



PUBLIC WORKS ADVISORY BOARD Agenda

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Tuesday, April 9, 2024 – 4:30 P.M.

The Public Works Advisory Board is accessible to the public in person in the City Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 and via the following Zoom link:

<https://us02web.zoom.us/j/86374456401?pwd=QUI6QUZuV0ZudzJTSGI1VFZqdHFXdz09>

Passcode: 331805

1. CALL TO ORDER & ROLL CALL

2. APPROVAL OF MINUTES

a. March 12, 2024 – Regular Meeting

3. VISITOR COMMUNICATION – If speaking in-person, please use the Visitor Communication Sign-In form at the meeting. Written communication can be submitted for the record to jdumanch@ci.sisters.or.us. Written communication and requests to speak via Zoom must be received by 1:00 PM on the day of the meeting.

4. BOARD BUSINESS

- a. Pavement Conditions Index (PCI)
- b. FY 24-25 Pavement Maintenance Plan

5. OTHER BUSINESS – Miscellaneous issues or for the Board’s information.

6. BOARD MEMBER COMMENTS

7. ADJOURN

NOTE: A “substantial issue” not listed on a published agenda cannot be considered.

This agenda is also available via the Internet at www.ci.sisters.or.us. The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other disability accommodations should be made at least 48 hours before the meeting by contacting Kerry Prosser, City Recorder at kprosser@ci.sisters.or.us Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

Public Works Advisory Board (PWAB)

Regular Meeting Minutes

Tuesday, March 12, 2024

DRAFT

Board Members Present:

Bill Kelly, Chair

John Herman, Vice Chair

Rachel Ruppel

Dane Zehrung

Lori Faha

Staff Present:

Paul Bertagna, Public Works Director

Jackson Dumanch, Public Works Project Coordinator

Absent:

Andrea Blum, Council President

1. Call to Order & Roll Call

Chair Kelly called to order the Public Works Advisory Board meeting at approximately 4:30 PM and staff confirmed a quorum was present.

2. Approval of Minutes

Chair Kelly directed the Board to the February 13, 2024, regular meeting minutes and asked if there were any corrections or a motion to approve. Board Member Zehrung noted a spelling error, staff made note for correction. Board member Faha made a motion to approve the minutes as corrected, Board Member seconded the motion. Motion passed unanimously.

3. Visitor Communication

Chair Kelly asked if there was any visitor communication, staff noted there was none.

4. Board Business

- a. Chair Kelly called on Director Bertagna to present. Bertagna discussed the Water and Sewer SDC updates and walked the Board through their presentation slides while summarizing the Water & Wastewater System Development Charge Update final report prepared by Donovan Enterprises, Inc. During the presentation Board Member Zehrung asked if the rates were proportional to water meter size and if residential and commercial were considered separately. Bertagna stated that all of the numbers shown in the slides were based on a 3/4 -inch water meter. Board Member Faha added that single-family home comparisons were part of the methodology. Zehrung recalled a story in Bend where a business could not open because of high SDC fees and asked if there was concern over commercial growth with increased SDC rates. Bertagna stated that there could be adding that both costs and profits have increased for businesses. Bertagna added that the updated

SDCs would still be competitive. Vice Chair Herman asked if the City offered a financing option. Bertagna stated that the City did not. Faha commented on the substantial number of projects noted in the report asking if it would be difficult to deliver. Bertagna replied that it was over the course of 20 years noting that the first five years would probably be the most difficult but added that the City would add a Project Manager position to help handle the increased workload. Bertagna resumed their presentation. Faha asked when SDC fees are due, Bertagna stated that the fee is due at the time of building permit issuance. Bertagna resumed their presentation. Bertagna concluded their presentation and asked for comments from the Board. Chair Kelly asked if there was any expected blowback from the rate increases. Bertagna stated that the City has not heard anything from anyone except COBA (Central Oregon Builders Association). Zehrung asked who COBA was. Bertagna clarified and stated that they support and represent the building community in the region. Faha asked if Bertagna presented the information to COBA. Bertagna replied that during the workshop with the SDC consultant COBA was present. Herman asked if someone were to buy a new Hayden-built home would the buyer see that increase built into the home's price. Bertagna confirmed that to be the case. Kelly asked if the methodology would keep the City out of court for claims of excessive increases. Bertagna stated that the increase met state statute. Kelly asked if the mantra should be "growth pays for growth", Bertagna agreed. Herman asked if a one leased a space in an existing building would they be charged SDC fees. Bertagna clarified that only if they needed a larger water meter. Kelly asked if that would be a conversation between a tenant and the building owner or landlord. Bertagna agreed adding that tenant-driven water meter upgrades were uncommon. Board Member Ruppel asked what park and transportation SDC rates were based on. Bertagna replied that transportation SDCs are based on peak PM trips with one peak PM trip allocated per single-family dwelling, commercial developments require a traffic study from a traffic engineer. Ruppel asked if a change in use of a property would result in paying more in transportation SDC fees. Bertagna confirmed that to be the case. Herman asked if that would be paid by the tenant or the property owner, Bertagna replied that whoever applied for the change of use would pay the fee. Bertagna stated that park SDCs are paid per dwelling unit for single- and multi-family residential but are being changed to one per single-family residential and multi-family paid a certain percentage depending on certain circumstances. Bertagna added that commercial and industrial developments do not pay park SDCs but lodging does. Faha asked if ¾-in was the City's smallest water meter size, Bertagna confirmed that to be the case. Ruppel asked about multi-family residential and going above a 1-inch meter. Bertagna stated that a 20-unit building typically uses a 2-inch meter, anything more would use a 3-inch meter, but some may use multiple 2-inch meters. Ruppel asked if there are options for or discussions of SDC waivers for child-care facilities. Bertagna believed there to be potential, noting the Council has discussed child-care often, but no details or decisions had been made. Zehrung asked about a quote from the presentation regarding balance. Bertagna spoke about code

language concerning SDC waivers for affordable housing only, for which there is an affordable housing fund.

