



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, JANUARY 11, 2024
3:30 Regular Meeting

UP
1-4-2024

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. October 12, 2023

IV. DISCUSSION ITEMS

- A. Award Recommendation – Task Order No. 3 for Design through Bidding Services for NE Jackson Street and NE Commercial Avenue Water Main Replacement Project 24WA03
- B. Douglas Ave. Deer Creek Bridge Project – intergovernmental Agreement – Amendment 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, January 11, 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

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: February 8, 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
OCTOBER 12, 2023
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:31 p.m. Thursday, October 12, 2023 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Chair Ellen Porter, Commissioners Fred Dayton, Ken Hoffine, Pat Lewandowski, and Tim Swenson

Absent: Roger Whitcomb, Stuart Liebowitz, John Seward, and Brandon Pearsall

Others Present: None

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

APPROVAL OF MINUTES: Commissioner Lewandowski moved to approve the minutes of the July 13, 2023 Public Works Commission meeting. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Swenson, and Hoffine. No one voted no.

DISCUSSION ITEMS:

Intergovernmental Agreement with Oregon Department of Transportation for All Roads Transportation Safety Project: Easley informed the City has received a grant from Oregon Department of Transportation (ODOT) All Roads Transportation Safety (ARTS) program. Easley said the ARTS program is designed to address safety needs on all public roads in Oregon with the primary goal to reduce fatal and serious injury crashes. Easley stated the grant application addressed issues at various signalized intersections and bicycle/pedestrian needs on Harvard Avenue and Edenbower Boulevard. The grant funds are for the 2024-2027 funding cycle, the City will need to budget the matching funds at that time. Staff would like to execute an Intergovernmental Agreement (IGA) with ODOT to proceed with the project. Chair Porter asked if the left turns would be changed to flashing yellow. Easley replied that at nine intersections they will be changed to flashing yellow. Chair Porter stated the Bike/Walk group would like to work with staff on areas that are of concern. Easley stated two grants were applied for this one is mainly for signal upgrades, the other was bike/pedestrian related but staff has not heard back on it yet. Herinckx stated the second grant was looking into possible crossings on both Harvard and Edenbower.

MOTION: Commissioner Dayton moved to recommend that the City Council authorize the City Manager to execute an IGA with ODOT to complete the ARTS project safety traffic improvements. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Swenson, and Hoffine. No one voted no.

Water Treatment Plant Standby Generator Amendment # 1 to Consulting Services Contract – 20WA03: Easley explained that there were material supply chain issues and delivery delays during the COVID 19 pandemic, which increased the generator delivery time from an anticipated 2 months to 18 months. This delay increased project management hours and necessary site visits by RH2 Engineering, Inc. Staff said the final work should take place on October 25, 2023 with startup, commissioning and testing of the generator and control system beginning on October 30, 2023. Commissioner Swenson questioned if this additional cost was coming out of the contingency and will be absorbed into the original contract. Easley replied that it was.

MOTION: Commissioner Lewandowski moved to recommend City Council approve Amendment # 1 to the consulting services contract for the Water Treatment Plant Standby Generator to RH2 Engineering, Inc. for \$34,211. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Swenson, and Hoffine. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Herinckx went over a list of project updates. Regarding grant projects commission asked if a grant project comes in under the grant amount what happens to the extra money. Easley replied that most grants are reimbursement; the City pays then submits for reimbursement from the grant agency.

Herinckx also mentioned he received an email from the railroad with a cost estimate to get the crossing at Edenbower fixed. Herinckx stated the railroad has another person in the position that he has been in contact with and this new person seems much more responsive. Commissioner Lewandowski inquired again if a letter from the City Council or Mayor would make a difference. Herinckx replied that since he was finally able to get a cost estimate from the railroad he would like to talk with Easley regarding that. If we get push back from the railroad again then possibly go to City Council. Easley feels we need to work with this new railroad person and see if we can get things done, we don't want to push too hard right away. Chair Porter stated if you are working with individuals and getting cooperation you don't want to go over their head for things. Commission asked that staff provide an update at the next meeting. Herinckx informed the railroad would also be doing some work on the crossing at Garden Valley where they will need to shut down the eastbound lanes for a day to complete the work.

