



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
JANUARY 18, 2016 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR 97493

**1. CALL TO ORDER**

Chairman Maurice Sanders called the meeting of the Dunes City Road Commission to order at 6:30 pm.

**2. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

**Present:** Chairman Maurice Sanders, Commissioner Mike Clifton and Commissioner Richard Palmer.

**Absent and Excused:** Commissioner Christopher John.

**Others Present:** Road Secretary Laurale Lorentzen, Interim City Administrator Jamie Mills, Planning Chairman Paul Gargis, Public Works Director Gary Baker, and Emmitt Devereux.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**The Agenda was approved by a consensus.**

**5. MOTION TO APPROVE THE MINUTES FROM THE AUGUST 17, 2015 MEETING**

**Commissioner Palmer made a motion to approve the August 17, 2015 Minutes as presented. Commissioner Clifton seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

Chairman Sanders announced that he is not seeking reelection this year. He stated that he has notified Mayor Ruede that a transition of leadership needs to take place in the next few months because important business is forthcoming for the Road Department this summer and it is vital that the new leadership be in place ASAP.

## **7. CITIZEN INPUT (NONE)**

## **8. BUDGET REPORT**

Interim City Administrator Mills read the summary of the budget vs. actual report that she presented to City Council on the 14<sup>th</sup> of this month. Chairman Sanders questioned the ODOT apportionment, and City Administrator Mills stated it was \$39,532.70, but noted that she was not sure if it was a quarterly payment because she has not been in her position long enough to become familiar with the process. Chairman Sanders stated this is the first time there has been such a drastic difference between income and resources. He requested that Interim City Administrator Mills do some research and send him an email of her findings because the apportionment is usually about \$70,000 to \$75,000 a year. Interim City Administrator Mills noted that Lane County reported that they expect a severe decrease in funds available for road repairs and maintenance because they will not be receiving any timber money this year. Interim City Administrator Mills apologized for not being able to answer some of the questions due to the fact that she has not been in her new interim position long enough yet to know the answers to the question of why the shortfall.

## **9. UNFINISHED / OLD BUSINESS (NONE)**

## **10. NEW BUSINESS**

### **A. Right-of-Way Facilities Placement Permit**

Interim City Administrator Mills reported that a request has been made from an individual to run a water pipe from a spring where they hold an interest in the water rights, down Summit Avenue (a recently repaved street) and across a couple of streets to their place of business at Fish Mill Lodge. She went on to note that in order to run the pipe across the City's right-of-way, the pavement would have to be saw cut and excavated, and the question at hand is should we allow the individual to cut the pavement, dig it up to lay the water line, or request that they bore under the newly paved road. Chairman Sanders noted that this issue was addressed to City Council and the Council determined that at least 3 different cuts will be affected on 3 different roads and the Council is requiring boring under the road rather than cutting the newly paved street. Chairman Sanders opened a discussion for the Road Commission to recommend a policy for City Council. Several options were discussed including eliminating all road cuts and require boring under the roads instead; recommend a higher fee for road cuts to allow the City to set aside money to pay for the repairs if and when the pavement failures occur at a later date due to the cuts; and or offer a reduced fee for boring or allow no fee to bore under the road.

After a lengthy discussion, the following ideas were suggested:

- a. Charge a fee for any cut that is made in the road
- b. Attach a one-year warranty requirement to all street utility cuts
- c. Require a licensed contractor do the work
- d. Attach specifications to the permit that includes inspections of the work performed

- e. Enforce the specifications for whoever is involved
- f. Possibly put a moratorium on the project
- g. Require a street cut permit fee of between \$450 and \$800
- h. Install pipe down the side of a paved street and outside the paved portion of the right-of-way
- i. Post a bond for each project
- j. Require a fee that could be dedicated to the road fund as noted above
- k. Establish the parameters of a utility cut fee system that could become a revenue generator for the Road Department fund
- l. If the road sinks after contract work is done, it is contractor's responsibility.

## B. 2016 Road Maintenance Projects

Chairman Sanders stated that this is the time of the year that the Road Commission begins considerations and recommendations to the City Council in their April meeting regarding pavement maintenance recommendations for the current fiscal year in order for the Budget Committee to receive our recommendation in time for budgeting purposes. He added that he would like the Road Commission to take some deliberate action next month or March at the latest with respect to the selected candidate streets for maintenance and the associated estimated costs for the program.

Public Works Director Baker explained to those present who had not been involved previously in the Pavement Management System (PMS) planning process, that the report distributed to them at this meeting represents a program that began in 2009 covering an inventory of the entire street system in Dunes City and that the report they have before them is the latest update report following a recent re-inventory of the entire system that was completed over the past 6 months. He went on to explain the system indicates a need for an estimated \$350,000 over a 5-year period in order to continue the great progress underway in the restoration of the system through the use of a combination of techniques including overlays and slurry seals which have been used in order to extend the life-cycle of the streets. He added that the overall condition of the street system weighted average pavement condition index (PCI of 78) which is good. He went on to explain that the streets are rated on a 0 to 100 pavement condition index (PCI) scale, with 0 to 40 meaning the street needs reinforcement, and if the streets are ignored, they will become more expensive to repair. In summary he stated that we are now looking at \$65,000 to \$85,000 a year to maintain the streets, and now it is just a matter of finding the money. An important component to the progress that has been made over the past six years has been the preservation treatments that have been utilized through the preventative maintenance program that will extend the pavement section life and thus prevent the occurrence of more expensive treatments such as widespread overlays and worse yet, complete removal and replacement.

