# ROSEBURG PUBLIC WORKS COMMISSION AGENDA
# THURSDAY, AUGUST 12, 2021
# 3:30 Regular Meeting

8-6-2021

**Electronic Meeting**
**Public Access: 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:

| | | | |
|---|---|---|---|
| Chair: | Bob Cotterell | | |
| Commissioners: | Ken Hoffine | Stuart Liebowitz | Noel Groshong |
| | John Seward | Vern Munion | Fred Dayton |
| | Pat Lewandowski | Roger Whitcomb | |

## III. APPROVAL OF MINUTES

A. June 10, 2021

## IV. DISCUSSION ITEMS

**A. 5-Year Pavement Maintenance Plan**
**B. 2021 TMDL Implementation Plan Update**
**C. Asset Management Software Agreement**

**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, August 12, 2021.** 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: September 9, 2021

## 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**
**JUNE 10, 2021**
**MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, June 10, 2021 electronically via Zoom in Roseburg Oregon.

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

Absent: Commissioners Vern Munion

Others Present:

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 Leroue, and Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Lewandowski moved to approve the minutes of the May 13, 2021 Public Works Commission meeting. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, and Dayton voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Stewart Parkway Pavement Rehabilitation Construction Bid Recommendation:** Perkins informed this project will include a grind and inlay on Stewart Parkway from approximately 500 feet south of NW Harvey Ave. to the north end of the Stewart Parkway Bridge. Staff received one bid from Knife River Materials in the amount of $149,744.56 which was below the engineer estimate. This project is budgeted for next fiscal year so if the City Council awards the project it will not happened until after July 1, 2021.

**MOTION:** Commissioner Dayton moved to recommend the City Council award of the Stewart Parkway Pavement Rehabilitation Project to the lowest bidder, Knife River Materials for $149,744.56. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, and Dayton voted yes. No one voted no.

**Storm Rehabilitation Brooklyn Ave. Construction Bid Recommendation:** Perkins said this project consists of using cured-in-place-pipe for rehabilitation of approximately 365 feet of 48-inch diameter and 515 feet of 54-inch diameter of the Ultra Flo piping that had previously been identified as starting to corroded prematurely. Staff received six bids with the low bidder being Allied Trenchless out of Washington in the amount of $429,925.00 which was less than the engineer estimate. Commissioner Whitcomb questioned how much ground will be dug up. Perkins said this process is basically trenchless. Herinckx said they go down in the manholes. Commissioner Groshong inquired how much more pipe in the system is still needing done. Perkins said this pipe is pretty much complete. Herinckx stated there is still section at the airport, but staff is starting to see some issues in a different type of pipe in the system. Chair Cotterell asked what happens if the price of materials goes up between the time they bid and when the project gets started. Perkins replied that the contractor enters into a contract for the bid price. Chair Cotterell inquired as to what the life expectancy is of the CIPP product. Perkins said it is fairly new product possibly about 50 years but it hasn't been being used for that long yet.

**MOTION:** Commissioner Seward moved to recommend the City Council award the Storm Rehabilitation Brooklyn Avenue Project to the lowest bidder, Allied Trenchless for $429,925.00. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, and Dayton voted yes. No one voted no.

**Washington Avenue Bore Crossing Construction Bid Recommendation:** Perkins informed in August 2020 a Consulting Services Contract was awarded to McMillen Jacobs Engineering to design a replacement for the existing water main on the Washington Avenue Bridge with a new alignment crossing the South Umpqua River using horizontal directional drilling. Perkins stated the project was advertised on May 4, 2021 and one bid was received on May 25, 2021 that was slightly above the engineer estimate. Commissioner Groshong questioned what the diameter of the existing and proposed pipe is. Perkins stated they are both 12" diameter. Commissioner Groshong asked if the City has worked with the contractor. Perkins replied that the City had not, they are contractor out of Woodburn and feels this will be good project for them.

**MOTION:** Commissioner Groshong move to forward a recommendation to the City Council to award the Washington Avenue Bore Crossing Project to the low bidder, Pacific underground Co. Drilling and Excavation, for $1,115,694.76. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, and Dayton voted yes. No one voted no.

