunately, due to moisture, the mural began bubbling up and peeling off. At present, the Orting Historical Society had the mural re-created on vinyl clad aluminum sheeting that will withstand

moisture. A billboard type frame was created to mount the mural on and in front of the sawdust burner. The plan was submitted to the Transportation committee for the City to consider before moving forward with installation. The frame work structure could be ready for installation week of February 12<sup>th</sup>.

## 2. Orting Emergency Evacuation Bridge SR 162 Phase 1

- A. OEEBS Committee Combined into Public Works:** CM Drennen requested the committee to accept this project as part of this committee, since the project is now recognized as a City project under the Public Works Committee and eliminating the OEEBS Committee. Mayor Penner commented that future discussion from OEEBS may still be necessary as there's still a Phase II of the project not currently recognized by this committee. At this time this committee will focus on Phase I of the project, Item 2.D. Mark Bethune asks if the City Engineer would still be willing to attend the OEEBS Committee meeting. JC stated that he would as he's already volunteering his time to the committee meetings. Sam will relate back to the stakeholders that this committee will accept Phase 1 for the Bridge Crossing project over SR 162 E. Phase II will be suspended by this committee until Phase I is complete or near to.
- B. 2017 Legislative Request:** Council approved and Parametrix submitted to the state requesting Phase I of the project be added to the state budget. The project was awarded \$500,000 in the State Capital Budget through the Department of Commerce. The City has not yet received a formal award letter yet.
- C. State DOT Funding Status:** The City has a balance with WSDOT in the amount of \$462,947.98 that at this time can only be utilized if the project is fully funded. The Bridge 4 Kids group met with JT Wilcox in an attempt to release these funds to further the design and he committed to work on it.
- D. Phase 1 SR 162 Bridge Crossing, Scope of Work Proposal 90% design:** JC commented that he will have a complete scope and budget to present at next meeting.
- E. Rocky Road Easement Status:** Mark stated there's a potential buyer of the Engfer/Gratzer property. The buyer is aware of the project. JC commented there is ROW plans for Rocky Rd Easement Access.
- F. Treasurer Report:** No update

## 3. Transportation Benefit District (TBD)

- A. Kansas St SW Upgrade Project (reserve fund set-aside):** Funds are being set-aside from the TBD and street fund to help fund Kansas Av SW infrastructure upgrade. JC and Mark are going to research of TBD funds can be used for this project. The street fund will help subsidize the future Capital Improvement portion of the project. (See 4.B. for more information)
- B. Sidewalk Improvement Plan:** There are funds set-aside in the TBD fund that can go towards sidewalk upgrades. Mayor Penner asked if Council is on board since the TBD was initially planned for street maintenance (chip seal); is this for maintenance of sidewalks or construction of new sidewalks? CM Drennen commented that it appears the TBD has now moved towards the pedestrian improvement needs. Mark Bethune requested JC to put a plan together for areas in the worse need of improvements and areas that still lack sidewalk access.

#### 4. Capital Improvement

##### A. **Transportation Improvement Board (TIB)**

- **Washington Ave N – 2-Way Left Turn Lane:** JC stated that the company who manufactures the light poles for Orting went out of business. In addition, the subcontractor for the electrical portion of the project, Totem Electric, also went out of business. However, as of Monday, a company out of California purchased Totem Electric and they are now back in business. Moving forward, the poles have been manufactured and ACI is looking to get them installed.

##### B. **Whitehawk South-West Connector Status:** JC mentioned the City has funds for 2019 for the ROW preliminary design. Previous Mayor Pestinger was working on a report for this project. Mark Bethune stated there's appraisals for two properties to help realign Kansas St SW & Calistoga St W. For now he feels we are stuck as there's no real road map for the project.

CM Drennen asked of the CIP, Kansas Av SW or Whitehawk Blvd SW Connector, which of the two would need to be prioritized. Scott Larson suggested working with Kansas St SW first for sake of critical improvements needs.

Mayor Penner recommended working on Kansas St SW first as well since the infrastructure is need of improvement.

Mark Bethune asked if it would make sense to still at least secure right of way for the Whitehawk Blvd SW Connector while moving forward on a Kansas St SW rehabilitation project.

CM Drennen agreed to Marks recommendation and wants to focus on the Whitehawk project as ROW purchase for now.

Scott Larson asked JC if impact fees could be used to purchase some of the properties that are needed for the Whitehawk Connector to go through. JC thought it was ok. Currently the grant the City does have is for engineering and permitting. Previous Mayor Pestinger was working on trying to have ROW purchase included.

