

**TILLAMOOK COUNTY ROAD ADVISORY COMMITTEE**

DATE: April 12<sup>th</sup>, 2004

MEMBERS PRESENT: Bob Reed, Curt Schonbrod, Jack Brooks, Marlin Clark, Ray Streeter, John Gettman, Ed Werner, Bekki Gardner and Alternate Gary Hercher

MEMBERS ABSENT: Bruce Hagerty

STAFF: Aaron Suko/PW Director, Pat Oakes/Engineering Project Supervisor, Bob Willhite/Operations and Jeanette Steinbach/Recorder

PUBLIC/GUESTS: Gus Meyer, Dora Norwood and Commissioners Hurliman/Hanneman were present for a portion of the meeting.

**Item 1 Call meeting to order, review agenda:** Aaron commenced the meeting at 3:02pm. He stated that in 2003 Bob Reed was the Chair and Curt Schonbrod the Vice Chair. Aaron introduced Commissioner Hanneman. Commissioner Hanneman welcomed the new members, wished them well and remarked that since the Road Dept. is a fairly big department the task of the Committee is very important. All present introduced themselves.

**Item 2 review and approve minutes of 11-10-03:** Jack Brooks motioned to approve the minutes as written. Dora suggested a minor correction on page 3, line 5 to read... are tributary roads to the Trask River Rd., Curt seconded, unanimously approved.

**Item 3 Appointment of Chair and Vice-Chair Person:** Bob Reed recommended and nominated Curt to be the Chair for 2004, Curt accepted, no other nominations, Bob moved to close the nominations, Ray Streeter seconded, unanimously approved. Ray Streeter nominated Bob Reed as Vice-Chair, no other nominations; Jack seconded, unanimously approved.

**Item 4 Discussion of roles, responsibilities and role of Alternate:** Curt remarked that he did not set up the Agenda, so he would need Aaron's help. Aaron noted that this is the first time the Commissioners appointed an Alternate. The Commissioners felt that he could take over when a member was not available at a meeting. Aaron suggested that the Alternate have voting abilities when a member is not present. He would still contribute through discussions when all members are present. Curt said in the past, the role has been: liaison between the public and the Road Dept., attendance at meetings, visiting the crew and sites, note areas of concern, budget review, funding issues, public outreach through education, review policies and make recommendations, manned the fair booth, sounding board and finding solutions. Commissioner Hurliman agreed that the committee plays an important role in bringing recommendations to the Road Dept. and the Board of Commissioners. Bob Reed added that in the past Aaron, Bob and Pat upon the committee's request have brought policies for review and revisions. With regards to Aaron's comment that if the committee saw a problem they should call the Road Dept., he asked them to also call and compliment the Road Dept. when they see a good work.

**Item 5 2005 Budget Presentation and discussion:** Additional copies of the budget were handed out together with a budget format breakdown. Members reviewed the budget format breakdown. The Road Dept. has three budgets.

The Road fund consists of seven different funds. The primary two revenues are Oregon Dept. of Motor Vehicle Receipts and Federal Forest Receipts. Pat indicated that other revenues include Surface Transportation Funds (STP) - an opportunity for local jurisdictions to utilize federal funds at a 94% rate through from the State.

The Bike Fund - State law requires 1% of State Motor Vehicles Fees collected by Counties be set aside for Bike/Pedestrian Path construction. Significant projects in the past included Cape Lookout Road and Brooten Road where match monies were provided. Applications for grant funding have in recent years not been successful.

The Bridge Fund - This is the Oregon Transportation Investment Act (OTIA) which was initiated in 2001 mainly geared towards Bridges with some preservation and modifications projects. The bridge funded in Tillamook County by OTIA 1 & 2 was Blaser Bridge and a repair project on Earl Bridge. 6 bridges were applied for and approved for funding by OTIA 3. One of the provisions is the requirement to have a dedicated fund to hold/expend the money. All awarded funds and interest must be used on the 6 bridges in question. Department must maintain Cost Accounting records of its expense for reimbursement of all charges against the fund. At end of all project work any remaining balance is given back to ODOT. If it goes over the net amount of the award, County pays the difference from it's own funds.

