



VA
2-3-2023

**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, FEBRUARY 9, 2023
3:30 Regular Meeting**

Regular Meeting – In Person at Roseburg City Hall, Council Chambers
Public Access: Facebook Live at [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> | 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. November 10, 2022

IV. DISCUSSION ITEMS

- A. Five Year Water Distribution Main Replacement Program Engineering Services Contract Award Recommendation – WA-23-01

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 9, 2023**. 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 9, 2023

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
NOVEMBER 10, 2022
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:43 p.m. Thursday, November 10, 2022 at the Water Treatment Plant, Winchester, Oregon and electronically via Zoom.

ROLL CALL: Present: Chair Bob Cotterell, Commissioners Fred Dayton, Stuart Liebowitz, Pat Lewandowski, Roger Whitcomb, and John Seward

Absent: Tim Swenson and Ken Hoffine

Others Present: None

Attending Staff: City Manager Nikki Messenger, Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, City Civil Engineer Daryn Anderson, Water Treatment Plant Operator Andy Albee, Administration Staff Assistant Koree Tate, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Lewandowski moved to approve the minutes of the August 11, 2022 Public Works Commission meeting as amended. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, and Seward. No one voted no.

DISCUSSION ITEMS:

Resolution Changing Central Dispensing Station Water Fees: Easley informed the Public Works Department has identified a need to add fees for the water Central Dispensing Station to offset the new dispensing station's cost and provide consistency for central dispensing customers. Easley stated that in June 2022 House Bill (HB) 4061 became effective. HB 4061 requires records to be collected on central dispensing customers to try to deter water use on unlicensed cannabis, both marijuana and hemp, growing sites. Easley said the current method of dispensing water is a manual process that is difficult to monitor and does not collect the data needed to comply with HB 4061 in addition the process is also labor-intensive and susceptible to water theft. Public Works has purchased a new bulk-filling dispensing station to comply with the bill's requirements. The new dispensing station would offer options to pay via credit card at the station or an online account managed by a third party. Easley informed currently all residential central dispensing customer pay a flat rate per usage fee of \$5.00 with a 200-gallon maximum and the commercial customers pay a \$25.00 account set-up fee and a monthly bulk permit fee of \$50.00 plus \$2.06 per 100 cubic feet. The new system would not have account set-up fees. Staff would like to increase the usage fee per 100 cubic feet from \$2.06 to \$5.00 for all central dispensing customers and eliminate the residential customer exemptions from the account set-up fee and monthly demand charge. Easley stated the fee adjustments will help offset the cost of the new dispensing station and provide consistency for all central dispensing customers. Commissioner Seward questioned what the central dispensing station was. Easley informed it is a bulk filling station that customers that have tanks or water trucks can sign up to purchase water at. There are currently two filling stations, one is located at the Fulton Shop and the other is located at the Airport, the new one will only be located at the Fulton Shop. Commissioner Dayton questioned how the filling station costs compared to the residential meter costs. Easley stated the residential filling station customers are only paying the usage fee there

is not another fee like the base fee that residential metered customers pay. Commissioner Seward inquired how the bulk filling station ties into the cannabis grows. Herinckx replied that it was found that some of the bulk haulers were delivering to illegal grow sites, the state is trying to eliminate that water source so that is why the record keeping is being required. Commissioner Dayton questioned if the City of Roseburg was the primary bulk water dispenser. Herinckx stated both Sutherlin and Umpqua Basin also both provide bulk water but most likely the majority are using our filling stations.

MOTION: Commissioner Dayton moved to recommend that the City Council adopt a resolution to adjust fees for the Water Central Dispensing Station as outlined in the attachment to offset the cost of the new dispensing station. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, and Seward. No one voted no.

