



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

Public Works Campus Task Force

Wednesday, February 24, 2021 at 2:30 PM

Cowles Council Chambers

Dial: +1 669 900 6833 or +1 253 215 8782 or Toll Free 888 788 0099 or 877 853 5247

Webinar ID: 990 6794 3833 Passcode: 716429

CALL TO ORDER, 2:30 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

VISITORS/PRESENTATIONS

- a. Presentation by State of Alaska Division of Geological & Geophysical Surveys
Barrett Salisbury and Elena Suleimani

APPROVAL OF MINUTES

- a. Regular Meeting Minutes for February 10, 2021

REPORTS

PENDING BUSINESS

- a. Continued Review and Discussion on Inundation Report
 - Resolution Task Goal #1 & #2
- b. Memorandum from Deputy City Clerk re: Revising Scope of Work Timelines and Setting Appropriate Meeting Dates
 - Approval of Draft Memorandum to City Council regarding Task Force Reports

NEW BUSINESS

- a. Next Steps

INFORMATIONAL MATERIALS

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMITTEE

ADJOURNMENT

Next Regular Meeting is Wednesday, March 10, 2021, at 2:30 p.m. All meetings scheduled to be held via Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 21-01, a Regular Meeting of the Public Works Campus Task Force was called to order by Acting Chair Donna Aderhold at 2:31 p.m. on February 10, 2021 via Zoom Webinar from the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: JULIE ENGBRETSSEN, JACOB ARGUETA, JAN KEISER, LARRY SLONE, CHARLES BARNWELL, CAROLINE VENUTI AND DONNA ADERHOLD

STAFF: RENEE KRAUSE, DEPUTY CITY CLERK

AGENDA APPROVAL

The agenda was approved by consensus of the Task Force.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

VISITORS/PRESENTATIONS

REPORTS

SYNOPSIS APPROVAL

PENDING BUSINESS

NEW BUSINESS

A. Introductions

Each member of the Task Force provided a brief introductory statement of their reason and interest for participating in the Task Force.

B. Memorandum from Deputy City Clerk re: Election of Officers

Acting Chair Aderhold introduced the item and requested input from Deputy City Clerk Krause on the election process and duties of the Chair and Vice Chair.

Acting Chair Aderhold opened the floor to nominations for Chair.

Member Slone nominated Donna Aderhold seconded by Member Venuti.

There were no other nominations for Chair and Member Aderhold accepted the nomination for Chair and there was no opposition from the Task Force. She opened the floor for nominations of Vice Chair.

Member Venuti nominated Julie Engbretsen as Vice Chair seconded by Member Barnwell.

Chair Aderhold asked if there were any additional nominations hearing none she inquired if Member Engbretsen accepted the role of Vice Chair .

Member Engebretsen accepted the office of Vice Chair and there was no opposition from the Task Force.

C. Memorandum from Deputy City Clerk re: Revising Scope of Work Timelines and Establishing a Meeting Schedule

Chair Aderhold introduced the item by reading of the title.

SLONE/ENGBRETSSEN - MOVED TO ESTABLISH A REVISED SCOPE OF WORK TIMELINE AND A MEETING SCHEDULE TO THE FLOOR FOR DISCUSSION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Discussion was facilitated by Chair Aderhold on the following:

- Scope of work timelines could be adjusted by 4-6 weeks from those listed in the resolution
- Having worksessions and regular meetings in quick succession but allowing for the public notice of these meetings
- Mondays and Tuesdays are not good
- Wednesday afternoons, twice a month plus additional worksession once each month to make progress
- Preference was noted for during the workday on the second and fourth Wednesday with a worksession on the third Wednesday of the month.
- It was noted that due to advertising requirements a worksession could be scheduled for Thursday, February 18, 2021 at 2:30 p.m.
- Topic of the worksession could be review of the inundation report and listing the risks
- Then a regular meeting on Wednesday, February 24, 2021 at 2:30 p.m.

The Task Force agreed by consensus on the second and fourth Wednesday of each month at 2:30 p.m. and having a worksession on the third Wednesday at the same time.

It was agreed that the Task Force will review reporting dates at the next regular meeting.

D. Open Meetings Act & Legal Issues for Advisory Bodies – Review

Chair Aderhold introduced the item by reading of the title.

SLONE/BARNWELL MOVED TO REVIEW THE OPEN MEETING ACT AND LEGAL ISSUES FOR ADVISORY BODIES.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Aderhold requested input from Deputy City Clerk Krause.

Deputy City Clerk Krause asked if everyone was able to review the document and if there were any questions.

Member Slone stated he had a comment if there were no questions.

Discussion ensued by members of the Task Force on what would be allowed under the Open Meetings Act, requesting clarification from other members on information provided at meetings, two members working on a specific task or research and bringing a report back to share with the whole group, disseminating questions and requests through the Clerk.