Chairman Sanders questioned where the computer model is that would show what the streets are that have been done and what should be done next. Public Works Director Baker referred the Commission to the last five pages and explained that year one would be the projection without some fine tuning that we do every year. He explained that he

will massage this list, move some around for geographical considerations before we put the final program together. He noted that the Russell Drive overlay used up all the available funds last year. Chairman Sanders pointed out that Pioneer Road is a private Road. Interim City Administrator Mills pointed out that South Pioneer does not go all the way to Chet's trail, but North Pioneer does.

Chairman Sanders asked Public Works Director Baker to recommend an action plan after he massages the current plan and come back with a proposal for this upcoming program within an estimated range of \$65 to \$85,000. Public Works Director Baker agreed and so did Commissioner Palmer and Commissioner Clifton.

Chairman Sanders opened the discussion up and Interim City Administrator Mills stated that she would like to go on the record as saying that after having this last flood year with a lot of issues with roads both private and public, that it came to light that there are numerous culverts and drains that are problematic because people have done something to them and that it seems silly to slurry seal a road that will flood out because the culverts aren't adequately maintained. She went on to say that she would like to see that built in somewhere if possible to make sure that work gets done because it was awful to go to someone's house in the middle of the night and try to keep them from losing their house and she doesn't want to do that again and that we really do need the culverts and the drains functioning. Public Works Director Baker brought up the fact that there is not a lot we know about the drains and Interim City Administrator Mills agreed and stated that it will require a great deal of research to resolve the drainage issues.

Commissioner Palmer stated that there is a very significant issue developing associated with the new subdivision of Montgomery Estates in that the project currently under construction will be dumping a lot of water onto a street right now that has absolutely no way to handle this and may risk flooding people out. Chairman Sanders stated that he asked that same question to the City Council, and he was informed there was no damage to our roadways. Chairman Sanders asked that the Interim City Administrator Mills pull up the generic component sections of the Montgomery Estates project because that had to be part of the permits. Interim City Administrator Mills stated that our Permit Technician Renee Green and herself looked through the files and discovered there is a drainage plan that includes 2 additional catch basins and a pipe that takes the water down to the lake in the other direction. She addressed Commissioner Palmer and stated there are pages and pages regarding this situation and it looks like they are taking it all under consideration provided it gets installed that way. Chairman Sanders asked if the catch basins had been installed yet, and Interim City Administrator Mills stated no, and that they have recently requested an extension.

City Administrator Mills added that there is a similar issue going on in another subdivision where the plans were submitted and approved, but the drainage was never installed and nobody ever inspected it or brought it up. She went on to note that to her, this is an in-house problem in that we have let these things go through without being inspected. She stated that this as a dual role; we need to make sure the plans are drawn, included, and then take it a step further and make sure it gets installed the correct way.

Commissioner Palmer noted another problem on Woodland Lane and made a point of saying that we need to start paying attention to these drainage ditch and culvert issues. After more discussion, Public Works Director Baker recommended a possible different approach to the annual program by doing a little of both by taking a closer look at the candidate streets and look at the drainage characteristics of those streets and try to match this together before we go ahead and slurry or whatever we plan to do because the drainage issue impacts everything we're doing on the streets.

More discussion ensued which included a deferred road maintenance plan with a program that would combine the street maintenance with the drainage/culvert issues to a viable program that includes the issues at hand. It was agreed between the Commissioners and Public Works Director Baker that the road maintenance projects and culvert/drain issues should be combined in future annual programs. Chairman Sanders asked Public Works Director Baker to put together a reasonable plan of action based on his experience and bring to the Road Commission meeting next month, a plan that includes both the drainage/culvert considerations as well as slurry seals. Public Works Director Baker agreed to work out a program that would blend the street program with the culvert/drain issues. Chairman Sanders requested that Public Works Director Baker keep the overall estimated program costs within the \$65,000 to \$75,000 range. He then asked the Road Commission for a consensus and they agreed. Chairman Sanders asked that the New Business Item A and B be listed under Unfinished Old Business on next month's Agenda.

## **11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA**

Planning Chairman Paul Gargis reported that the Cloud Nine street sign has been missing for quite some time.

Road Commission Secretary Lorentzen stated that she ordered and received 2 Myrtlewood Lane signs that are ready to be installed. Commissioner Clifton agreed to talk to her after the meeting about volunteering to mount the signs.

Commissioner Palmer asked if "Road Work Ahead" signs were ever ordered, and Road Secretary Lorentzen replied that they are in the shed.

Chairman Sanders stated to Public Works Director Baker that the community is dependent upon your expertise, your availability and willingness to help this community in terms of the challenges and problems we are facing; they could really be daunting issues if they are not attacked, so you have our full faith and support in your endeavors over the next few months; call if you need anything, bounce ideas off, whatever you need from us, give us a call please.

Interim City Administrator Mills stated she just remembered that Mr. Baker's contract had expired. Chairman Sanders said he suggested the two of them discuss that together. He went on and said he wanted Mr. Baker to know that we appreciate what you do and what you bring to the table for us.

## 12. ADJOURNMENT

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:35 pm.**

The proceedings of the Dunes City Road Commission meeting were recorded, and are on file at City Hall. Upon approval by the Road Commission, these minutes will be available online at [www.dunescity.com](http://www.dunescity.com).

**APPROVED BY THE ROAD COMMISSION ON THE 15TH DAY OF FEBRUARY 2016**

[Signed copy available at Dunes City Hall]  
Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]  
Laurale Lorentzen, Road Secretary