



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, MARCH 14, 2024
3:30 Regular Meeting

Handwritten:
 ✓
 3-8-2024

In Person at Roseburg City Hall, Council Chambers
Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

<u>Chair:</u>	Ellen Porter		
<u>Commissioners:</u>	Ken Hoffine	Stuart Liebowitz	Roger Whitcomb
	John Seward	Fred Dayton	Brandon Pearsall
	Pat Lewandowski	Tim Swenson	

III. APPROVAL OF MINUTES

A. January 11, 2024

IV. DISCUSSION ITEMS

A. Douglas Ave. Deer Creek Bridge Project – Intergovernmental Agreement – Change Order No. 1

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. Comments can be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, March 12, 2024**. Comments must include the person’s name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

V. INFORMATIONAL

A. Project Updates

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: April 11, 2024

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting time if you need accommodations in accordance with the Americans with Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
PUBLIC WORKS COMMISSION MEETING
JANUARY 11, 2024
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, January 11, 2024 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Chair Ellen Porter, Commissioners John Seward, Fred Dayton, Roger Whitcomb, Pat Lewandowski, Tim Swenson, and Brandon Pearsall

Absent: Ken Hoffine and Stuart Liebowitz

Others Present: None

Attending Staff: Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, City Engineer Daryn Anderson, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Whitcomb moved to approve the minutes of the October 12, 2023 Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Whitcomb, Lewandowski, Swenson and Pearsall. No one voted no.

DISCUSSION ITEMS:

Award Recommendation – Task Order No. 3 for Design through Bidding Services for NE Jackson Street and Ne Commercial Avenue Water Main Replacement Project 24WA03: Anderson informed this item is to authorize a task order for design through bidding services for main replacements in the NE Jackson Street and NE Commercial Avenue neighborhoods. The water mains in these locations have reached the end of their useful service life and are in need of replacement. The project will also include new fire hydrants and service connections. Commissioner Lewandowski questioned how old the pipes are and if they are being replaced or inserting a sleeve. Staff replied the newest pipes are from the 1950's and the others are from around 1927. Herinckx stated the pipes will be replaced with larger size pipe to accommodate for fire flow; the current pipes are also undersized for fire flow. Commissioner Pearsall inquired how to make sure the contractor does not go over the amount not to exceed. Anderson stated staff works with the contractor during the entire project, reviews the plans at certain completion percentages, and meets with them every Friday to go over the progress. Commission questioned if the money was already budgeted for this project. Herinckx replied that the construction of this project will be budgeted in the next budget that is for July 2024 – June 2025.

MOTION: Commissioner Whitcomb moved to recommend the City Council authorize Task Order No. 3 with Century West Engineering for design and bidding services for NE Jackson Street and NE Commercial Avenue Water Main Replacement for an amount not to exceed \$136,825. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Whitcomb, Lewandowski, Swenson and Pearsall. No one voted no.

Douglas Ave. Deer Creek Bridge Project – Intergovernmental Agreement – Amendment No. 1: Easley informed this item is to recommend authorizing the execution of Amendment No. 1 for the Intergovernmental Agreement (IGA) for the Douglas Avenue Deer Creek Bridge Project. Easley reminded the commission that in March 2019 the City was awarded a grant through the Oregon Department of Transportation (ODOT) Local Bridge Program to design the replacement of the bridge on Douglas Avenue over Deer Creek. In August 2022, the City received a grant for the construction portion of the project. Easley said staff recently received Amendment No. 1 to the IGA with ODOT, for

the construction portion of this project. Easley stated the bridge is functionally obsolete due to its width and load restriction of 32 tons. The entire project cost is \$11,012,975.00. The required matching funds from the City are \$1,131,032.53 with Federal funds covering the remaining amount. Commissioner Seward questioned why there was an amendment. Easley replied that currently the contract is only for the design of the project this amendment is for the construction of the project. Commissioner Whitcomb inquired if there will be bike lanes. Herinckx stated that the street width will increase which will allow for adding bike lanes and sidewalks. Discussion ensued regarding the funding of the project. Commissioner Dayton stated he is in favor of this project, as Douglas Ave. need to be improved and the bridge is the first step. Commissioner Whitcomb thought it would be many years until there was enough funding in the Urban Renewal funds. Easley stated the apartments have helped increase the revenue.