BUSINESS FROM THE COMMISSION: Lewandowski inquired about when the section of Garden Valley from west of the railroad tracks to I5 was going to get repaved, the eastbound lanes have sunken areas by the water valves. Herinckx stated they are currently working on getting the next 5-year road maintenance consultant. Herinckx said staff can look at that section of road and see if it needs to get moved up. Lewandowski also inquired if when water rates are increased if that comes before the commission. Easley replied that will be looked at in November and May. Lewandowski said price of everything is going up due to inflation but he hasn't noticed an increase in the water bill in the five years he has lived here. Easley informed there was just a water rate increase in July 2023. Dayton stated he felt the Public Works Commission member should be involved in the Diamond Lake Blvd issues. Easley said Community Development Department is the main contact for that project and that it is currently in the beginning stages so Public Works isn't involved very much yet. Discussion ensued.

NEXT MEETING DATE: November 9, 2023

ADJOURNMENT: Meeting adjourned at 4:15 pm.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: January 11, 2024

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Dawn Easley, Public Works Director

SUBJECT: Award Recommendation – Task Order No. 3 for Design through Bidding Services for NE Jackson Street and NE Commercial Avenue Water Main Replacement Project: 24WA03

ISSUE STATEMENT AND SUMMARY

The issue for the Commission is whether to recommend to the City Council to authorize a task order for design through bidding services for main replacements in the NE Jackson Street and NE Commercial Avenue neighborhoods.

BACKGROUND/ANALYSIS

On January 9, 2023, the Council Awarded a Five-Year Design and Engineering Services contract for the Distribution Main Replacement Program to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished. Projects identified for replacement are identified in the City's 2010 Water System Master Plan.

Task Order #3 includes water distribution main replacements in the following locations:

Water Main Location	Beginning	Ending	Water Main Size	Segment Length:
NE Jackson St.	NE Odell Ave.	NE Freemont Ave.	8"	840 LF
NE Commercial Ave.	NE Nash St.	NE Casper St.	8"	1,300 LF
NE Boston St.	NE Odell Ave.	NE Commercial Ave.	8"	350 LF
NE Freemont Ave.	NE Lincoln Alley	NE Jackson St.	8"	590 LF
NE Lincoln Alley	NE Lincoln St.	NE Freemont St.	8"	360 LF
NE Nash St.	NE Freemont Ave.	NE Malheur Ave.	8"	800 LF
NE Klamath Ave.	NE Nash St.	NE Jackson St.	8"	430 LF
NE Malheur Ave.	NE Lincoln St.	NE Nash St.	8"	340 LF
NE Jackson St.	NE Malheur Ave.	Dead End	2"	350 LF
			Total Length:	5360 LF

Water mains at these locations have reached the end of their useful service life and are in need of replacement. This work includes the installation of new fire hydrants and service connections.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The FY 2023-24 water fund budget includes funding for the design of distribution main replacements. Funds are available in the 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 January 22, 2024 meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend the City Council authorize a task order to Century West Engineering for an amount not to exceed \$136,825; 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. 3 with Century West Engineering.

SUGGESTED MOTION

I move 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.

ATTACHMENTS

None.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: January 11, 2024

TO: Public Works Commission

FROM: Dawn Easley, PW Director

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

ISSUE STATEMENT AND SUMMARY

Staff recently received Amendment 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 amendment 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. Staff recently received Amendment No. 1 to the IGA with ODOT, which must be executed for ODOT to begin work on the project. This will be a federally funded project led by ODOT and scheduled to receive funding in FFY 2025.

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 grant award is for a total project construction cost of \$11,012,975.00. Federal funds for the project are limited to \$9,881,942.47, and the required City matching funds are \$1,131,032.53. The required match may come from a combination of Transportation and/or Urban Renewal Funds.

TIMING ISSUES

If the Commission provides a recommendation to authorize the execution of the amendment to the agreement, it will be presented to the City Council at their January 22, 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 Amendment 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 Amendment 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 Amendment No. 1 to the Oregon Department of Transportation Intergovernmental Agreement.

ATTACHMENTS

None