



URMD

URBAN ROAD MAINTENANCE DISTRICT

Urban Road Maintenance District Advisory Committee

October 17, 2018

4:00 to 6:00 p.m.

Walnut Street Center

1400 SW Walnut Street • Second Floor Training Room 1 • MS 51

Hillsboro, OR 97123-5625

MINUTES

Members Present: Tim Connelly, Raymond Eck, Daniel Hauser, Michele Limas, Mary Manseau, Martha Moyer, Roy Schairer

Absent: None

County Staff Present: Melissa De Lyser, Steve Franks, Stephen Roberts, Courtney Threewitt, Marla Vik, Jennifer Williams

Guests: None

Welcome and Approval of Minutes

Daniel Hauser called the meeting to order. Marty Moyer made a motion to approve the August meeting minutes; Ray seconded the motion. All were in favor and the minutes were approved as submitted.

Update on URMD pedestrian and biking improvements in design or under construction – Marla Vik, ECS

Steve Franks introduced Marla Vik, Senior Engineer, Engineering and Construction Services (ECS) Division, who oversees the construction of the URMD pedestrian and biking improvement projects. Steve said Marla was here to update URMDAC on the URMD FY 2018-19/FY 2019-20 sidewalk project on Rigert Road, between Charlotte Drive and Bryan Way. Steve shared a one-page handout, titled "URMD Pedestrian and Biking Improvement Projects Overview"—a table summarizing all 49 URMD projects since the URMD program began in the fall of 2011. He noted that of the 49 projects, only one had been canceled due to the project cost becoming prohibitive. Marla said when ECS staff began its

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design work on the Rigert Road project they discovered a ditch (essentially a small creek) very close to the road. The ditch leads to design needs, such as potentially pedestrian bridges, that will significantly increase the project cost (initially estimated at \$431,000). Marla explained the ditch/creek was obscured by vegetation, so staff was not aware of it. Steve said that as a result of this experience, in the future staff would make site visits to all top candidates to avoid this happening again.

Marla said a new project estimate was \$750,000. Staff is recommending dropping the project due to its cost and putting it back on the candidate list with a revised cost estimate for future consideration. Ray Eck said he was against not constructing this sidewalk because it's on a critical road. Michele Limas agreed with Ray. Steve said staff was not saying the project was not worthwhile, but that it was a matter of the cost of the project. URMDAC members discussed different options to build the sidewalk. After discussion, Daniel asked staff to bring to URMDAC an updated cost estimate for the project and the overall balance of unspent funds of all URMD pedestrian and biking improvement projects. Staff said it would provide these two figures at URMDAC's next meeting.

Marla said selecting projects on a biennial basis has significantly helped ECS plan for these projects.

URMDAC members discussed open houses for URMD ped and biking improvement projects and concluded they would like to be notified of such open houses. Mel and Steve said staff would follow through on providing URMDAC members this notification.

Annual report on URMD service requests and URMD customer satisfaction – Steve Franks, Ops

Steve introduced this agenda item by stating that the URMD performance measures require five updates be given to URMDAC annually:

1. URMD pedestrian and biking improvement projects—design and construction update
2. The Neighborhood Streets Program
3. The condition of URMD streets
4. URMD service requests received
5. URMD customer feedback

Steve said the first three reports had been given to URMDAC earlier this year; today's agenda item consists of the final two required annual reports.

Regarding URMD service requests, Steve reviewed a PowerPoint titled "Report on URMD Service Requests, FY 2017-18." It showed in FY 2017-19, 507 URMD service requests were received (down 2

from the previous year). A pie chart showed the type of service requests received. The same as in previous years, the biggest service request type was vegetation. 87% of requests were responded to within seven days; 85% of service requests were closed within 30 days.

Regarding URMD customer satisfaction, Steve shared a 2-page “2018 URMD Customer Satisfaction Report,” dated October 17, 2018. Three types of URMD customer satisfaction are measured: (1) customer satisfaction related to URMD’s annual surface treatment work, (2) URMD general customer satisfaction, and (3) customer satisfaction related to the URMD pedestrian and biking improvement projects (formerly known as URMD safety improvement projects).

We received the most feedback about the annual URMD surface treatment work, which this year was slurry seal work. The County received feedback on surface treatment work through the Survey Monkey tool, phone calls, and postcards returned from the “door hangers.” Steve said we received a much larger number of postcards this year (45) compared to last year (13). Most of the postcards contained positive feedback; any negative feedback was followed up by the project manager for the URMD slurry seal work. Most of the negative comments were about issues that were already on his “punch list” of issues to follow up with the contractor. Steve said he did not receive a single phone call this year about the surface treatment work, which is remarkable and a testimony to the good work of staff. Eleven responses related to the slurry seal work were received from Survey Monkey. Most of the input was related to notification about the work. Other Survey Monkey input received this year: four responses related to general URMD customer satisfaction and zero responses related to URMD pedestrian and biking improvements.

Melissa and Steve suggested retiring the use of Survey Monkey and replacing it with an “email your comments” format. Melissa said Survey Monkey’s shortcomings include it is one-way communication, which does not give staff opportunity to address concerns raised by residents. Benefits of an “email your comments” format include it would provide opportunity for people to comment on what *they* think is important, allow staff to see the information immediately, and allow staff an opportunity to respond to comments, thereby creating a conversation. After discussion, URMDAC members agreed to retire Survey Monkey and replace it with a new email account, monitored by Steve.

