

**URBAN ROAD MAINTENANCE DISTRICT ADVISORY COMMITTEE**  
**Approved Minutes of the Regular Meeting of January 15, 2020**



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**Members Present:**

Bhaskar Aluru	Daniel Hauser	Dick Steinbrugge
Blake Dye	Melissa Laird	Joe Wisniewski
Ray Eck	Mary Manseau	

**Members Absent:**

Kimberly Goddard-Kropf	Michele Limas
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**County Staff Present:**

Melissa DeLyser	Sherri McFall	Melissa Norman
Steve Franks	Todd Watkins	Mark Adams
Cortney Duke-Driessen	Marla Vik	

**Guests:**

None

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1. **Welcome, Introductions and Approval of November Meeting Minutes**

Chair Hauser called the meeting to order at 4:01 pm. All present introduced themselves.

Regarding the draft November meeting minutes, Member Manseau requested that the minutes be revised to reflect that the intent of URMDAC was to define a quorum as a simple majority of members. Minutes with aforementioned change were moved for approval by Member Manseau and seconded by Member Eck. Motion passed unanimously.

2. **Update on Status of URMD Pedestrian and Biking Improvement Projects**

Marla Vik provided her annual update on the status of URMD Pedestrian and Biking Improvement Projects, one of the five annual reports to URMDAC required by the URMD performance measures. Marla used a PowerPoint titled "URMD Pedestrian and Biking Improvement Projects, Winter Update, January 15, 2020 URMDAC meeting." Todd added that the initial program projection was \$17 million over ten years! The program is more robust than was initially expected.

Member Steinbrugge asked for more cost detail and Marla volunteered to present that at a future meeting. Member Manseau asked if dollars from a prior budget could be used toward future projects. Todd explained that all program funds not used are rolled back into URMD automatically – they go back into the pool of URMD funds.

Steve stated that at a previous meeting URMDAC had asked if any projects have proved to be temporary – they were later removed by County road projects. Marla stated there are three such projects:

- An early project on Walker Road (a widened shoulder) was later replaced by a capital project.
- A sidewalk on 209<sup>th</sup> between Blanton Road and the railroad tracks is expected to be replaced by a “high growth” capital project that is currently in design.
- A short sidewalk segment on Springville near PCC is expected to be replaced sometime in the future by a capital project that will widen Springville Road to three lanes between PCC and Joss Ave. This capital project came to light a year ago; it is not on the Major Streets Transportation Improvement Program (MSTIP) list. This Springfield Road project is funded by the North Bethany Service District for design only. At this time, it’s not known when funding for construction will be available.

3. Training on Public Meetings, Ethics and Other Issues

Cortney Duke-Driessen, Senior Assistant County Counsel, gave a presentation on public meetings and ethics, using a PowerPoint titled “Public Meetings and Ethics” dated January 2020. Topics discussed included:

- Who is required to hold public meetings?
- What is a public meeting?
- Avoidance of serial meetings
- Required notice for committee and subcommittee meetings
- Definition of public meetings under Oregon Revised Statute (ORS 192)
- Meeting control and recordkeeping
- Public ethics laws
- Who is a public official?
- Announcing potential or actual conflicts of interest

Cortney emphasized that it’s important for each individual to maintain good practices to avoid breaking the law. Member Manseau asked if URMDAC was breaking the law because we meet outside of the URMD boundary. Cortney shared that URMDAC advises the Washington County Board of Commissioners and meets within its boundary (Washington County), so no.

4. Neighborhood Streets Program: Potential Expansion to Certain Collectors

Melissa Norman gave a presentation on the potential expansion of the Neighborhood Streets Program (NSP) to include residential Collectors that meet specific criteria. Melissa used a PowerPoint titled “Neighborhood Streets Program Policy and Procedure 2020, Overview of program and summary of changes.”

Member Steinbrugge whether the priority of this program is adding sidewalks or traffic calming? Melissa replied that it is traffic calming, but the type of traffic calming depends on what the neighborhood wants and if it meets program requirements. He asked if URMDAC would play a role in determining which streets are modified under the NSP. Todd explained that NSP is a prescriptive program that does not use URMDAC preference to determine which streets receive NSP treatment..

After discussion, Member Manseau moved to support NSP expansion for traffic calming to include selected Collectors in the URMD boundary. Member Eck seconded. Members approved unanimously.

5. Guest Comments

None.

6. URMDAC in 2020: Meeting Schedule and Topics

This agenda item was skipped so the next agenda item (election of officers) could take place.

7. Election of Officers

Chair Hauser introduced the need to elect a Chair and Vice Chair, stating he is not seeking to serve a term in 2020 as Chair. Member Dye was nominated for Chair by Chair Hauser. Member Manseau seconded. Member Manseau then nominated Member Eck to serve as Chair. Member Laird seconded.

Chair Hauser asked the candidates to speak about their interest in serving as Chair. Member Eck said he has served as URMDAC vice chair in the past, been a member of URDMAC for about seven years, and has been an active member of his Citizen Participation Organization (CPO). He said he believes URMDAC should meet more often for safety topics, and he was not happy with URMDAC's voting last year on its recommendations for pedestrian and biking improvements – he would like more discussion.

Member Dye respectfully withdrew his nomination for Chair, saying he would be willing to serve as Vice Chair. Members voted on Member Eck's nomination as chair. Members unanimously approved. Members then unanimously voted to have Member Dye serve as Vice Chair.

8. Meeting Wrap Up: Follow up items/Next agenda

Chair Hauser said that "with no time remaining" there were two final agenda items: URMDAC 2020 meeting schedule and topics and discussing the next meeting.

Regarding URMDAC in 2020: Steve said that a discussion of URMDAC in 2020 was on URMDAC's November 2019 meeting agenda but there was no time for that agenda item due to other agenda items running long; Steve said a one-page handout titled "Outline – 2020 URMDAC Meeting Topics, Draft!" dated November 20, 2019 was distributed at that meeting and is posted on the URMDAC meeting website. It will be posted again under this meeting. It is a draft 2020 meeting outline.

Regarding next meeting and agenda: Members agreed to not have a joint meeting with RROMAC in February. Steve said that at this time he was not aware of any topics for a February URMDAC meeting, and according to URMDAC's draft 2020 meeting outline, the next topic would be a review of URMD surface treatments for the next fiscal year. After discussion, Chair Hauser concluded that URMDAC would meet next in March, with agenda to be determined.

Steve spoke about the importance of the last agenda item at every URMDAC meeting: the "Meeting Wrap-Up." That is when follow-up items are identified, the next meeting scheduled, and its agenda identified. Staff looks to that discussion for an understanding of what URMDAC has decided about its future meetings and agendas.

9. Meeting Adjourned

Chair Hauser adjourned the meeting at 6:04 p.m.