MOTION: Commissioner Swenson moved to recommend to the City Council to authorize the execution of the Douglas Avenue Deer Creek Bridge Project Amendment No. 1 to the Oregon Department of Transportation Intergovernmental Agreement. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Whitcomb, Lewandowski, Swenson and Pearsall. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Easley informed she provided the commission members with copies of the City Budget sections that funds the projects this commission oversees. She suggested the members review the documents and then can discuss any questions or concerns at a future meeting. Easley also mentioned the entire budget can be found on the website and has a little explanation about where the funds come from and what they are used for. Commissioner Swenson feels would be good to review and discuss at a later meeting. Easley suggested members could email her with any questions so she can have the answers available when discussed at the meeting. Easley also mentioned that the current projects the commission is recommending are ones from the current CIP and master plans that were approved by previous commissions and Councils. Staff is currently working on updating the 5-year Capital Improvement Plan (CIP) and some of the master plans; those items will be coming to the commission in the future.

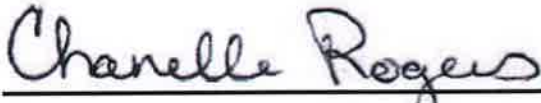
BUSINESS FROM THE COMMISSION: Chair Porter stated she has received multiple comments from commission members stating they would like to be more involved. Commissioner Lewandowski said he would like to be more involved in the duties and responsibilities that the ordinance outlines for the commission; he feels they are coming up short on their duties as commissioners. Commissioner Lewandowski questioned if there is a list of bridges and the conditions, because the commission has not ever seen a list. Herinckx stated we do have a list and they are inspected every two years by an ODOT bridge inspector. Commissioner Lewandowski also inquired if there is a list of needed street improvements. Herinckx replied that there is the current one was done in 2019 and was a six-year plan will be going out for RFQ later this year for a new consultant. Commissioner Lewandowski feels the commissioners are in a position to let staff know of issues they see around town but said communication goes both ways, if they (commissioners) were provided more information from staff then they would know if staff is already looking at issues the commission members see around town. Herinckx stated the commission was provided with the current pavement management plan back in 2019. Chair Porter asked if as the master plans are being worked on can the information come to the commission before the draft is ready so can look at so they can be more involved. Easley stated there is typically a committee that includes the Public Works commission to go through the update process with the consultant. Easley said part of the reason the current master plans are working so well is some of the growth didn't happen so has been easy to move forward with projects in those plans. Commissioner Pearson feels the commission does not know the overall budget to be able to know how the projects are being funded and if there is funding available for the projects being brought to the commission to approve. Easley explained the financial information section of the memos is where she lists the information on where the funds are coming from and if they have been budgeted for the current budget

or a future one. She stated staff makes sure the budget is available before bringing a project to the commission to approve. Commissioner Whitcomb asked if a list of year to date budget information could be provided in each agenda. Easley said it might not be something that can be included every month but can provide, as staff is able to get the information. Dayton inquired why the unappropriated storm drain funds are not being used. Easley replied that we are working through with the small staff we have, we recently did a large storm project but were lucky to get a grant for that project. Staff is also working on some major water projects that needed to be done and in a way, those are higher priority than storm projects. Chair Porter questioned if it is hard to get contractors for projects. Herinckx stated sometimes we only receive one bid on certain projects. Discussion ensued. Commission Seward said he isn't sure what being more involved looks like, he doesn't want to create more work for the staff as they have jobs and the commission needs to be mindful of staff's job duties. Commissioner Lewandowski feels that if there is a month that does not have any agenda items maybe the members could meet with staff in a workshop format to discuss issues. Chair Porter feels the upcoming CIP and master plans will get the commission more involved.

Commissioner Whitcomb questioned how the generator at the Water Treatment Plant was working. Herinckx stated it is functioning and available, one issue with the programming on the switchgear but working on that issue. Commissioner Lewandowski questioned the status of the railroad crossing. Herinckx stated there is a new contact with the railroad and will be meeting with him in the next couple of weeks to discuss the project. Herinckx additionally gave brief updates on a few upcoming projects.

NEXT MEETING DATE: February 8, 2024

ADJOURNMENT: Meeting adjourned at 4:33 pm.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in black ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 14, 2024

TO: Public Works Commission

FROM: Dawn Easley, PW Director

SUBJECT: **Douglas Ave. Deer Creek Bridge Project –
Intergovernmental Agreement – Change Order No. 1**

ISSUE STATEMENT AND SUMMARY

Staff recently received Change Order No. 1 for the Intergovernmental Agreement (IGA) for the Douglas Avenue Deer Creek Bridge Project from the Oregon Department of Transportation (ODOT). The issue for the Commission is whether or not to forward a recommendation to the City Council to authorize the execution of the change order to the agreement.

