

**CITY OF ORTING**  
**PUBLIC WORKS COMMITTEE MINUTES**  
**July 3, 2024 @ 2:30 p.m.**

Councilmember Moore called the meeting to order at 2:30 p.m.

**ATTENDANCE:**

Elected Officials: Present: Councilmember Moore and Councilmember Koenig.

City Employees: Present: City Administrator Scott Larson, Public Works Director Marshall Maurer, PW Superintendent Ryan McBee, PW Administrative Assistance Laura Hinds, Finance Director Gretchen Russo, Executive Assistant Danielle Charchenko, and City Clerk Kim Agfalvi. Absent Building Official Tim Lincoln

Professional Representatives: City Engineer JC Hungerford, Parametrix

Guests or Public Comment: None

**APPROVAL OF MINUTES:**

CM Moore requested that the minutes from April, May, and June be reviewed and signed at the end of the meeting.

**PUBLIC COMMENT & PRESENTATIONS:**

No Comment

**DEPARTMENT REPORTS:**

**1. BUILDING – Tim Lincoln**

**2. Administration – Scott Larson**

**2.1 Goals** – Goals identified for Public Works – Staff continues to work on:

**2.1.1 (3) SCADA and Telemetry Master Plan** – Complete a comprehensive Telemetry Master Plan for the City.

- To optimize efficiency by upgrading existing systems
- Improve real-time data.
- Enhance public safety, security, and compliance to strengthen system reliability.

**2.1.2 (10) WWTP Process & Procedure Audit –**

- a. A look at process and procedure audit for the wastewater system.
  - i. Is staff following O&M Procedures, and if not, why?
  - ii. Status of the system
  - iii. How to address issues
  - iv. Prioritize these issues.

**3. Engineering Updates – JC Hungerford**

**3.1 Kansas St SW –**

- 3.1.1 NEPA Review—**PSRC updated the STIP, but there are no further updates on the project's progress.
- 3.1.2 Public Outreach –** Public outreach on hold; formal property acquisition cannot occur until after the NEPA approval.

**3.2 Whitehawk Blvd NW Bypass –** No updates on formal consultation:

- 3.2.1 Formal consultation –** Pending NEPA formal consultation with Fisheries regarding tire dust issue.
- 3.2.2 Channelization Plan –** pushing the plan submitted to WSDOT for review.

**3.3 WSDOT Franchise:**

- 3.3.1 Fish Passage –** No Updates from WSDOT

**3.4 Orting Emergency Evacuation Bridge:** The contractor is starting preliminary road closure on Rocky Rd NE and will start construction in August.

**4. Project Management Update – Ryan McBee**

- 4.1 WRRF Design Update –** Ryan received comments back from Wilson Engineering that they will have 30% of the design and tech memo delivered to the City on August 31<sup>st</sup>.

**5. Public Works – Ryan McBee**

- 5.1 Side Sewer Policy Information –** Ryan discussed an ongoing issue with a property in The Meadows where a 'Y' connection was installed. After several call-outs and the grey area of the policy, the staff is requesting Council guidance on another review of the policy.
- 5.2 Water System Plan—**Ryan and Finance Director Russo found an unexpended line item in the Water fund that has been sitting there for the last two budget cycles. This line item is duplicated and can be pushed to finance to update the Water System Plan.

**5.3 2025 Budget Highlights**

- WW Phase II Municipal Stormwater Permit: The new 2024-2029 permit has a set of actions and activities comprising the components listed in S5 of the Permit, where a Stormwater Lead position may be necessary to keep up with the mandate.

- GIS Inter – Move this position from term limited to FTE
- Vactor purchase – utilizing all enterprise funds and surplus the tow-behind vactor
- Replace the street sweeper with the surplus of the old sweeper
- Purchase a multi-use vehicle utilizing all enterprise funds with the surplus of the 1995 bucket truck and the surplus of the tow-behind knuckle boom.
- Increase training budget for 3-year training ECUs due for all operators

6. **Finance – Gretchen Russo**

6.1 **Purchasing Policy Update:** Effective July 1, 2024, RCW 39.04.151-4 requires the City to adopt an ordinance or resolution establishing its authority to use a small works roster and solicit small works using the small works roster process.

The city has adopted its statute for contracting architects and engineers (AE). However, today’s discussion was focused on whether additional policies regarding follow-on work, such as construction services, should be separately acquired. CM Moore is requesting a financial report on AE services.

7. **Councilmember Comments**

CM Moore commented he would read the minutes this evening; CM Koenig approved the minutes at previous meetings.

**Round Table:**

No Comments

**Meeting Summary: (Study Session :)**


None

**Adjourn:** CM Moore motioned to adjourn at 4:55 pm.

**Attest:**

  
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 Administrative Assistant Laura Hinds

  
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 Councilmember Moore

  
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 Councilmember Koenig