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2-7-2022

REVISED
ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, FEBRUARY 10, 2022
3:30 Regular Meeting

Electronic Meeting
Public Access: [www.Facebook.com/CityofRoseburg](https://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>	Bob Cotterell		
<u>Commissioners:</u>	Ken Hoffine	Stuart Liebowitz	Noel Groshong
	John Seward	Fred Dayton	Roger Whitcomb
	Pat Lewandowski	Vacant	

III. APPROVAL OF MINUTES

A. December 9, 2021

IV. DISCUSSION ITEMS

- A. Award Recommendation Task Order No. 4 for the 24-Inch Transmission Main Project - 22WA11
- B. Surface Transportation Block Grant (STBG) Funds Exchange Authorization

AUDIENCE PARTICIPATION – 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, February 10, 2022**. 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

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: March 10, 2022

VIII. ADJOURNMENT

* * * AMERICANS WITH DISABILITIES ACT NOTICE * * *

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
PUBLIC WORKS COMMISSION MEETING
DECEMBER 9, 2021
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:38 p.m. Thursday, December 9, 2021 electronically via Zoom in Roseburg Oregon.

ROLL CALL: Present: Chair Bob Cotterell, Commissioners Fred Dayton, John Seward, Stuart Liebowitz, Ken Hoffine, Noel Groshong, and Roger Whitcomb

Absent: Commissioners Pat Lewandowski and Vern Munion

Others Present: None

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Design and Construction Manager Ryan Herinckx, City Civil Engineer Daryn Anderson, Public Works Staff Assistant Kandi Street, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Groshong moved to approve the minutes of the November 10, 2021 Public Works Commission meeting with the correction on the adjournment time. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell, Commissioners Dayton, Seward, Liebowitz, Hoffine, Whitcomb, and Groshong voted yes. No one voted no.

DISCUSSION ITEMS:

Work Order Authorization Recommendation Traffic Signal Power Supply Upgrade.

Project - 21PW18: Perkins informed that in 2013 City Council authorized a 10-year Flexible Services Maintenance Agreement with ODOT for the performance of work on certain types of maintenance or improvement projects. Perkins stated that the existing computer power supply modules in eight of the City's traffic signal control cabinets are reaching the end of their life cycle and need to be replaced prior to failure. These particular power supplies are built-in to the cabinet which requires the entire cabinet be replaced. Perkins said the ODOT Traffic Systems Maintenance staff have the technical expertise to perform the work. Chair Cotterell asked if staff was looking to replace the cabinets now because other cities have had issues with them catching on fire. Perkins replied that ODOT contacted the City about getting them replaced. Commissioner Whitcomb inquired what the life cycle should be for the new cabinets. Perkins responded that he wasn't positive but would guess about 20 years. Commissioner Whitcomb also asked if the equipment was currently available. Herinckx stated that he has a notification that the items are available and nothing was mentioned about there being any delay on receiving the items. Chair Cotterell questioned how the intersections would function when the signal cabinets were being installed and tested. Perkins said they test in the shop before they get installed and Herinckx said during the installation the intersection will be flagged, the work is taking place at night and should be done in approximately four nights.

MOTION: Commissioner Whitcomb moved to recommend to City Council the approval of a Work Order Authorization under the Flexible Maintenance Services Agreement with ODOT for completion of the Traffic Signal Power Supply Upgrade Project for an amount not to exceed \$150,000.00. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Cotterell, Commissioners Dayton, Seward, Liebowitz, Hoffine, Whitcomb, and Groshong voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: None

BUSINESS FROM THE COMMISSION: Commissioner Groshong asked what is being built on Harvard Ave and if the bus turnout was required to be installed by the developer or if the City was doing it. Herinckx informed the development was for the Cascade Credit Union. They are currently adding ATM's where the work is happening, they will also be doing an expansion on the building and adding a parking lot on the west side of the current building. Herinckx stated the bus turnout was done by the developer as part of the conditions of the project. Commissioner Groshong inquired if that was a new standard that the City is implementing to require that where there is existing bus stops if development occurs. Herinckx replied this one was recommend by the TSP. Perkins said when they are identified in the TSP then they are required to be done. Commissioner Groshong also asked if there was a plan for the City to install other bus turnouts at various stops around town. Perkins said they could be considered during street projects but also depends on the amount of right of way there is at a location.

NEXT MEETING DATE: January 13, 2021

ADJOURNMENT: Meeting adjourned at 3:51 p.m.

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: February 10, 2022

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Brice Perkins, P.E., Public Works Director

SUBJECT: Award Recommendation – Task Order No. 4 for Design through Bidding Services for the 24-Inch Transmission Main from Isabell Avenue to Newton Creek Drive Project: 22WA11

ISSUE STATEMENT AND SUMMARY

On September 28, 2020 The City Council awarded a master engineering contract to Murraysmith to provide design, bidding, and construction management services for Phase II and Phase III of the 24-Inch Transmission Main from Hooker Road to Newton Creek Drive. The issue for the Commission is whether to recommend to City Council the authorization of a task order for design through bidding services for Phase III of the project.