BACKGROUND/ANALYSIS

In March 2019, the City of Roseburg was awarded a grant through the ODOT Local Bridge Program to design the replacement of the bridge on Douglas Avenue over Deer Creek. In August 2022, the City received a grant for the Construction portion of the project. On January 22, 2024, the Council approved the execution of Amendment No. 1 to the Douglas Avenue Deer Creek IGA with ODOT for the construction portion of the project. The federally funded project is led by ODOT and is scheduled to receive funding in FFY 2026.

The bridge is a seven-span steel rolled girder bridge that is functionally obsolete due to its width. It has a sufficiency rating of 26.1 out of 100 and a load restriction of 32 tons. The bridge rails are substandard. It is scour critical with a Scour Appraisal of 3 (SC-Unstable) with exposed footing. The Deck Appraisal is a 2 (Intolerable) and is in poor condition, progressing with exposed rebar, spalls, cracks with rust staining, and efflorescence in the deck soffit. The girders have fatigue-prone details, and all beams sag slightly. The bridge also shows signs of high water on some beams.

FINANCIAL/RESOURCE IMPACTS

The estimated construction project cost has increased since the 2018 scoping due to inflation and additional Right-of-Way needs. The updated estimate for the total project construction cost is \$12,638,119. Federal funds for the project are limited to \$11,340,184.18 (89.73%), and the total required City matching funds are \$1,297,934.82 (10.27%). The increase to the required City matching funds is \$166,902.29. The City has reserved approximately 1.3 million Surface Transportation Block Grant (STBG) funds for the match. Urban Renewal funding could also be used for a portion of the match, freeing up the Transportation Fund for other projects.

TIMING ISSUES

If the Commission provides a recommendation to authorize the execution of the change order to the agreement, it will be presented to the City Council at their March 25, 2024 meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council authorize the execution of the Douglas Avenue Deer Creek Bridge Project Change Order No. 1 to the Oregon Department of Transportation Intergovernmental Agreement; or
2. Request additional information.
3. Recommend not moving forward with the project at this time.

STAFF RECOMMENDATION

The existing bridge is structurally deficient, functionally obsolete, and load-restricted. The ODOT Local Bridge Program is the only viable funding source for bridge replacement. Therefore, staff recommends the Commission provide a recommendation to the Council to authorize the execution of the Douglas Avenue Deer Creek Bridge Project Change Order No. 1 to the Oregon Department of Transportation Intergovernmental Agreement.

SUGGESTED MOTION

I move to recommend to the City Council to authorize the execution of the Douglas Avenue Deer Creek Bridge Project Change Order No. 1 to the Oregon Department of Transportation Intergovernmental Agreement.

ATTACHMENTS

None

CITY OF ROSEBURG
MEMORANDUM



DATE: March 14, 2024
TO: Public Works Commission
FROM: Ryan Herinckx
SUBJECT: Project Updates

The following is a brief status update of current Public Works projects.

WATER PROJECTS

Water Treatment Plant Standby Power Project is complete.

This project installed a 1,500kW generator at the Water Treatment Plant, a 40kW generator on Reservoir Hill to operate City SCADA system. The project also included switch gear at Garden Valley, Hawthorne, Ventura, Pump Station #2, and Kline pump stations. Two, 175kW trailer mounted generators have been delivered and commissioned.

20WA03	Water Treatment Plant Standby Power		
	Bid	Final	% to Bid
Engineering Services	\$ 129,645.00	\$ 129,645.00	0.0%
Construction	\$ 2,356,440.00	\$ 2,356,440.00	0.0%
Construction Mgmt.	\$ 68,913.00	\$ 103,124.00	49.6%
Total Cost:	\$ 2,554,998.00	\$ 2,589,209.00	1.3%

24-inch Transmission Main Replacement – Isabell to Newton Creek Project expected completion is in fall 2024.

Construction will begin Monday, March 18th and is expected to be completed by the end of September. Work will take place Monday through Thursdays from 7pm to 7am. This project replaces approximately 4,100 LF of 20-inch steel transmission main in NE Stephens Street from Isabell Avenue to just south of Newton Creek Road. The existing 20-inch transmission main was installed in 1934.

Hwy 138 Water Main Replacement – Kester Rd to Sunshine Rd Project is in design.