##### C. **Transportation Master Plan:** JC commented that Parametrix completed traffic counts and is now working on the plan which will include those traffic counts and come back to this committee with a list of projects to prioritize.

#### 5. Operations and Maintenance

##### A. **Light Conversion for Calistoga St W & Eldredge Av SW:** Project is complete, *item can be removed from agenda.*

##### B. **Kansas Ave SW Flashing/Audio crosswalk lights:** Lights have been ordered. Also, the committee approved to have delineators installed to help guide large trucks around the corner (heading East on Calistoga St W, turning onto Kansas St SW) rather than a curb is a better option and cost effective. Mark Barfield will work on sign solutions for warning motorist of sidewalk crossing.

Mark Bethune requested from JC a cost for a crosswalk over Calistoga St W from Kansas St W.

##### C. **Sidewalk upgrade on SR 162 E between Kansas St SW & Becket Ln SW** (state approval status): Scott mentioned that this project and Item 5.D. should be rolled in to the sidewalk improvement project from the TBD, Item 3.B.

##### D. **Harman Way So. Sidewalk standing water issues (research costs)** Mark Barfield commented he went to the site of where the standing water occurs. He said he found a culvert nearby. A regrade design to slope down to the culvert could potentially help the water flow in that direction. He and JC will look at it.

Recess 5 minutes

## UTILITIES

Facilitator: Councilmember Gehring

### 6. Guests & Policy Issues

- A. **Comcast Franchise Agreement Update:** Mark Bethune commented there's a continued dispute between RCC and Comcast. The City Attorney had been able to agree to the contract RCC boilerplate contract that was presented to the City. However, the RCC contract has recently changed. The Attorney is working on it. *Remove from agenda until updates can be provided.*
- B. **Sale of Tax parcel at Wingate Springs: Complete, remove from agenda:** City was paid by Pierce County for the parcel.
- C. **Staffing Report:** Mark Bethune commented that interview did take place for the Public Works Director's position. There were 3 candidates. Two stood out, however, the Mayor wanted to advertise for more applicants once more before making a final decision. At the moment, public works is moving smoothly. As for the maintenance worker position that recently opened, there is an applicant who was interviewed late last year, was the #2 pick at that time, will be contacted to see if he's still interested in the MWI position. For the additional WWTP operator, Larry Harter is interested in transitioning over to that area which will open up a position for Water Distribution Specialist. WDS will be advertised in the next couple weeks.

### 7. WATER

#### Capital Improvement

- A. **CIP & Water System Plan Update:** Communication breakdown between BHC, Parametrix and City Clerk found the SEPA document was supposed to be posted on Ecology's website, and it wasn't. Once that takes place, it can go to Council.
- B. **Orville Rd E:**
  - **Water Line Replacement Update:** The project's water line is complete and operational. At the moment, there's a change in water pressure, thus giving Well #1 and #4 abnormal readings that require some modifications at those sources.  
The contractor is currently working with property owners to finalize fencing agreements.
  - **Cross Connection Control Update:** Mark Barfield stated that the process is ongoing to obtain test reports from the property owners who installed backflow assemblies, as required by the State and County health departments.  
*Remove this item from agenda.*
- D. **Water Meter Policy Update:** Mark Bethune would like to see the City move in to the direction of electronic meter reads. Scott commented that he learned from Water operator Pete Ewing that there's a technology that could have a module installed on all meters with a larger station in certain sections of the City that could collect the information in a certain zone. This could eliminate hours of meter reading and staff time.

- E. **178<sup>th</sup> St E Water Line:** Parametrix is working on the survey of the water line and whether or not the current water line is in the ROW. The City is trying to determine if it can update this line for eleven customers, and not burdened the rest of the water rate customers with this cost.

### Operations & Maintenance

- F. **Water System Resiliency Operations during/after earthquake:** Mark Bethune updated the committee on what would happen if the City was involved in a richter 9 earthquake and what would it take to protect its sources. Mark would like the City to start considering making asset purchases that will help facilitate preparation towards operations of its sources if there should be a large earthquake.
- **Pump Station Operation:** JC commented that pump stations are critical areas to consider, because you don't want to shut off the pump for reason of needed fire flow. So there are solutions where certain areas could be isolated for shutdown, thus using valves.
  - **Distribution System:** City standard requires to have all joints restrained to be resilient to earthquakes. JC reinforced that it is important to have a valve exercising program to make sure valves are operational when they are needed.

## 8. WASTEWATER

### Capital Improvement

- A. **CIP:** Ongoing document, may need to be updated in 2018.
- B. **Solids Recovery/Dewatering and Application:** Per previous minutes on this project, there was a spill from one of the loads taken to Eastern Washington. Ecology required that the City meet to discuss the incident and discuss how they can learn from the situation. From that incident, the City developed the following action plans.. **1)** The City is to develop a Standard Operating Procedure for communication process to follow in the event something like this should happen again. **2)** Go to the spill site immediately and assess the situation. This was completed in January and submitted to Ecology.