**24" Transmission Main Hooker Rd to Isabell Ave. Construction Bid Recommendation:** Perkins stated this project is for the installation of the 24-inch transmission main running from Hooker Rd to Isabell Ave. The project was advertised on May 6, 2021 and two bids were received June 2, 2021. The bids were both higher than the engineer estimate, feel that it is due to the price of material is currently going up. Staff mentioned the contractor will have 120 days to complete the project. One contractor had mentioned they didn't know if could get the materials in that time frame, because in addition to the increase in cost the materials are being delayed also. Perkins informed that due to the overage will possibly need to make an adjustment to the water fund to cover it. Commissioner Lewandowski questioned if the overage cost for this project will affect the generator project. Perkins said it shouldn't postpone the generator project.

**MOTION:** Commissioner Hoffine move to forward a recommendation to the City Council to award the 24-inch Transmission Main from Hooker Road to Isabell Avenue Project to the low bidder, Cradar Enterprises, Inc. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, and Dayton voted yes. No one voted no.

**Task Order No. 3, 24-Inch Transmission Main – Hooker Road to Isabell Avenue CM Services Award Recommendation:** Perkins informed in September 2020 a Master Engineering Contract to Murraysmith for design, bidding, and construction management (CM) services for Phase II and Phase III of the replacement of the 24-inch transmission main project. Staff has negotiated Task Order No. 3 with Murraysmith for CM services for Phase II at a cost not to exceed $73,144.00. Chair Cotterell asked if the inspector will have the authority to stop the work if he sees issues. Perkins said the inspector will be in communication with staff and will report any issues.

**MOTION:** Commissioner Hoffine move to forward a recommendation the City Council authorize Task order NO. 3 with Murraysmith for construction management services for the 24-Inch Transmission Main from Hooker Road to Isabell Avenue for an amount not to exceed $73,144.00. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, and Dayton voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:**

**BUSINESS FROM THE COMMISSION**: Chair Cotterell inquired how the project on the Stewart Parkway Bridge was going. Perkins said it was right on track. Herinckx stated most of work will be completed June 11th and guard rail will be installed June 14th then the bridge should be opened the project is about four days ahead of schedule. Commissioner Seward asked what was happening with the piece of property that is between Oak, Washington, Stephens and Pine. Messenger informed that it is private property owned by couple different people. Commissioner Lewandowski questioned what the status of the Rocky Ridge reservoir repairs. Perkins said he thinks that project might be scheduled for 2023. Commissioner Groshong questioned if the commission meetings will meet in person again. Staff informed it depends on the guidelines from the governor.

**NEXT MEETING DATE: July 8, 2021**

**ADJOURNMENT:** Meeting adjourned at 4:18 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG**
**MEMORANDUM**

**DATE:** August 12, 2021

**TO:** Public Works Commission

**FROM:** Brice Perkins, PE

**SUBJECT:** **5-Year Pavement Maintenance Plan**

## ISSUE STATEMENT AND SUMMARY

Staff has worked with Century West Engineering (CWE) to prepare a Five Year Pavement Maintenance Plan. Included in this plan are the projected Pavement Condition Index (PCI) ratings based on various budget scenarios and a list of potential streets for rehabilitation and preventative maintenance treatments. The issue for Commission is whether to make a recommendation to approve the program outlined in the Plan.

## BACKGROUND/ANALYSIS

In September of 2019, the City awarded a Five Year Pavement Maintenance master engineering contract to CWE. As part of the master services agreement, Task Orders were negotiated with CWE to prepare a Five Year Pavement Maintenance Plan that analyzed the City street system for FY2021 through FY2026.

The implementation of pavement rehabilitation and preventative maintenance projects has and will continue to have a positive impact on City streets. Due to the mandatory inclusion of curb ramp retrofits to meet federal ADA requirements and increases in construction costs, the City will complete less pavement maintenance with respect to prior years at current budget levels. As a result, the system wide average PCI is anticipated to decline over the next several years and deferred maintenance is anticipated to increase based on the current budget as shown below.

