



# URMD

## URBAN ROAD MAINTENANCE DISTRICT

### Urban Road Maintenance District Advisory Committee

**January 17, 2018**

4 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:** Tim Connelly, Raymond Eck, Bonnie Hadley, Daniel Hauser, Michele Limas, Mary Manseau, Marty Moyer, Roy Schairer

**Members absent:** None

**County Staff Present:** Aaron Clodfelter, Melissa De Lyser, Steve Franks, Courtney Threewitt, Marla Vik, Todd Watkins, Jennifer Williams, Joe Younkins

**Elected Officials:** Commissioner Malinowski

**Guests:** Kevin Van Dyke

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### Welcome and Approval of Minutes

Bonnie called the meeting to order and introductions of committee, staff, and guests were made. Mary Manseau requested corrections to the October meeting minutes. She was unable to find her notes at the time.

Daniel Hauser made a motion to approve the October meeting minutes and Ray seconded the motion. All were in favor and the minutes were approved as submitted.

Mary found her notes and asked to have the following change made to the minutes. Bonnie allowed the change to be made even though the motion to approve had been completed. Mary asked to change, "Mary Manseau mentioned that perhaps the funds could take care of candidates that were not selected or speeding issues," to "Mary Manseau inquired about other available resources to address issues such as speeding or parked cars, creating unsafe conditions for pedestrians and/or bicyclists."

**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

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### **Debrief November meeting (quorum not present) and approve meeting summary**

The November meeting was the first URMDAC meeting Steve Franks experienced that did not have a quorum. Steve said in the future staff will email members, previous to the meeting, to ensure there will be a quorum. The committee agreed to “approve” the November meeting summary (not meeting minutes). A motion was not necessary to accept the meeting summary as submitted. They will be posted to the website soon.

Daniel Hauser asked Todd how the Pavement Condition Index (PCI) could be better after last winter. Todd said a contractor evaluated the roads after last year’s paving season.

### **Elect officers**

Bonnie Hadley offered to serve as Chair again this year and Daniel Hauser offered to serve as Vice Chair. Tim Connelly made a motion to re-elect Bonnie as Chair; Ray Eck seconded the motion. All were in favor and Bonnie was elected as Chair.

Bonnie made a motion to elect Daniel as Vice Chair. Marty Moyer and Ray Eck seconded the motion. All were in favor and Daniel was elected Vice Chair.

Steve Franks mentioned there are two alternate URMDAC positions open on the committee. In the fall, any applicants will be considered by the Board of County Commissioners to be appointed to URMDAC for next year. Applications are accepted all year but members are only appointed once a year, in December.

Bonnie welcomed new URMDAC member Roy Schairer.

### **Discuss URMDAC in 2018 – meeting schedule, topics, membership – Steve Franks**

There will not be an URMD pedestrian and biking improvement project (formerly called safety improvement projects) selection process this year. Last year, for the first time, URMDAC selected projects for a two year span. Steve asked committee members if they were open to reducing meeting times (to 1.5 hours) and meeting quarterly (the minimum number of meetings required in URMDAC’s bylaws).

Mary Manseau asked to move the meeting time to 4:30 to 6:00 pm instead of starting at 4:00 pm. The committee agreed this would work.

Steve shared the tentative date and time for the joint URMDAC/RROMAC meeting is Tuesday, March 13 from 4:00 to 6:00 pm.

Mary asked to have the committee consider Resolution and Order (R&O) 86-95 and discuss it. (This R&O has to do with the County’s offsite improvement requirements.) Bonnie said it is not an URMD issue. Todd read the purpose of URMDAC from URMDAC’s bylaws, reminding them that the focus of this committee is urban road maintenance. Mary said if the developments don’t do a good job, then URMDAC will need to fill in the gaps after the fact. Steve shared that there will be a Planning Committee Commission session on this R&O on Feb. 6

at 1:30 p.m. Bonnie encouraged members to attend it if they were interested in this topic. Members discussed the topic, sharing their thoughts about whether this topic should be on an URMDAC meeting agenda.

Mary made a motion to have a presentation of R&O 86-95 to the committee. Ray seconded the motion. The committee voted five in favor and two opposed; the motion passed. Todd Watkins asked if this presentation will be just for informational purposes. The members agreed it was just for informational purposes.

### **Update on status of URMD pedestrian and biking improvement projects – Marla Vik**

Marla Vik, Engineering and Construction Services, introduced herself to the committee. She presented an overview of the [URMD pedestrian and biking improvement projects](#) and their construction, which is overseen by the Engineering and Construction Services (ECS) Division. Marla said the projects are costing slightly lower than what had been budgeted, which is a positive trend. The projects have moved away from widened shoulders (more typical of early URMD projects) towards more sidewalks or separated asphalt paths. Construction is performed by licensed, private contractors.

She shared a PowerPoint that provided an overview of the URMD pedestrian and biking improvement projects by year, including budgeted vs actual money spent. Marla said 31 of the 49 projects selected by URMDAC have been completed. The remaining 18 projects are currently in design phase.

Steve thanked Marla and Joe's work group, the Engineering and Construction Services Division, for their great work. He mentioned there is an upcoming open house for several of the projects and shared the invite as a handout. Dan said it would be a good idea to get such open house information to the committee for all URMD upcoming projects. Melissa said she would add the URMDAC members to the email list to automatically receive these notifications.

### **Miscellaneous**

Commissioner Malinowski mentioned lowering speed limits on neighborhood streets and how this could be helpful for neighborhoods, especially those with children. Marty Moyer said that is not where the fatality accidents have been occurring.

Steve shared staff is no longer posting draft meeting minutes to the website, instead the draft minutes will be emailed to URMDAC members and posted once they are approved. Once the agenda is posted to the URMDAC website, an email notification will go out to the URMDAC email subscription list, which includes URMDAC members. Meeting materials will be posted to the URMDAC website as soon as possible. If they are not posted ahead of the meeting, copies will be provided at the meeting. Steve also asked for members to conduct business during the meetings, instead of through emails between meetings. Conducting business in meetings is transparent, more appropriate and more efficient for staff than using email.

Roy Schairer and Aaron Clodfelter introduced themselves to the committee. Roy provided an overview of his background. Aaron noted that he is the Operations and Maintenance Division's new Principal Engineer.

The committee decided to experiment with the adjusted meeting time of 4:30 – 6:00 pm for a few months, and then, after seeing how things are going, the committee will make a more permanent decision.

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## URMDAC Meeting Minutes

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Set agenda for next meeting:

- Steve Kelly for the R&O topic – February – Bonnie suggested only having this one topic so the committee would have plenty time to discuss it.
- Transportation Safety Action Plan – it is scheduled to go to the Board soon. Steve will see if this can be presented to URMDAC in February.

Possible Topics for 2018 joint URMDAC/RRROMAC meeting (March, tentatively):

- [Issue paper for rural roads on the border of rural/urban areas](#)

Future agendas:

- URMDAC bylaws review and improvements/clarifying extent of the committee's responsibilities

### Guest Comments

Kevin Van Dyke said he lives in Wilsonville and wanted to see how URMD's pedestrian and biking improvement projects work. He shared he was hit by a car in Washington County on Boones Ferry Rd recently.

Meeting adjourned

**Next meeting: February 21, 4:30 – 6:00 p.m.**