John Gettman asked about the Intercounty Administration expense. Aaron explained that this is a direct transfer from the Road Dept to General Fund based on the County Cost Plan.

Aaron briefed the members on the revenue sources. Federal Forest Fees is a substantial amount of the revenue stream, which is the Federal Safety Net Legislation that was put in place about 4 years ago. It provides revenue for Schools and Roads within the counties with Federal Lands. The Federal budget cycle begins October 1, so the monies are not received till December, which provides some challenges. This Bill is up for reauthorization in September 2006. Some preliminary lobbying has been done primarily from the Board of Commissioners who have been working with the National Association of Counties and the Oregon Congressional delegation to extend or reauthorize the Bill. If this money were lost, this committee would need to make some serious recommendations on the services provided.

State Motor Vehicle Fees are received from O.D.O.T., which is obtained from weight mile tax, gas tax, PUC fees and registration fees. The registration fees increases are now being applied to the OTIA program. The fees have not grown much. The fee is distributed where the vehicle is registered.

Aaron mentioned that the Road Dept. staff's time is billed to the Solid Waste Administration. Intercounty Work & Sales is attributed to work done for other agencies including Solid Waste.

Surface Transportation Federal Program fund is actually Federal monies that is passed to the State which holds out 6% and then that money can be used for pavement overlay. This is not a guaranteed source of revenue.

The TEP/Gist Road/Smith Creek Culvert Replacement revenue is pass through money. LID Assessments is a 100% requirement from those who want to contribute to paving their roads. CPA does not require 100% participation. Road Approach fees cover any right of way to access the property. O&C Lands is a combination of Federal and State monies that are discretionary to the Board of Commissioners. Aaron requested \$100,000 from O&C Funds for the Road Dept. to fix a portion of Trask River Road.

Aaron reiterated that No Property Tax, No Local Tax Fees come to the Road Dept. Most of the monies received are from the State and Federal agencies. Gettman asked if any of the revenues of the Harvest sales from State Lands come to the Road Dept. Aaron said no monies are received from the harvest of state forest. Those monies are directed to the General Fund, the schools and the special taxing districts with no allocation to the Road Dept.

#### Expenditures:

Pat said that the Intercounty Administration expenditure is for services provided by the Personnel, Surveyor, Treasurer's and other departments. Bike Path is the 1% distribution as explained earlier. The contingency is for unexpected occurrences. Other counties have a larger contingency. Aaron mentioned those items like Culvert, Aggregate etc. are the heart of the services provided by the Road Dept. Health & Life Insurance takes into account 20% of growth, not sure if that will be enough. The employees went to a higher deductible for this year's budget to cushion the increase. The Workers Compensation figures are given to the Road Dept. by the Treasurer. Aaron said the figures are based on a 3-year average claim history. Bob Reed noted that with the Health & Life Insurance and Retirement amounts to 9.10c per hour/employee. Aaron commented that the total Personnel Services divided by \$4M comes to 51% of the budget. The service the Road Dept. provides is provided by Personnel.

New Construction budget amount of \$124,000 is for Gist Road. The Infrastructure/Right of Way is the annual amount made for an outstanding loan. Federal Match is for a condemnation issue on Sandlake Road.

John asked what vehicles the Shop maintains. Bob stated that it their responsibility to maintain all County Road Dept. vehicles. Night checks are done on the Courthouse vehicles, which is a reimbursable service.

In Engineering Consulting Services the line item of \$36,000 is used for pavement inspection services, bridge inspections and other minor design projects. Aaron responded to Curt's question whether the Health Life Insurance and Retirement was Union mandated. The union employees have a Contract. He reiterated that all employees went to a \$500.00 deductible with a cafeteria plan being set up to reimburse the employees the difference. The County Health Insurance Policy is that if you are employed through retirement you would have Medical Insurance covered by the County. In 2003, the BOC changed that policy for new hires that the County would not be

providing Medical Insurance when an employee retires.

Bike Path: No expenses planned for this year.

OTIA III: Six bridges were funded - Johnson Creek Bridge on Long Prairie Road, East Creek Bridge on Blaine Road MP 6, Sorenson Bridge on Blaine Road MP 2.5, Bewley Creek Bridge on Bewley Creek Road MP 1.4, Josi Bridge off Hwy 6 MP 11 and Killam Creek Bridge on South Prairie Road MP 1. Total funding was \$8,083,030. Two or three consultants will be hired to engineer these bridges.