### Current Funding Scenario ($1,325k/year)

The City is currently dedicating $1,325,000 annually to pavement preservation and rehabilitation projects, including slurry seals, overlays and grind/inlays. Assuming the 20% of our budget is invested in preventive maintenance:

- PCI decreases from 74 to 72 by 2026.
  - PCI further decreases to 67 by 2030.
- Deferred maintenance increases from $11.1 million to $15.7 million by 2026
  - Deferred maintenance further increases to over $24.3M by 2030
- Percentage of streets in Good condition (PCI > 70) decreases from 72.1% to 70.4% by 2030

**Maintain Current PCI Scenario**

To maintain the PCI at the current level the City would need to invest an additional $1,491,000 per year and increase the total pavement maintenance budget to $2,816,000 per year including engineering and construction management. The following list summarizes the effects of increasing the total budget to $2.816 million.

- PCI is maintained at 74
- Deferred maintenance increases from $11.1 million to $11.7 million
- Percentage of streets in Good condition (PCI > 70) increases from 72.1% to 89.3%

**FINANCIAL/RESOURCE IMPACTS**

At the current funding level of $1,325,000 per year, the ending fund balance in the Transportation fund is projected to decline approximately 24% over the next five years from $1.608 million to $1.210 million.

At the current funding level, the network PCI rating decreases from 74 to 72 in the next five years and further decreases to 67 by 2030. The annual budget required to maintain the current PCI rating of 74 is estimated to be $2.816 million. In order to maintain the current PCI, the City will need to identify additional resources within the Transportation Fund of approximately $1.491 million.

**Critical Funding Need**

Due to the funding shortage, many City streets are not able to be treated with lower cost methods in the near-term and will degrade to a point where treatments will be needed that are more expensive. Delays in implementing funding increases will cause the amount of additional funding needed to increase further, and will result in rapidly increasing costs of deferred maintenance.

**TIMING ISSUES**

There is no immediate timing issue in terms of accepting the 5-year Pavement Maintenance Plan; however, the need for sustainable additional funding is critical.

**COMMISSION OPTIONS**

The Public Works Commission has the following options:

a. Recommend to the City Council to accept the 5-Year Pavement Maintenance Plan and encourage Council to evaluate options for additional transportation funding; or
b. Request additional information; or
c. Recommend not accepting the plan at this time.

**STAFF RECOMMENDATION**

Completion of the 5-Year Pavement Maintenance Plan provides a roadmap for pavement maintenance projects for the next five years. As such, Staff recommends that Commission forward a recommendation to the City Council to accept the 5-Year Pavement Maintenance Plan and encourage Council to evaluate options for additional transportation funding.

**SUGGESTED MOTION**

***I move to recommend to City Council to accept the 5-Year Pavement Maintenance Plan and encourage Council to evaluate options for additional transportation funding.***

**ATTACHMENTS**

5-Year Pavement Maintenance Plan

**CITY OF ROSEBURG**
**MEMORANDUM**

**DATE:** August 12, 2021

**TO:** Public Works Commission

**FROM:** Brice Perkins, PE

**SUBJECT:** **2021 TMDL Implementation Plan Update**

## ISSUE STATEMENT AND SUMMARY

The Oregon Department of Environmental Quality (DEQ) required the City of Roseburg to update the City's Total Maximum Daily Load (TMDL) Implementation Plan. The issue for the commission is whether to recommend the City Council adopt the updated plan.

## BACKGROUND/ANALYSIS

The Oregon Department of Environmental Quality established Total Maximum Daily Loads for the South Umpqua and Deer Creek in 2006. Subsequently, the City of Roseburg completed a TMDL Implementation Plan in October 2008. The City was notified in December 2020, that DEQ required an updated TMDL Implementation Plan.

DEQ took a very proactive and collaborative approach to this project and worked together with the City of Roseburg and other agencies in the Umpqua Basin to accomplish the goal of getting the Implementation Plans updated. DEQ's primary focus was on updating the implementation plan matrices that address the proactive management strategies needed for successful implementation. DEQ also advised the City to focus on strategies that are reasonably achievable and provided direction on the minimum requirements for the plan update.

The City submitted an updated Plan on May 24, 2021 and received DEQ approval on June 4, 2021. The implementation plan includes a matrix of Best Management Practices that the City is required to implement. Many of which are practices that the City already does that simply need to be documented.

## FINANCIAL/RESOURCE IMPACTS

The FY 21-22 Storm Drain Fund includes $100,000 for TMDL implementation.

## TIMING ISSUES

If the Commission provides a recommendation to adopt the updated TMDL Implementation Plan, it will be presented to the City Council at their July 26, 2021 meeting.