E. Next Steps – for the Next Meeting:

- Review inundation report and be prepared to identify and evaluate risks and how they can be catalogued

Chair Aderhold introduced the item and noted that Member Barnwell volunteered to provide a more in-depth review of the report.

Member Barnwell responded that he did sort of volunteer himself along with Member Argueta on providing a more in-depth review report to the group but he would be more interested in having DGGs making a presentation to this group and be able to answer some questions.

Member Engebretsen volunteered to contact DGGs to see if they will be able to present at the worksession or the meeting on February 24th

Chair Aderhold inquired if it would be too early to have a discussion regarding identifying the risks that may potentially be experienced.

Member Slone thought that it may be too soon and should focus on the veracity of the report.

Member Engebretsen advocated that they should use the worksession and the next regular meeting to identifying risks would be a good exercise in cataloguing those risks. She will provide a memo on that for the worksession.

Member Keiser commented that she would be willing to provide a guided tour to those members who are interested in seeing the public works campus. Member Argueta and Barnwell would appreciate a comprehensive tour both citing their limited exposure to the public works facility.

There was a brief discussion facilitated by the Clerk that if the whole group wanted to tour then she could advertise it as a worksession which would allow multiple members to attend. Concern was expressed on the ability to be socially distant during the tour.

INFORMATIONAL MATERIALS

A. Resolution 20-125, Creating a Public Works Campus Task Force and Establishing the Scope of Work and Parameters Under Which the Task Force will Conduct its Work.

- B. Public Works Facility - 2021-2026 CIP Project Sheet
- C. Updated Tsunami Inundation Maps for Homer & Seldovia, Alaska
- D. Updated Inundation Maps Showing Cook Inlet & Kachemak Bay
- E. Appointments to the Task Force - Member Information

Chair Aderhold noted the items provided as informational items and those items provided in the supplemental packet. She then noted the tasks that will be provided by members of the task force for the next worksession or meeting: Memo from Member Engebretsen and report from Members Barnwell and Argueta.

Chair Aderhold noted something from a teambuilding workshop on forming, storming, norming and performing. Today they were forming. We will see how well we get through the other steps.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause stated that she looks forward to the next meetings and that it will be exciting.

COMMENTS OF THE TASK FORCE

Member Keiser thanked everyone for their time and their talent but had another meeting to get to, great meeting.

Member Engebretsen commented it was a great meeting.

Member Slone echoed the good meeting sentiment.

Member Argueta appreciated meeting everyone and looks forward to working on this project.

Member Barnwell commented that they were off to a great start.

Member Venuti stated she was looking forward to the storming, thought that this will be a fun project everyone has great enthusiasm and she was really excited about working with everyone.

Chair Aderhold expressed her thanks.

ADJOURNMENT

There being no further business to come before the Task Force the meeting adjourned at 3:28 p.m. The next regular meeting is scheduled for Wednesday, February 24, 2021 at 2:30 p.m. and a Worksession is scheduled for Thursday, February 18, 2021 at 2:30 p.m. at the City Hall Cowles Council Chambers via Zoom Webinar located at 491 E. Pioneer Avenue, Homer, Alaska.

PUBLIC WORKS CAMPUS TASK FORCE
REGULAR MEETING
FEBRUARY 10, 2021

UNAPPROVED

RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: _____



City of Homer

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To: Public Works Task Force
From: Julie Engebretsen, TF member
RE: Work Session framework
Date: February 17, 2021

Meeting Task: Review inundation report

Resolution Task Goal #1: (re-ordered)

- Catalog and Evaluate Risks
- Develop System for Evaluating Risks
- Deliverable: Report of Findings of probable risks

In normal times, we'd all be in the same room and could use big sheets of paper for this exercise. This 'worksheet' is simply a tool to help those of us that use paper! I will take notes from the group discussion. With the risks identified, the Task Force can then organize and evaluate them (using more scientifically and engineering minds than my own!)

Catalog of Risks: List the hazards you see. Share to the group during the meeting.

Risks to Workers	Risk to Equipment	Risks to Environment
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

Other Types of Risks?

Next steps: Develop a System for Evaluating Risks

(What is the level of risk... high, medium, low? What's the worst that could happen? How likely is it?)



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Memorandum

TO: PUBLIC WORKS CAMPUS TASK FORCE

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK

DATE: FEBRUARY 22, 2021

SUBJECT: REVISING SCOPE OF WORK TIMELINES AND SETTING APPROPRIATE MEETING DATES

Background

Resolution 20-125 provided a timeline that City Council expected work product (a report) to be given by the Task Force which are shown in the first column of the chart below. The Task Force has determined that the Second and Fourth Wednesday of each month at 2:30 p.m. work well for regular meetings. The Task Force also agreed that the first two months they would have a worksession on the third Wednesday of the month in order to get up to speed.