BACKGROUND/ANALYSIS

The City of Roseburg utilizes two major water transmission mains that are located along Stephens Street between the water treatment plant in Winchester and the main reservoir complex on Bellview Court. The older of the two original transmission mains was installed in 1934.

In 2010 the City adopted a new Water System Master Plan, which recommends replacement of the 1934 era 20-inch diameter transmission main in phases. The first phase of the project, from the Water Treatment Plant to Hooker Road, was completed in 2013. The second phase from Hooker Road to Isabell Avenue is currently under construction. The third phase scheduled for replacement is from Isabell Avenue to Newton Creek Drive.

Each task order under the master contract is individually negotiated, based on an agreed upon scope of work. Task Order No. 4 has been negotiated with Murraysmith and includes design and bidding services for Phase III of the 24" transmission main installation from Isabell Avenue to Newton Creek Drive at a cost not to exceed \$267,577.00.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The FY 2021-22 adopted Water Fund budget includes \$325,000 for design of Phase III of the transmission main. Funds are available in the current year budget to proceed with this task order.

TIMING ISSUES

If the Commission provides a recommendation to authorize the task order, it will be presented to the City Council at their February 28, 2022 meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend to the City Council authorize a task order to Murraysmith for an amount not to exceed \$267,577.00; or
- b. Request additional information; or
- c. Recommend that the Council not authorize the task order and not move forward with the project at this time.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to authorize Task Order No.4 with Murraysmith.

SUGGESTED MOTION

I move to recommend the City Council authorize a task order with Murraysmith for design and bidding services for the 24-Inch Transmission Main from Isabell Avenue to Newton Creek Drive for an amount not to exceed \$267,577.00.

ATTACHMENTS

None.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: February 10, 2022

TO: Public Works Commission

FROM: Brice Perkins, P.E., Public Works Director

SUBJECT: Surface Transportation Block Grant (STBG) Funds Exchange Authorization

ISSUE STATEMENT AND SUMMARY

The Oregon Department of Transportation (ODOT) has an agreement with the Association of Oregon Counties and the League of Oregon Cities that provides Federal Surface Transportation Block Grant (STBG) funds to Cities and Counties. The issue for the Commission is whether to recommend to Council the City Manager be authorized to submit a Fund Exchange request for STBG funds.

BACKGROUND/ANALYSIS

On February 22, 2021 the City Council authorized the City Manager to sign an intergovernmental agreement with ODOT for the STBG Fund Exchange program. This agreement expires September 30, 2024. The agreement allows the City of Roseburg to request funds via the fund exchange program by submitting a letter of request for funds up to the amount available.

Each year the City of Roseburg is allocated federal funds for transportation projects. The funds can generally be used for any transportation related purpose. The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements without being constrained by federal requirements. The program provides an opportunity for the City to exchange our Federal STBG dollars for State Highway Fund dollars.

Historically the City has allowed our annual STBG allocations to accumulate for several years prior to accessing the funds as needed for large scale projects. In anticipation of these projects, the City has been very selective on spending its annual allocation of STBG funds allowing the available balance to grow to approximately \$1.33M.

Recent changes to the STBG Fund exchange program limited the number of annual allocations that can accumulate, to four years. Any funds allocated more than four years ago would be lost if not utilized by December 31, 2022. Rather than face this four year limit each year, staff recommends withdrawing all of the available funds at this time. This would then allow the City to begin accumulating annual allocations for another four year window. The funds can be utilized for the Pavement Management Program in both FY22 and FY23.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

At this time the City may request exchange of \$1,038,634.30 in STBG funds for state funds at a ratio of 94 cents in state funds for each dollar of STBG funds. Accordingly the City would receive from ODOT \$976,316.24.

Additionally, the City may request exchange of \$293,372.00 in STBG funds for state funds at a ratio of 90 cents in state funds for each dollar of STBG funds. Accordingly, the City would receive from ODOT \$264,034.80.

The total revenue from these exchanges is \$1,240,351.04.

TIMING ISSUES

If the Commission provides a recommendation to authorize the City Manager to submit a fund exchange request, this item will be presented to the City Council at the February 28, 2022 Council Meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend the City Council authorize the City Manager to submit a fund exchange request; or
- b. Request additional information; or
- c. Recommend that the Council not authorize the City Manager to submit a fund exchange request.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to authorize the City Manager to submit a fund exchange request for STBG funds in the amount of \$1,332,006.30 resulting in a net revenue to the City of \$1,240,351.04.

SUGGESTED MOTION

I move to recommend the City Council authorize the City Manager to submit a fund exchange request for STBG funds in the amount of \$1,332,006.30 resulting in a net revenue to the City of \$1,240,351.04.

ATTACHMENTS

None.