## COMMISSION OPTIONS

The Public Works Commission has the following options:

a. Recommend the City Council adopt the revised TMDL Implementation Plan ; or
b. Request additional information; or

c. Recommend not adopting the plan at this time.

**STAFF RECOMMENDATION**
Completion of the TMDL Implementation Plan update is a mandatory requirement of the Oregon DEQ. As such, Staff recommends that the Commission forward a recommendation to the City Council to adopt the 2021 TMDL Implementation Plan Update.

**SUGGESTED MOTION**
***I move to recommend to City Council the adoption of the 2021 TMDL Implementation Plan Update.***

**ATTACHMENTS**
None

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg*, Oregon.

**Designated Management Agency**: *City of Roseburg*
**Umpqua Basin TMDL**: Bacteria, temperature, dissolved oxygen, nutrients, pH, and sediment
Implementation plans are required by Oregon Administrative Rule (OAR) 340042-0080(3) for nonpoint sources of pollution that are not covered by permit.
*Actions with an asterisk (*) are required.*

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| **STRATEGY: Conduct Public Education and Outreach and Participate in TMDL Program** | | | | | | | | | | |
| Increase public awareness of water quality problems and solutions for reducing non-point source pollution loading | | | | | | | | | | |
| Add storm water quality information to city website | Engineer Tech<br>Funded | Website counter | Draft content and layout by 06/2022<br>Complete and online by 12/2022 | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Storm drain markers | Engineer Tech<br>Funded | # of Markers Installed Each Year | Ongoing - Currently required on all public and private construction projects that all inlets and manhole lids are marked with "No Dumping, Drains to River" | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Use Social Media to educate residential and commercial developers regarding use of fertilizers and use of native vegetation in landscaping | Communication Specialist<br>Funded | Social Media Metrics | Draft content by 06/2022<br>Complete by 12/2022 | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Use City Website to Educate public on benefits of landscaping with native plants | Communication Specialist<br>Funded | Website counter | Draft content by 06/2022<br>Complete by 12/2022 | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| *Maintain poop bags in parks educate public about how to prevent pet waste from reaching waterways | Parks Maintenance<br>Funded | City Parks staff to check bag supply weekly.<br>Reporting on # of pet waste bags purchased | Ongoing - City Parks are equipped with poop bags dispensing stations and signage. In 2004, City adopted RMC 6.02.035 require pet owners to clean up solid waste. | | x | x | | | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Website link to ODEQ information to homeowners regarding septic system failures | Department Technician<br>Funded | Code enforcement citations | Ongoing - Septic systems not allowed within city limits for new construction. City is aware of 21 parcels within the City limits that utilize septic systems. | | X | X | x | | X | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Evaluate the costs of TMDL program implementation | | | | | | | | | | |
| *Document current TMDL implementation costs and project costs for next year | Engineer Tech<br>Funded | Budget funds to meet predicted TMDL implementation costs | Annually - Budget current year costs and project next year costs | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Pursue strategies to meet funding gaps | Public Work Director<br>Secure Funding/Grants | Identify additional funding sources as needed including staff time, grant funding, and other resources. | Annually – List funding gaps and funding sources to be pursued | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Participate in the TMDL program | | | | | | | | | | |
| *DMA staff will regularly update management on TMDL related actions | Engineer Tech<br>Funded | # of reports provided to management | Annually – written report given to management on TMDL progress and resource needs | x | x | x | x | x | X | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
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| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| *DMA staff will attend TMDL meetings. | Engineer Tech<br>Funded | # Of TMDL meetings either in-person or via phone. | Annually – TMDL meetings will be attended by a DMA representative | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *DMA staff will submit a TMDL annual implementation plan report yearly to DEQ. | Engineer Tech<br>Funded | Annual implementation reports submitted on time | Annual Reports submitted by September 1st for the preceding fiscal year. | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *5 Year review and matrix update. Identify new partnerships, technologies, funding sources, training opportunities, projects and program innovations to meet the TMDL targets | Engineer Tech<br>Funded<br>Coordination with DMAs and WCs | Revised implementation matrix and updated budget for new approaches | 2025 - New approaches identified with success indicators.<br>Annually - Track what is working, needed improvement, completed actions, and potential new approaches | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Develop program to track effectiveness of TMDL implementation | | | | | | | | | | |
