

MEETING MINUTES

TUMWATER PUBLIC WORKS COMMITTEE
August 20, 2026



CONVENE: 11:00 a.m.

PRESENT: Chair Angela Jefferson and Councilmembers Eileen Swarthout and Kelly Von Holtz

Staff: City Attorney Karen Kirkpatrick, City Administrator Paul Simmons, City Engineer Bill Lindauer, Water Resources & Sustainability Director Dan Smith, Engineer Ryan Blaser, Senior Engineer Joseph Norman, Finance Director Troy Niemeyer, and Administrative Assistant Kelly Quiroz

**ADDENDUM 1 TO
LEASE AGREEMENT
WITH SOUTH PUGET
SOUND COMMUNITY
COLLEGE:**

Director Smith presented Addendum No. 1 to the Off-Site Lease Agreement with South Puget Sound Community College. He explained that the Water Resources & Sustainability Department has outgrown its existing leased office space and is requesting the addition of Rooms 101 and 102 to provide needed office and meeting space for staff. The amendment also changes the payment schedule from monthly to quarterly for administrative efficiency, and the additional lease costs are accommodated within the department's existing and proposed budgets. Councilmembers asked questions regarding lease costs, past renovation expenses, and the lease term, and staff confirmed that the additional space would remain under the existing lease through 2028.

MOTION: Councilmember Swarthout moved, seconded by Councilmember Von Holtz, to place Addendum 1 for the Off-Site Lease with South Puget Sound Community College on the September 1, 2026, City Council Consent Calendar with a recommendation to approve and authorize the Mayor to sign. A voice vote approved the motion unanimously.

**PERCIVAL CREEK
FISH PASSAGE
BARRIER REMOVAL
PROJECT – REQUEST
FOR INCREASE TO
CHANGE ORDER
AUTHORITY:**

Engineer Blaser presented a request to increase the change order authority for the Percival Creek Fish Passage Barrier Removal Project. He explained that the project replaces an undersized culvert with a larger fish-passage structure to restore fish access upstream to Trosper Lake and includes roadway, sidewalk, and bicycle improvements. Construction began in June 2026, is progressing as planned, and is expected to be completed in October 2026. Because the construction bid was lower than anticipated and sufficient grant funding remains available, staff is requesting an increase in change order authority from 10% to 20% to maximize available grant funding and address any unforeseen construction needs.

MOTION:

Councilmember Von Holtz moved, seconded by Councilmember Swarthout, to increase the change order authority provided to the Transportation & Engineering Director under Tumwater Municipal Code 2.14.060 from 10 percent to 20 percent for the Percival Creek Fish Passage Barrier Removal project, and place on the September 1, 2026, City Council consent calendar. A voice vote approved the motion unanimously.

ADDITIONAL ITEMS:

No additional items.

ADJOURNMENT:

With there being no further business, Chair Jefferson adjourned the meeting at 11:20 a.m.

Prepared by Kelly Quiroz, Administrative Assistant