URMDAC members then discussed one of the comments received on Survey Monkey expressing concern that slurry seal notifications were only in English. It said, “If you’re going to be working in a predominately Hispanic neighborhood, Spanish language signs [sic]/notices are a must.” After discussion, Dan asked staff to bring options and costs estimates for informing citizens of URMD surface treatment work in languages other than English to the next meeting.

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Review draft 2019 URMDAC meeting schedule and process for selecting 2019 pedestrian and biking improvements – Steve Franks, Ops

Steve shared a one-page “Outline, 2019 URMDAC Meeting Topics” handout, dated October 17, 2019. The document provides an overview of 2019 meeting topics. URMDAC will be going through the URMD ped and biking improvements selection process in 2019. Steve reviewed a simple, hand-drawn graphic on large pad paper that provided a broad visual of the selection process. The process is essentially a “funnel” that moves from proposals (submitted suggestions), to candidates (proposals that are eligible and make it a candidate list), to projects (candidates that are selected for funding). Steve reminded members that URMDAC recommends projects for funding but that the Board of County Commissioners makes the final decision.

URMDAC decided in its last selection process (in 2017) to switch to a biennial selection process. One benefit of doing so is that it allows more time for planning the selection process. Steve said in April 2018 he formed a staff Pedestrian and Biking Improvement Coordination (PBIC) Team to begin the planning the process. The team consists of staff from Operations, ECS, and Planning; including these different staff perspectives has proved to be very helpful.

Steve then shared another handout (two pages, printed on green paper). One side summarized the “FY 2020-21 and FY 2021-22 Funding for Pedestrian and Biking Improvements.” It indicated a total of \$11.4 million is available for the two fiscal years: \$7 million of URMD funding and \$4.4 million of House Bill (HB) 2017 funding. It also outlined “Constraints and Considerations,” what is “Eligible,” and “Other Considerations.” Steve noted that since there’s \$11.4 available the committee could fund larger projects than in the past. Also, pedestrian crossings at uncontrolled intersections where studies have been performed and conclusions indicate a crossing is warranted are eligible (there are 11 of these), as are lighting improvements associated with a bike/ped improvement.

The other side of the handout listed an “Outline—2019 URMDAC Selection Process, for Pedestrian and Biking Improvements,” dated October 17, 2018. It included “Selection process objectives,” “Staff’s role in the selection process,” and “Potential 2019 selection process” steps.

Daniel said he thought an objective for URMDAC should be to select the best projects. He added that in the last selection process, in 2017, URMDAC only visited some of the top candidates. At the process wrap-up URMDAC conducted in 2017, URMDAC members felt the field trip could have led to some unintentional bias towards the candidates visited. As a result, step 4 of the project outline indicates a field trip to or video walk-through of all top candidates.

Mary suggested before top candidates are identified, the list of eligible candidates within the boundaries of a Community Participation Organization (CPO) be shared with the CPO for its input,

since CPOs know their areas best. Steve said that if this were done, it would be important to not create false expectations on the part of the CPOs as to what their role is. Ray asked for cost estimates for the uncontrolled intersection crossings, since they have not been an eligible category before.

Mary raised the issue of fire gates in subdivisions, stating that some present obstacles for bicyclists and pedestrians, particularly bicyclists since pedestrians have more flexibility than bicyclists. Mary said the County's subdivision approval process should ensure that new fire gates are not obstacles for bicyclists and pedestrians, and the County should look for opportunities to address existing fire gates that are obstacles.

Steve said that to put the \$11.4 million that is available for projects into perspective, in its 2017 selection process, URMDAC selected 27 top candidates and ended up recommending 8 projects for funding. The 8 projects had a total project cost estimate of \$6,569,000 for URMD funding (an additional \$800,000 of Gain Share funds supplemented the costs of two of the projects). The 19 unfunded top candidates had a total project cost estimate of \$24,533,000. So in 2017 URMDAC's 27 top candidates had a total project cost estimate of over \$31,000,000. That is almost three times the \$11.4 million that will be available in the next allocation cycle.

After discussion, URMDAC members agreed it would be helpful for staff to identify a proposed "150% list" for top candidates. The list will be similar to what Oregon Department of Transportation (ODOT) and the Major Streets Transportation Improvement Projects (MSTIP) uses. Consensus was that a 150% type list would be a more realistic target to have than the larger top candidate list (that totaled over \$31,000,000) used previously.

Guest Comments

No guest comments.

Meet wrap-up

URMDAC's next scheduled meeting is November 21, which is the day before Thanksgiving. Members discussed meeting options and decided to meet next on December 12th (the second Wednesday, instead of its regular third Wednesday).

Agenda items:

- Rigert Road URMD sidewalk project update, including requested cost estimate and URMD project budget balance (Marla Vik)
- Update on Gain Share projects and pedestrian crossings at uncontrolled intersections (Shelley Oylear)
- Follow-up on providing communication in languages other than English (Melissa De Lyser)

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Mary asked about the status of the Park View Boulevard sidewalk improvement project. Steve said it was a minor sidewalk improvement (on a portion of one block, in front of three lots) that was requested by the Beaverton School District as a priority for them. The proposal was approved by the Board of County Commissioners. Daniel requested that all such projects be brought to URMDAC so they are aware of them.

Michele requested an updated URMDAC membership roster.

Meeting adjourned.

Next meeting: December 12, 4:00 – 6:00 p.m.