



URMDAC MEETING MINUTES
April 20, 2011

Members: Tim Connelly
John Douglas
Bonnie Hadley
Tim Hudson
John Leeper
James Trumper

Staff: Greg Clemmons
Victoria Saager
Dave Schamp
Stacia Sheelar
Todd Watkins
Andy Duyck, Board Chair
Greg Malinowski, County
Commissioner

Absent: Larry Virgin

Guests: Denvy and LaDon Larson
Charles King
Marty Moyer

Welcome

Bonnie Hadley called the meeting to order. Tim Hudson motioned to approve the March minutes, John Douglas seconded, and all were in favor.

Guests

Denvy and Ladon Larson attended the meeting again to discuss sidewalks needed on Pacific Drive. The committee and staff assured them this is a county road, but not an URMD-eligible road. Also URMD is currently not authorized to build improvements. This request has been added to the Minor Betterment Program candidate list.

Performance Measures

The Intergovernmental Agreement (IGA) between Washington County and the URMD needs to be revisited prior to June 30, 2011. The IGA needs to include performance measures.

John Leeper made a motion to have two URMDAC members work with staff on proposals for performance measures and service levels to present at the next meeting. Tim Hudson seconded the motion and all were in favor. John Douglas and Tim Connelly volunteered and scheduled a meeting with Dave Schamp to discuss. They will report back next month.

Todd Watkins handed out information regarding URMD Pavement Condition Index. John Leeper suggested the criteria be reviewed on an annual basis. Chair Duyck reminded the committee not to get caught up in the cost. Maintenance in the URMD area will not suffer.

Clean Water Services Review

Dave Schamp met with CWS this morning to review the IGA between the County, URMD, and CWS. They did not get into performance measures; just set the framework on how this will be approached.

James Trumper raised a question about the SWM fees vs. the URMD fees charged to the same properties. It was clarified that the SWM fees can only be used on the public system for enclosed system maintenance. The URMD fees are used for the maintenance of the open ditch system.

The performance measure chart from the February meeting needs to include performance measures for CWS as well.

Audit Recommendations	Audit Recommendations Already In Place	Other Recommendations
Service Request – Follow up with requestor	Pavement Condition Index (PCI)	Performance based IGA
Service Request – Turn around time	Miles/treatment – workload	Administrative percentage
Comparison to other jurisdictions – PCI, unit cost per mile, dollars per mile, deferred maintenance, administrative percentage	Unit cost	Neighborhood Streets Program activities
Customer satisfaction – web based survey	Percentage of budget	Breakdown of road miles, paved, curbed, drainage ditches, sidewalks, etc.
Schedule vs. unscheduled	Asset inventory	After surface treatment – customer survey, right after and six months after treatment. Possibly even a pre-treatment survey.
Asset condition data – bridges/culverts		5% sampling after treatment – QA/QC
Forecast vs. resources – long term		Performance Measures for CWS

Additional URMD Services – What? Where?

Is a lower level of service acceptable? Yes; What other services can be offered, how is it decided what gets done? Bonnie Hadley says, “Wherever it’s possible, connect sidewalks at least with asphalt pathways”. It was also suggested that the Minor Betterment Program (MBP) be included in the prioritization process. Tim Hudson motioned to develop URMD Minor Betterment Program using the existing MBP as a base format. Money stays with URMD. James Trumper suggested amending the motion and state that the MBP would be modified to only include projects outside of the URMD. After some discussion James withdrew his suggestion. Bonnie Hadley seconded the motion made by Tim Hudson, but John Leeper suggested an amendment to have two volunteers meet with staff to come up with a recommendation. All were in favor and the motion carried with John’s suggested amendments. Bonnie Hadley and Tim Hudson volunteered to meet with staff to follow up.

Miscellaneous

Communication – It was asked to that the URMDAC meeting time be added to the County Calendar. Victoria will ensure URMDAC meetings appear on the calendar.

At the request of the committee, several meeting places were suggested by Stacia Sheelar as alternate locations. Reservations have been made at a few. The committee discussed these options and agreed to continue meeting at the Washington County Walnut Street facility. All alternate location reservations will be cancelled.

URMDAC currently has one regular and two alternate positions vacant. Four applications have been received as of today’s meeting. Recommendations of new members will be made to the Board on May 3, 2011 at the work session. New members will be appointed on May 18, 2011 at the Board meeting.

The Minor Betterment Committee is looking for two volunteers from URMDAC to participate on the 2011 Project Selection Committee. Bonnie Hadley and John Douglas have agreed to help out with Tim Hudson as an alternate.

A big thanks to John Douglas who helped us out with interviews for the County’s Utility Worker positions. Four days of interviews and he was a trooper. Thanks John.

James Trumper adjourned the meeting.

May Meeting

PCI and Performance Measures – subcommittee recommendations

Additional URMD Services – subcommittee recommendations

Introductions of CWS

June meeting

Possible field trip to look at road conditions in different URMD areas. Each member could also look around their respective neighborhoods and report back.

July meeting

CWS Review

Ditch Condition Index