The budget will be presented to the County Budget Committee on Wednesday, April 14, 2004 at 2:30pm.

#### **Item 6 Road Department Repair Projects Report:**

- | **Pavement Overlay List:** Handed out the proposed overlay list. 6,000 tons will be used to pave 3.9 miles. Pat remarked that based on 280 miles and a 20 year life span on a typical overlay, 14 miles should be done a year.
- | **Trask River Road needs:** Handed out repair list for Trask River Road. This is for repair of the worse sections of the road. Aaron said that Trask River Road receives a tremendous impact from logging. If O&C funds are obtained then those monies would used to fix portions of the road.

The other commitments are with the City of Bay City. The City has a 5-year plan to accept the county roads once they are at an acceptable standard. 4<sup>th</sup> Street and a part of Warren were done last year; this year work will be done on 5<sup>th</sup> Street. John asked about a timber sale on Trask River Road. In the sale document it mentions an access permit which the Purchaser has to obtain from the County. Aaron said that the standard Road Approach permit fee would apply. John to provide a copy of the sale announcement to Aaron.

- | **McCormick Loop Road:** Aaron said that additional works needed to be done on McCormick Loop. The wide heavy farm equipment has torn the road up. The plan is to widen and overlaying the portion that is needed. Aaron has tried to get a recommendation from this committee to control this type of equipment. It will take a BOC ruling to impose those rules and that hasn't happened yet. Bob W. said when you run an 11.6' wide heavy loads on a 10' asphalt paved area it would cause damage to the road.
- | **Culvert Priority List:** Handed out an updated list. The Watershed council could use this list for grant monies obtained for fish passage issues. Bob mentioned an issue that is developing on Anderson Road where the culvert is rotted out. This is could fit in with the criteria for the Watershed council.

#### **Item 7 Status of Ongoing Projects:**

- | **Laneda Road - City of Manzanita:** Aaron gave a brief history on Laneda. Laneda is the main street in Manzanita and is a County Road. Approximately 15 years ago, the City of Manzanita applied for a grant.

The issue that held them up was - what and how much to do. The decision could not be made which resulted in the loss of funding. 2 years ago an active push was made to reinstate this project. They asked County for assistance, but the County could not justify helping because the condition of the pavement was in "relatively" good condition. The City of Manzanita passed a bond levy to carry out improvement on Laneda. They requested from the County some assistance since it was a County Road. After discussions with this committee it was agreed that the Road Dept. would use it's crew to lay the asphalt only. The value of the manpower would be approx. \$75,000. When the work is completed, the City of Manzanita will take over the road that was improved. Bob said that he attend a meeting every Monday to coordinate the project. He hopes to have the pavement started by May 3<sup>rd</sup>.

- | **Sandlake-Galloway Road:** Pat explained that this is a federally funded project. This started a year ago and is due to be scheduled to be completed this year.
- | **OTIA III Bridge Replacements:** Previously discussed in the budget item..
- | **Gist Road Culvert Replacement Project:** Previously discussed in the budget item.

**Items 8 Discussion regarding Future meetings, next meetings dates and**

**outline agenda:** Aaron said that the tradition is to meet the 2<sup>nd</sup> Monday of the month at the BOC conference room. Aaron said he wants to open it up for discussion if the members want to change the time or the day of the meetings. Next meeting scheduled for May 10<sup>th</sup>, 2004 and at that point will discuss how frequently the committee wants to meet and what type of information the committee would like from the staff.

**Item 9 Public Comment:** Dora mentioned a personal issue she had with a member of the committee. Dora commented on the ditch on Burton Fraser Road. Bob said this is not a ditch. The shoulder cut was cut back for drainage purposes and in preparation for paving. Dora felt that the other driveways did not have the same treatment and she can't use the approach. Curt suggested that Bob Reed checks out the situation, and report back to the committee.

**Item 10 Adjourn:** Curt reminded everyone that the next meeting is scheduled for May 10<sup>th</sup>, 2004. The meeting adjourned at 5:10pm. Aaron thanked everyone for attending.