Consultant is finalizing design, bid documents will be ready spring of 2024. Project will bid when funding has been identified. This project will upsize approximately 3,200 LF of existing 8-inch asbestos cement water main with 18-inch ductile iron water main.

SE Stephens and SE Pine Water Main Replacement Project is in design.

Century West is currently completing the design and is about 95% complete. Project will be ready to bid the end of March. Project will replace approximately 2,700 linear feet of 6-inch cast iron pipe in SE Stephens with 12-inch ductile iron. The existing pipe was

installed between 1928 and 1935. The project also includes replacing approximately 2,700 linear feet of 4 and 6-inch cast iron pipe in SE Pine with 8-inch ductile iron. The existing pipe in SE Pine was installed between 1938 and 1962.

Newton Creek Water Main Replacement Project is designed.

This project will replace approximately 1,550 linear feet of 4-inch and 6-inch diameter cast iron pipe installed in the mid 1950's with 12-inch diameter ductile iron pipe. Project was designed by City staff and will bid when funding has been identified.

TRANSPORTATION PROJECTS

2023 Chip Seal Project Project is postponed.

The City is working with the County to chip seal Lookingglass Road from Woodside Avenue to Harvard Avenue. Project was scheduled to be completed in August but has been postponed until spring of 2024.

2024 Slurry Seal Project Project is in design.

Notification letters were sent out in December 2023 notifying adjacent property owners of the anticipated work this summer. Project will slurry seal of approximately 3.4 miles of city streets.

2024 Grind/Inlay, NE Stephens from Edenbower to North City Limits Project is in design.

This project consist of approximately 300 SY of base repair and a 2-inch grind and inlay on NE Stephens from NE Edenbower to the North City Limits. Project will include replacement of 14 non-compliant ADA ramps. Project also includes a base repair of approximately 350 SY in the 400 block of NE Garden Valley Blvd.

W Bradford ADA Ramp Replacement Project is designed.

Staff has complete design and construction drawings for the replacement of 19 ADA Ramps on W Bradford Avenue and W Broccoli Street. Projects will bid early April with construction taking place spring of 2024.

Douglas Avenue from Deer Creek to Patterson Street Improvement Project Submitted part one of the Safe Routes to School (SRTS) grant and will get authorization before submitting part two.

The application is for an improvement project on Douglas Avenue east of Deer Creek. Douglas Avenue is currently a narrow street with no shoulders on either side. Improvements may include curb, gutter, sidewalks, bike lanes, utility upgrades, and an enhanced crosswalk treatment near Eastwood Park. The intent would be to provide a safe pedestrian route to the multi-use path that runs along the east side of Eastwood Park to a pedestrian bridge that crosses Deer Creek and connects to the elementary school. The current project cost estimate is \$3,750,000. This estimate includes approximately \$1,375,000 in water and storm utility improvements. The current SRTS grant application request amount is approximately \$2,000,000. Not all construction

elements are grant-eligible; as a result, the City's portion would be approximately \$1,750,000.

Harvard Avenue Improvement Project Submitted part one of the SRTS grant and will get authorization before submitting part two.

The application is for an improvement project on Harvard Avenue at Stewart Park Drive in front of Fir Grove Elementary. Improvements may include the replacement of ADA curb ramps, sidewalks, pedestrian crossing push buttons, and enhanced crosswalk markings at the intersection. The project would also include the installation of an accessible route island in Harvard Avenue that will eliminate conflicting vehicle left turn movements from Wharton Street while pedestrians are in the crosswalk on Harvard Avenue. The current project cost estimate is \$325,000. This project is not identified in the Five Year Capital Improvement Plan. ODOT has modified the cash match requirements for this funding cycle and this project qualifies for a 0% cash match from the City.

STORM PROJECTS

Calkins/Troost and Rainbow/Haggerty Storm Project Project is substantially complete. Project reached substantial completion December 15, 2024. Contractor is completing punch list items. This project will install approximately 3,250 linear feet of storm line in the Calkins/Troost and Harvard at Rainbow and Haggerty. This project will abandon existing storm facilities that run through private property and in some cases, under residential buildings. The City put in for, received American Rescue Plan Act funding, and will be receiving \$1,570,064 towards the design and construction of this project.

Storm CIPP Project Alameda and Church Project will be constructed in spring 2024. City staff have received and reviewed material submittals for this project. Contract will complete the work this spring. This project consists of rehabilitation of approximately 1169 linear feet of 36-inch diameter and 1979 linear feet of 42-inch diameter storm drain pipe utilizing cured-in-place-pipe.