Due to the requirements of the open meetings act and at the recommendation of the City Attorney it is not advised to have two members meet to discuss or work on items since that action can be construed as a meeting of a committee of the Task Force. All work should be done by each member individually or as a whole.

Not having an assigned Staff Person makes facilitating the meeting preparation very difficult. It puts the onus on the members of the Task Force to follow through on any statements of providing reports or reviews, scheduling or visitors and or memoranda that is required.

The Clerk for the Task Force does not usually draft memoranda, provide research or documents that the group may need, however a Clerk can fill that role as a staff member. If the Task Force would be willing to reduce the meetings to two per month and omit the worksessions that would allow the Clerk to write the minutes which will then provide the background needed for any research or memoranda that is required for the next meeting; working with the Chair to place items on the agenda; gathering required materials for the packet; contacting any potential visitors or speakers; and providing all required documents to the Task Force members and public in the required, timely manner.

Below is a chart of the original deadline dates and the work product that was expected. Current scheduled meetings dates and proposed dates are shown. Please review, discuss and determine if these dates would work to create the deliverables requested by City Council. A separate draft memorandum to Council is included for review and approval. Additional Worksessions can be scheduled if it is shown that they are needed.

Initial Report Date	Task	New Report Date	Meeting Dates
January 31, 2021	Report of Findings of Probable Risks - Catalog & Evaluate Risks - Develop System for Evaluating Risks - Review Findings	April 12, 2021	2/10/21 Reg Mtg 2/18/21 WS 2/24/21 Reg Mtg 3/10/21 Reg Mtg 3/27/21 WS 3/24/21 Reg Mtg
February 28, 2021	Report of Strategies including Cost Estimates - Identifying Strategies for Mitigation of Risks Identified - o Short & Long Term Costs for mitigation strategies	June 14, 2021	4/14/21 Reg Mtg 4/28/21 Reg Mtg 5/12/21 Reg Mtg 5/26/21 Reg Mtg
March 31, 2021	Report on Evaluation Process and Identifying Preferred Options - Develop system for evaluating strategies - Evaluate strategies	August 9, 2021	6/9/21 Reg Mtg 6/23/21 Reg Mtg 7/14/21 Reg Mtg 7/28/21 Reg Mtg

Recommendation

Review the proposed dates and amend or approve as determined.



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Memorandum

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: PUBLIC WORKS CAMPUS TASK FORCE

THROUGH: RENEE KRAUSE, MMC, DEPUTY CITY CLERK

DATE: MARCH 8, 2021

SUBJECT: REVISING SCOPE OF WORK TIMELINES

At the first meeting the Task Force determined that a twice monthly meeting on the 2nd and 4th Wednesday at 2:30 p.m. was appropriate with a Worksession to be conducted on the third Wednesday of the month at 2:30 p.m. in order to get a good start on this project. However, due to advertising requirements the first Worksession was scheduled for Thursday, February 18, 2021. At the regular meeting on February 24, 2021 a presentation was made by Barrett Salisbury and Elena Suleimani with the State of Alaska Division of Geological and Geophysical Surveys regarding the 2018 Inundation Report.

The Task Force carefully reviewed and performed a brief analysis on the Scope of Work as outlined in Resolution 20-125 and has determined that a three month timeline is not feasible for the amount of work required to determine the best and most appropriate recommendation regarding the Public Works Campus.

The Task Force is recommending the following amended Scope of Work and Deliverable Timeline which reflects an amended timeframe of six months with the Final Report provided to City Council at the August 9, 2021 meeting.

Initial Report Date	Task	New Report Date	Meeting Dates
January 31, 2021	Report of Findings of Probable Risks - Catalog & Evaluate Risks - Develop System for Evaluating Risks - Review Findings	April 12, 2021	2/18/21 Worksession (WS) 2/24/21 Reg Mtg 3/10/21 Reg Mtg 3/17/21 WS 3/24/21 Reg Mtg
February 28, 2021	Report of Strategies including Cost Estimates - Identifying Strategies for Mitigation of Risks Identified - o Short & Long Term Costs for mitigation strategies	June 14, 2021	4/14/21 Reg Mtg 4/28/21 Reg Mtg 5/12/21 Reg Mtg 5/26/21 Reg Mtg

March 31, 2021	Report on Evaluation Process and Identifying Preferred Options - Develop system for evaluating strategies - Evaluate strategies	August 9, 2021	6/9/21 Reg Mtg 6/23/21 Reg Mtg 7/14/21 Reg Mtg 7/28/21 Reg Mtg
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Recommendation:

City Council approve the Public Works Campus Task Force amended Scope of Work and Deliverables Timeline as recommended.

DRAFT