| *Work with DEQ, Umpqua Basin DMAs, watershed councils, and others to implement water quality sampling program to evaluate and track TMDL program effectiveness. | Engineer Tech<br>Partnerships with DEQ, DMAs, and WCs<br>External funding for planning and monitoring | Identify methods to track TMDL program effectiveness (e.g. data collection and analysis, load reductions, identification of trends, and tracking of TMDL actions.) | 2022 - Partners and list of methods and/or monitoring locations identified<br>2023 - DEQ-approved monitoring plan<br>Annual – Review DEQ's OWQI to indicate effectiveness of program and report on water quality program and results | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| **STRATEGY: Enhance Municipal Forest Canopy** | | | | | | | | | | |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
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| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| Enhance municipal forest canopy, especially in riparian areas, to promote cooling of stormwater and instream water | | | | | | | | | | |
| Develop standards for riparian area restoration projects. | Engineer Tech<br>Secure Funding | Approved Standards | Draft: 6/23<br>Final: 12/23 | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Track changes in riparian conditions | Engineer Tech<br>Funded | Identify and map areas of City owned property in need of riparian cover or restoration for future restoration projects. | 2022 – Using historical aerial photography (2013 & 2019), identify riparian areas in need of restoration.<br>Annual – track locations where riparian restoration project occurred | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Lead by Example. Replant City maintained riparian zone with native vegetation and appropriate species of large trees. | Engineer Tech<br>Secure Funding | Tracking of projects completed each year.<br># Trees Planted | Identify funding source for FY 22-23 budget<br>Complete one project by 2025 | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Lead by Example. Park and open space maintenance, vegetation disposal | Engineer Tech<br>Funded | Annual audit of City Parks and Open Spaces. | Adopt Stormwater System O&M Manual by 12/22 | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Park and open space maintenance, minimize fertilizer use. | Parks Superintendent<br>Funded | Track amount of fertilizer and pesticides used annually. | Adopt Stormwater System O&M Manual by 12/22 | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
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| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| *Protect riparian zones with stream-friendly design standards for landscaping | Engineer Tech<br>Secure Funding | Quantity of development site reviews along water ways with riparian protected zones, report in annual implementation report.to DEQ | Ongoing - RMC 12.04.130 requires preservation of mature ground cover and trees, wildlife habitats and natural contours along riparian protected water bodies. | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Protect riparian zones with stream-friendly design standards for setbacks | Engineer Tech<br>Secure Funding | Quantity of development site reviews along water ways with riparian protected zones, report in annual implementation report to DEQ | Ongoing - RMC 12.04.130 protects a 50' riparian area in commercial and industrial zones on the North and South Umpqua Rivers, Newton Creek, & Deer Creek. Riparian areas for residential zones are 50' along the S Umpqua and 25' on Newton Creek and Deer Creek. | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Develop an ordinance or other strategy that will protect the riparian corridors within jurisdictional limits | Engineer Tech<br>Attorney time | # public hearings<br>Draft ordinance<br># public comments<br>Final ordinance | 2021 - Develop strategy<br>2022 - Draft ordinance<br>2023 - Planning Commission approval<br>2024 - Hearings<br>2025 - Adoption | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Enforce the current riparian ordinance or other riparian protection strategies already in place | Compliance Officer<br>Funded | # enforcement actions<br># linear feet/acres restored as result of ordinance | Annual reviews<br>2025 - 5-year reviews recommended changes | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
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| **STRATEGY: Reduce Surface Water Runoff** | | | | | | | | | | |
| Reduce surface water runoff from a wide variety of sources including new development and construction, existing development, and commercial/industrial facilities into local waterways. | | | | | | | | | | |
