



# URMD

## URBAN ROAD MAINTENANCE DISTRICT

### Urban Road Maintenance District Advisory Committee

August 17, 2016 • 4 p.m. to 6 p.m.

Walnut Street Center

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

Hillsboro, OR 97123-5625

## MINUTES

**Members Present:** Ruth Deal, Bonnie Hadley, Anthony Mills, Martha Moyer, Larry Virgin

**Absent:** Tim Connelly, Ray Eck

**County Staff Present:** Ron del Rosario, Melissa De Lyser, Jennifer McCollum, Victoria Saager, Andrew Singelakis, Todd Watkins

**Guests:** Commissioner Malinowski, Mary Manseau, Lynne Mutrie, Gary Ross, Monica Shumaker

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### Welcome and Approval of Minutes

Bonnie called the meeting to order and introductions of committee members, staff, and guests were made.

The [May minutes](#) will be reviewed by the committee and approved at the September meeting.

A correction to the June minutes was noted; Larry Virgin was not in attendance. Anthony Mills made a motion to approve the amended June meeting minutes. Marty Moyer seconded the motion. All were in favor and the minutes for the June meeting were approved as corrected.

### Road maintenance funding update – Andrew Singelakis

Recommendation letters to the Board were sent from several committees including [URMDAC](#) requesting that the Board implement a \$43 vehicle registration fee (VRF). There will be an agenda item this Tuesday, August 23, directing staff to draft an ordinance establishing a \$30 vehicle registration fee. The first public hearing will likely be September 20. There is a statewide transportation package being discussed by the legislature that could result in an equal or greater amount of funding than the amount the \$30 fee will produce. If this

Department of Land Use & Transportation

Operations and Maintenance Division • Urban Road Maintenance District Advisory Committee

1400 SW Walnut Street, MS 51, Hillsboro, OR 97123-5625

phone: 503-846-7623 • fax: 503-846-7620

[www.co.washington.or.us/urmdac](http://www.co.washington.or.us/urmdac) • [urmdac@co.washington.or.us](mailto:urmdac@co.washington.or.us)

happens, then the VRF will not go into effect. The funding would have to match or exceed approximately \$8 million. There will be a public hearing September 20 at the Board's evening meeting.

Andrew thanked the committee for taking time to send a letter to the Board in favor of the VRF. Bonnie recommended committee members attend the Board of Commissioners meeting. The committee discussed going to the public hearing and giving input.

### **Draft Safety Improvement candidates list – Ron del Rosario**

Ron shared a spreadsheet presenting [59 candidates](#) eligible for URMD Safety Improvement funding which met the committee's criteria of having a cost estimate of about \$500,000 or less. The candidates were sorted by their safety score. Ron pointed out the projects potentially funded by Gain Share and showed the committee how he scored the projects using the [candidate evaluation criteria](#), which was reviewed and amended at the June URMDAC meeting.

Larry Virgin questioned candidate #561. Ron commented he went to see it in person with Aaron Clodfelter and it connects to a path that goes to apartments and is a highly used area. Commissioner Malinowski suggested putting a sidewalk in but it was noted the road is too narrow. The committee discussed options for Butner Road safety improvements.

### **Safety Improvement “top candidates” for public outreach – Victoria Saager**

Victoria requested the committee decide on the top 20 to 25 candidates that will be taken out for public outreach. The committee reviewed the list and, after discussing several options, Bonnie recommended including candidates with a safety score above 10, removing candidates #561 and #569, and adding candidates #454 and #473, resulting in a list of 23 “top candidates.” The committee agreed on these changes.

The committee previewed how the “top candidates” will look on a smart phone. Ron showed how to navigate the map to see a description of the candidate, photos of existing conditions, and link to Google street view. Folks will be able to view comments already posted (without who posted the comment) and enter comments about each candidate. A check box will also be offered to indicate support for a candidate.

The public outreach will include a media release, LUT and CPO newsletters, and social media campaign, in addition to a link on the URMDAC page. A mass mailing will go out to mail recipients within a half-mile of each candidate. A QRC scan link will be printed on mailings to link to the map tool. Major employers, park and school districts, and other organizations near the candidates will also be contacted. After some refinement of the map tool, the public outreach will launch September 2.

## Performance measures update – Victoria Saager

Victoria provided a report on [requests for service](#) on URMD-maintained roads for last fiscal year. There were 318 requests in fiscal year 2015-16. Vegetation continues to be the most commonly requested service. It was noted there was an increase in requests to fill potholes and fix rough road surfaces compared to the prior three years. More surface requests are expected as road pavement conditions decline to the adopted target. Trash/debris requests are a commonly requested service; however, fewer were received during this year than in recent years.

A new slide was added to this update reporting how many days it took to respond and to close out service requests. The Operations and Maintenance self-imposed goal is to respond to requests for service within seven days and complete them within 30 days. Victoria noted that some types of requests take longer because they require the right weather conditions, 30-day notice to adjacent residents, or coordination with other agencies.

The committee discussed options for dead animal disposal. Victoria explained that the County picks up large dead animals only when they are in the roadway. Animal Services will pick up dogs and cats. No one picks up small wild animals. Last year County crews picked up 96 dead deer or elk from County roadways; only one was on an URMD-maintained road.

## Guest Comments

Monica Shumaker asked for clarification on what criteria is being used to select candidates. Bonnie explained the process. She is surprised SW Taylors Ferry Road, between SW 80th and SW Washington Drive, is not on the list. Bonnie suggested submitting that project as a candidate proposal.

Mary Manseau wanted to encourage committee members to show up at the September 6 Board hearing for Ordinance 814. She thinks there is a disconnect between Maintenance and Land Development divisions because Land Development is considering gutting the code requiring the land use ordinances. Code should require right-of-way to be acquired for all projects. Ordinance 814 would remove the requirement to dedicate right-of-way when developing property when only one house is being developed. Commissioner Malinowski stated right-of-way being acquired after the fact is a costly deal. Victoria pointed members to the [link on the County page](#) for additional information.

Lynn Mutrie stated she is happy to see so many projects including school walking safety. She is also happy to see sidewalks in urban areas. Lynn would like to see sidewalks everywhere. She is attending the meetings to encourage the committee to choose projects that include safe walks to schools.

## Miscellaneous

- The committee discussed canceling their September meeting. It was noted that financial projections were the only topic. Todd was asked to give an update on road PCI.

- Bonnie recommended pushing the candidate choice out to November. Anthony agreed. Bonnie recommended skipping the October meeting instead of September. It was decided the project selection would be made in November and they will not hold an October meeting.
- Anthony requested the committee accept applicants throughout the year instead of just once a year to fill the vacant positions. He noted the committee is barely making a quorum. Anthony stated he thinks the list of vacancies is not accurate. Melissa recommended informing the CAO office. Staff will follow up on the membership application and appointment process.
- Commissioner Malinowski asked about widened shoulders being used as walkways for pedestrians. Victoria stated there are not any on the current “top candidate” list.
  - Set agenda for September meeting.
    - Financial projections – Victoria
    - PCI update – Todd
    - Update on Safety Improvement projects – Ron
    - CHB/Sunset Hwy – Stacey Shetler
  - Agenda topics for future meeting:
    - URMD funding for maintenance of Urban Collectors (wait until after Board action)

Meeting adjourned.

**Next meeting: Sept. 21, 2016, 4 p.m. – 6 p.m.**