In addition, the contractor did damage two vault lids at the WWTP. The contractor is working to have these replaced.

- C. **WWTP Electrical Audit for Electrical Systems Update:** Parametrix is currently focusing on the electrical system then will move forward to other systems of the plant. Scott Larson asked when solids handling design would take place. JC suggested completing the audit first, to identify what else in the plant may be aging and should be addressed prior to taking on another large project. Then those that are identified could be implanted into the CIP.

### Operations & Maintenance

- D. **I&I Projects:**
- **Eldredge Av NW Update:** Complete, remove from agenda:
  - **Clean and Camera Sewer Main RFP:** It's been 10 years since the last time the sewer mains were cleaned and camera. There have been nine years of I&I improvements and this is noticeable at the WWTP. Now's a good time to complete another sewer main clean and camera to identify areas of I&I concern. An RFP has been drafted but there's

a hole in the RFP of pipe sizes in areas of the City. JC, Mark and Laura will work together to put a map together of pipe sizes.

- E. Side Sewer Ownership Policy Update:** Mark Barfield has questioned the policy of side sewers for the City. He's been approached several times during side sewer backups asking who's responsible. Language in current policy clearly states city owns main line and the side sewer up to the back of the sidewalk or the edge of the City Right of Way. The property owner owns between here and the house. Mark has seen where some Cities only own the main, and the property owner owns the entire side sewer. Scott recently found a letter from State Attorney General that it would not be gifting of public funds to reline the area from main line to property edge because this would be an advantage to all wastewater users. Therefore, to have the property owner to take ownership of the entire side sewer from the main to the house would be legal. .  
Mark Bethune requested to move on from this subject and discuss further at next meeting.

## 9. STORMWATER

### Capital Improvement

- A. CIP & Stormwater System Plan:** Ongoing
- B. Calistoga Setback Levee Updates:**
- Site Progress
  - LAMP Process – Ongoing
- C. Village Green Outfall@ High Cedars Update:** City has a grant for 30% design. Parametrix is working on the design.

### Operations & Maintenance

- D. Noble Lane SW (Private Rd) Street Sign & Vegetation (code enforcement):**
- E. Update on goats** to mitigate vegetation in storm ponds (research costs):

## 10. Capital Facilities Update

- A. New Public Works Shop Update:** RFP is out to the two contractors selected through an RFQ. They have until April to make a proposal.

## 11. Technologies

- A. ESRI ArcGIS Implementation:** Mark will be recommending to Council a GIS Consortium Tier III package through AWC, to select GIS and data analytics consultants for GIS needs. This will eventually be implemented into an asset management/work order software tracking system. In addition, Parametrix will also offer a GIS package using CAD maps, last updated in 2005. JC brought a scope and budget to review for GIS component and updating the utility maps and production.

B. **Asset/Management/Scheduling:** See Item 11.A.

12. **Round Table**

- Mayor Penner mentioned some cities use an APP where citizens can use to for identifying issues in the City that may need to be repaired etc. Essentially like a work order. Scott Larson has contacted City's that utilize APPs and found that there can be management issues of the prioritizing, action items for these requests.
- Mayor Penner commented that Rep. Reichert is retiring and one of the potential candidates visited Orting with Mayor Penner to see the new levee and congestion on SR 162 E. He said there may be others to visit the City as well.
- Scott Larson mentioned some customers have complained about the credit card fee on invoice cloud. Currently the processing fee is \$3.95 per transaction. For late fee customers, they are required to make two payments, the payment for the water use and the payment for late fee. Scott is requesting to increase the credit card payment method and see if the option to have one payment is doable. Scott will bring back to this meeting an update on cost changes.
- Mark Barfield mentioned that off 407 Eldredge Av SW a customer filled out a Citizen Action Request complaining about standing water. Mark went to the area on a rainy day and didn't find any standing water. And that there is a storm drain across the street from this address. Mark Bethune wants to meet with Mark Barfield to find a solution.

13. **Meeting Summary/Action Items / Set Next Agenda**

- Sidewalk, trees on Skinner Way SW
- Drainage issues on Eldredge Av SW
- Grading on Harman Way So ROW

14. **Meeting Adjourn:**

CM Drennen motioned to adjourn the meeting at 12:30 am.

**ATTEST:**

---

Secretary Laura Hinds

---

Councilmember Drennen  
Councilmember Gehring