

**TOWN OF YARROW POINT
COUNCIL STUDY SESSION MEETING MINUTES
February 7, 2017
6:00 PM**

The following is a summary of action during the proceedings and is *not* a verbatim transcript.

CALL TO ORDER:

Mayor Dicker Cahill called the meeting to order at 6:04 PM.

PRESENT:

Mayor: **Dicker Cahill**

Councilmembers: Steve Bush
 Mary Elmore
 Andy Valaas
 Carl Scandella
 David Feller

Staff: Anastasiya Warhol – Town Clerk-Treasurer
 Austen Wilcox – Town Deputy Clerk
 Stacia Schroeder – Town Engineer
 Wayne Stewart – Town Attorney

Guests: None.

REGULAR BUSINESS:

SS 17-01 92nd Avenue UGC & Pathway: Discussion and Major Lessons Learned
Town Engineer Stacia Schroeder provided a status update and a recap of the project sequence. In general, project outcome was satisfactory.

Ms. Schroeder discussed main lesson learned from the project:

1. Residents/Utility Companies - Town staff will never be able to predict the behavior of these 3rd parties; nor provide enough contract language to protect the Town from potential delays.

What went well:

1. Staff worked together to prioritize the project completion and all resident complaints
2. Setbacks were relayed effectively and dealt with as soon as possible.
3. Staff maintained a detailed history of complete project

Considerations for future projects:

1. **Contract**

- a. remove bid item for backfill and further clarify contractor's responsibility to remove and replace site soils unable to be used as backfill;
 - b. make sure trench section is clear on PSE plans
 - c. notification/acceptance to/from the Contractor regarding "working days allowed/remaining"
 - d. immediate identification to PSE/Comcast/CenturyLink in writing how their activities are impacting the project schedule
 - e. do not let future events dictate completion timeline
2. **Construction** - budget for trenching in the roadway versus through the shoulder; include any necessary storm improvements, water improvements, and/or street overlays in civil plans.
3. **Capacity:** Town does not have the staff capacity to handle public works projects the size of 92nd Ave NE. The WA State City Bidding Book determined projects in excess \$300,000 should be done using the competitive bidding process; whereas projects under \$300,000 can use the small works roster. \$300,000 is a good break when determining when the Town should consider using outside resources (i.e. a full service surveying and engineering firm) to oversee the project. NOTE: Outside services would be in addition to part-time staff services.

Staff Suggestions for Future Projects:

1. A restructuring of project fee tracking will be put into place so that fees can be tracked individually per project versus being all included in the consent calendar.
2. The Council has a retreat coming up Town staff suggests that the Council dedicate a few hours to review and adopt a Town "Purchasing and Bidding Policy" which will identify a threshold at which point projects will be outsourced due to capacity issues.
3. Staff also suggests that the Council spend retreat time discussing how to prioritize and fund future UGC projects. At this time, staff will provide an update on any "ripe" UGC project candidates. Council will need to determine how to deal with legal risks posed by involving private funds.

Council Suggestions:

The Council discussed ways to better organize project supervision and how to manage fee tracking and project projection. The Council agreed that the final product turned out positive. Quality of work such as pavement smoothness was brought into question. The Council analyzed how project management could have been more effective and offered the following suggestions.

1. Track new CIP projects individually and offer continued regular updates
2. Investigate a franchise agreement or specific contract language w/ 3rd party utility purveyors like Comcast. Clearly articulate to project the Town responsibilities.
3. Research best practices and design standards for smooth quality paving
4. Add qualitative requirements to the bidding package
5. Bring full bid package to Council for review prior to posting.

ADJOURNMENT:

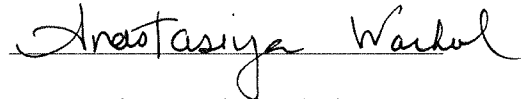
The Study Session was adjourned at 7:01 pm.

APPROVED:

ATTEST:



Dicker Cahill, Mayor



Anastasiya Warhol, Clerk-Treasurer