Urban Service Agreement – City of Roseburg – Umpqua Basin Water Association: Easley informed the City wants to renew the agreement with Umpqua Basin Water Association (UBWA), as the current agreement has expired. Easley stated UBWA currently serves three areas inside the Roseburg's Urban Growth Boundary (UGB), those are Stacie Court, North of the North Umpqua River, and Lookingglass/Military Area. Discussion ensued regarding these areas. Commissioner Dayton feels it needs to be determined if the City wants UBWA to serve areas that potentially could be in city limits in the future. It was asked if staff anticipates the Lookingglass/Military area to be annexed into city limits. Easley stated that since they are in the UGB at some point they most likely will be annexed. Herinckx mentioned in the agreement with UBWA it states that if they set a meter in that area a consent to annex is required to be completed. Commissioner Seward questioned what the consent to annex meant. Herinckx replied that if the city decides to annex that area the consent to annex document means those properties have agreed to be annexed into the City.

MOTION: Commissioner Dayton moved to recommend that the City Council approve the updated Urban Service Agreement with UBWA outlining responsibilities for serving specific areas within the City's Urban Growth Boundary. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, and Seward. No one voted no.

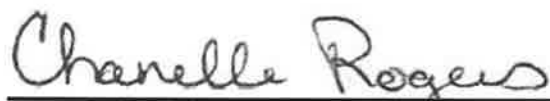
AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Herinckx went over list of project updates.

BUSINESS FROM THE COMMISSION: Commissioner Dayton stated he feels it is best to have in person meetings. Commissioner Lewandowski said he thought Commissioner Groshong needed to be recognized for all his input while he was on the commission. Chair Cotterell agreed and said he will be greatly missed, he also mentioned that there is a celebration of life happening at Dino's on November 19, 2022 from 11am -2pm.

NEXT MEETING DATE: December 8, 2022

ADJOURNMENT: Meeting adjourned at 4:37pm.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: February 9, 2023

TO: Public Works Commission

FROM: Dawn Easley, Public Works Director

SUBJECT: Five Year Water Distribution Main Replacement Program Engineering Services Contract Award Recommendation – WA-23-01

ISSUE STATEMENT AND SUMMARY

Staff has completed a qualification based selection process for design and engineering services for the Water Distribution Main Replacement Program. Work to be performed under this contract will be authorized by individual task orders. The issue for the Commission is whether to forward a recommendation to the City Council to award a master engineering services contract for this water distribution main replacement program.

BACKGROUND/ANALYSIS

On October 18, 2022, staff issued a Request for Qualifications for engineering services and five statements of qualification (SOQs) were received on November 15, 2022. The SOQ's were ranked by a review committee consisting of three Public Works staff members. The initial rankings are as follows.

#	Proposer	Ranking
1	3J Consulting	94
2	Century West Engineering	98
3	RH2 Engineering	94
4	Keller & Associates	93
5	Pinnacle Engineering	70

The top three scoring firms were interviewed in December and ranked. The final rankings are as follows.

#	Proposer	Ranking
1	3J Consulting	92
2	Century West Engineering	98
3	RH2 Engineering	94

Staff's intent is to award a master engineering contract with the highest ranked proposer, Century West Engineering to provide design and engineering services for the Five Year

Water Distribution Main Replacement Program. Each task order under the master contract will be individually negotiated, based on an agreed scope of work.

FINANCIAL CONSIDERATIONS

If approved, individual task orders will be negotiated for various portions of the work.

TIMING ISSUES

If the Commission recommends to award, the master contract will be presented to the City Council at their February 13, 2023 meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options;

- a. Recommend to the City Council the award of the contract for 5-year engineering services as recommended by staff; or
- b. Request additional information; or
- c. Recommend that the City Council reject the proposals and not move forward with the project at this time.

STAFF RECOMMENDATION

Based on the above rankings, staff recommends awarding the contract to Century West Engineering.

SUGGESTED MOTION

I move to recommend to the City Council the approval of a 5-year design and engineering services contract for the distribution main replacement program.

ATTACHMENTS

None