| Enforce standards and controls outlined in the Stormwater Best Management Practice design manual | Engineer Tech<br>Funded | Adoption of updated Stormwater Drainage Design Standards | City current has a Drainage Management Plan that was adopted in 1990 and is due for an update.<br><br>Draft updated plan 6/2023<br>Adopt final plan 6/2024 | x | x | x | x | x | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| On site storm water treatment. | Engineer Tech<br>Funded | Track Development Applications | Ongoing - Current Stormwater Drainage Design requires redevelopment and new developments to install water quality filters, oil/water separators or bio swales prior to storm water discharge. Detention is required for commercial developments increasing impervious area by more than 3,000 square feet. | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Sites < 1 acre - develop erosion and sediment control pamphlet and/or simple illustrated manual to assist small site developers effectively apply erosion and sediment control best management practices | Engineer Tech<br>Funded | Completion of pamphlet and/or simple manual for building permit applicants | Draft - 6/23<br>Final - 12/23<br>Construction projects less than 1 acre in Hillside overlay are required to follow storm water BMP's, RMC 12.04.100.E.5.b. | | x | x | x | x | | |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| Sites < 1 acre - erosion and sediment control checklist to be submitted with building permit package | Engineer Tech<br>Funded | Completion of checklist and its addition to building permit package; revise any ordinance language to require checklist completion | Draft - 6/23<br>Final - 12/23<br>Construction projects less than 1 acre in Hillside overlay are required to follow storm water BMP's, RMC 12.04.100.E.5.b. | | x | x | x | x | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Sites > 1 acre - managed by ODEQ under the NPDES 1200 process | Engineer Tech<br>Funded | Submittal of DEQ 1200-C permit for proposed construction activities. | Ongoing - RMC 12.06.030 Requires development sites to provide Stabilization/erosion control methods, development sites 1 acre or larger were submittal of DEQ 1200-C permit. City staff inspects erosion control when on site. | | x | x | x | x | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Lead by Example - Remove debris from storm drainage facilities, street, drains, and gutters | Street/Storm Maintenance Crew<br>Funded<br>City spends approximately 2,400 hours annually sweeping City streets, 1,000 hours picking up an average of 1,000 CY of leaves and debris off City streets. About 2,700 hours are spent annually cleaning catch basins, storm pipes and video inspection of storm lines. | Track CY of leaves picked up during leaf program.<br>Track street sweeping schedules<br>Track storm drain cleaning | Ongoing - Catch basin cleaning is scheduled each year in September and October. Leaf pickup program runs annually in November and December. City staff sweep streets 40 plus hours per week. Storm pipes are video inspected once every 5 years. | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| *Review code and design standards to determine whether the jurisdiction has any requirements in place that may prevent the use of low impact development and other onsite stormwater treatment options. Update as needed. | Engineer Tech<br>Funded | Summary of review and amendments needed<br>Amendments completed | 2022 – Review codes and standards utilizing DEQ's small city LID stormwater manual template<br>2023 – Amendments made to allow low impact development and other onsite stormwater treatment options | x | x | x | x | x | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| * Enforce existing code and standards requiring erosion and sediment control measures on construction sites. | Engineer Tech<br>Funded | # of new developments projects requiring DEQ 1200C Permits<br># of inspections | Ongoing – Enforce construction erosion control permits. | X | X | X | X | X | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| **STRATEGY: Illicit discharge detection and elimination** | | | | | | | | | | |
| Reduce frequency of illicit discharges from residential and commercial/industrial facilities into local waterways | | | | | | | | | | |
| *Ordinance to prohibit non-stormwater discharges, including enforcement | Compliance Officer<br>Engineer Tech<br>Funded | Track Code Compliance | Complete - RMC 7.04.020 prohibits the contamination of waterways, streams, wells, springs, brooks, ditches, ponds and or water bodies within the City Limits | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Create an illicit discharge plan and spill response plan | Engineer Tech<br>Funded | Draft and final plans | Draft 6/24<br>Final 12/24 | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| Field inspections to identify illicit discharges. | Engineer Tech<br>Funded | Survey of storm water outfalls, create work orders for outfalls needing maintenance. | Annual survey of storm outfalls beginning in 2022. City staff video inspect storm lines for cross-connections, storm lines are video inspected every 5 years, minimum. | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Train staff to use proper BMPs for spill response and illicit discharges | Funded<br>Partnership with Roseburg Fire Department for spill response | # of Trained Staff | Annual training updates - Roseburg Fire Dept. provides 1 of 13 state regional hazardous material response teams for spills and discharges. Fire Department staff undergoes monthly trainings. Look into adding annual training to PW crew's annual training programs. | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| Ordinance requiring owners to clean up after their pets | Compliance Officer<br>Funded | Number of citations | Ordinance # 3176 Adopted in 2004. In 2004 City council adopted RMC 6.02.035 require pet owners to clean up solid waste. | | x | x | | | X | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

Umpqua TMDL Implementation Tracking Matrix: *City of Roseburg,* Oregon.

| **ACTION STEPS** *What specific steps are/will you take to achieve this strategy?* | **FINANCIAL & TECHNICAL RESOURCES** *What resources do you need (i.e. staff, time, money, partners)? Are existing resources budgeted? If not, where will those resources come from?* | **MEASURES** *How will you demonstrate implementation or completion of this strategy?* | **TIMELINE AND MILESTONES** *When do you expect this action to be completed? What intermediate goals do you expect to achieve and by when?* | **TMDL PARAMETER** | | | | | | **STATUS** *Assess annual progress using the identified measures.* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Temperature | Biocriteria | Dissolved Oxygen | Nutrients and pH | Sediment | Bacteria | |
| *Enforce illicit discharge program | Street/Storm Maintenance Crew<br>Engineer Tech<br>Funded | Number of citations | City staff video inspect storm lines for cross-connections, storm lines are video inspected every 5 years, minimum. - RMC 7.04.020 prohibits the contamination of waterways, streams, wells, springs, brooks, ditches, ponds and or water bodies within the City Limits. | x | | x | | | | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |
| *Lead By Example: Maintain good housekeeping practices and prevent pollution to the maximum extent practicable at city operated facilities | Engineer Tech<br>Funded | List of municipal operations and related good housekeeping practices<br><br>Annual training courses and names of attendees. | 2023 - Identify municipal operations that require good housekeeping: fleet maintenance, proper material storage, sediment controls, street sweeping, etc. | x | x | x | x | x | x | 2021:<br>2022:<br>2023:<br>2024:<br>2025: |

**CITY OF ROSEBURG**
**MEMORANDUM**

**DATE:** August 12, 2021

**TO:** Public Works Commission

**FROM:** Brice Perkins, PE

**SUBJECT:** **Asset Management Software Agreement**

## ISSUE STATEMENT AND SUMMARY

The Public Works Department utilizes asset management software as a tool to track and manage assets and for work management. The issue for the Commission is whether to make a recommendation to City Council to authorize the City Manager to sign a three-year contract for software licensing and maintenance.

## BACKGROUND/ANALYSIS

Public Works maintenance crews have been using CarteGraph software for asset management for more than ten years. The software allows various modules to be added as the need arises. Currently the City utilizes the water valve module, the pump station module, the sign module, the treatment plant module, and the work management module. The work management module was added and launched in February 2020. The City has licenses for 16 users. Additional modules may be added in the future.

The system is map based via the City's GIS mapping and allows the crew to document work performed on any given asset from a tablet in the field, in real time. It also allows the Department Technician to take calls at City Hall and create work tasks in the system to be assigned to specific crews after review by a supervisor.

Execution of a three-year licensing and maintenance contract locks in price increases at 3% per year. Price increases for annual contracts range from 5%-7%.

## FINANCIAL/RESOURCE IMPACTS

Funding is available in the FY 21-22 Water and Street Fund M&S budgets. The total cost for the three-year contract is $61,323.46 as follows:

FY 21-22 $19,840.00
FY 22-23 $20,435.20
FY 23-24 $21,048.26

## TIMING ISSUES

If the Commission provides a recommendation to authorize execution of the contract, it will be presented to the City Council at their August 23, 2021 meeting.

## COMMISSION OPTIONS

The Public Works Commission has the following options:

a. Recommend the City Council authorize the City Manager to execute the contract with CarteGraph Systems, LLC for asset management software licensing and maintenance; or
b. Request additional information.

**STAFF RECOMMENDATION**
The CarteGraph OMS software is already in place and in use. As such, staff recommends that the Commission provide a recommendation to the City Council to authorize the City Manager to execute a three-year agreement with CarteGraph Systems, LLC for $61,323.46 for asset management software licensing and maintenance.

**SUGGESTED MOTION**
***I move to recommend to City Council the approval of a three-year contract with CarteGraph Systems, LLC for $61,323.46 for asset management software licensing and maintenance.***

**ATTACHMENTS**
None