5. Other Business

Chair Kelly asked Director Bertagna if they had any updates for the Board. Bertagna provided an overview of:

- Progress on the roundabout to date.
- Street sweeping was taking place to clean up cinders.
- Campground opening on April 1st.
 - Recharging winterized waterlines
 - Self-pay stations
 - New Wi-Fi equipment for better coverage for campers and camp hosts.
 - Water level measurements at wells
 - Close to previous year
 - Budgeting
 - Personal services lower than expected due to limited Public Works staff.
 - Bertagna noted that other cities and counties are experiencing similar difficulties in finding qualified candidates.
 - Bertagna commended the current crew and how much they can and have accomplished.
 - Ruppel asked if any crew members were approaching retirement, Bertagna stated that wasn't a concern. Zehrung asked if other organizations may try to poach candidates or staff by offering more. Bertagna stated the City has not experienced that with public works staff. Faha spoke about their work in educating middle and high school students about water conservation and career paths in public works. Bertagna recalled when individuals who grew up in Sisters have become adults asked about working in public works for the City and he was honest about the hard work the positions require as well as the potential for growth.

Chair Kelly asked about roads that did not get paved the previous year. Bertagna stated that the City does not follow a "use it or lose it" policy for funding, adding that bids were received for an overlay project and the low bid came in under the engineers estimate. Bertagna recalled the pavement maintenance projects from 2023.

Bertagna updated the Board on an Oregon Department of Transportation (ODOT) project replacing curb ramps that touch roads in their jurisdiction. The project involves updating ramps touching ODOT highways to new ODOT standards. Bertagna stated that ODOT standards failed the ramps even though they were designed to meet PROWAG (Public Right of Way Accessibility Guidelines) standards, adding concerns over the long timeline and impact on the downtown. ODOT offered the City an agreement where the City accepts liability in lieu of them replacing them. Bertagna noted that the City is liable for them already since they belong to the City.

Bertagna stated that the City Engineer will be inspecting the ramps to determine how many are still in compliance with PROWAG standards and will be consulting the Board and Council on the findings. Kelly asked who would pay for the new ramps, Bertagna replied ODOT would. Board Member Faha stated that ODOT owns the right of way, Bertagna clarified stating the ODOT owns the right of way up to the curb, but the sidewalks and curbs belonged to the City. Bertagna added that the City had never received any accessibility complaints relating to the ramps. Board Member Ruppel asked if there was a context-sensitive solution for ODOT's new standards, Bertagna replied there was not. Faha stated that the new standards were part of a negotiated agreement. Faha, Bertagna, and Ruppel commented on how the project has provided ramps where none existed before in other cities.

6. Board Member Comments

Chair Kelly asked for Board Member comments. None were had.

7. Adjourn

Chair Kelly adjourned the meeting at 5:40 PM.

DRAFT

Street Name:	Length (LF)	New Const.	Sealcoat	Chipseal	Overlay	Rating	Weighted
Adams Ave (to be recon'd)	2290			2012		6	13,740
Arrowleaf Trail	1115		2016		2024	10	11,150
Ash St	2270			2023		8	18,160
Aspenwood	630			2022		8	5,040
Aylor Ct.	330			2012		6	1,980
Barclay Drive (Alt. Route)	4100			2019		7	28,700
Barclay Drive (Airport)	1070	2015				8	8,560
Birch St	1150		2014		2022	10	11,500
W.Black Butte Ave	780			2022		8	6,240
E. Black Butte Ave	2430				2010	7	17,010
W. Black Crater	1160			2023	2022	9	10,440
E. Black Crater	660			2023		8	5,280
Bluebird St	580	2020				9	5,220
Blue Moon Ct	380		2012		2021	10	3,800
Brooks Camp Rd	2200	2017		2013		7	15,400
Buckaroo Trail	750		2016		2024	10	7,500
E. Cascade Ave	3200				2017	8	25,600
W. Canopy Way	890	2022				10	8,900
Canter Ct	340		2019			7	2,380
Carpenter	250	2008				7	1,750
Cedar St	1500			2023	2017	8	12,000
Clear Pine Dr	1020	2019				10	10,200
Cottonwood St.	1820		2014		2024	10	18,200
Cowboy	1350			2019		7	9,450
Coyote Springs Rd	1850		2014		2021/24	10	18,500
Creekside Dr	1020				2022	10	10,200
Creekside Ct	1330		2016			6	7,980
Curtis Ct	260			2022		8	2,080
Desperado Tr	1000		2020			7	7,000
Dee Wright	130				2010	8	1,040
Diamond Peak Ave	1040	2018				9	9,360
W. Elder Way	420	2022				10	4,200
Elm St	3220				2017	8	25,760
Fir St	3130			2023		8	25,040
Forest Edge Dr	540	2016				9	4,860
Green Ridge	890			2019		7	6,230
Heising Dr	1290	2018				9	11,610
Hill Ave (VCS)	800	2017				9	7,200
Hill Ave (MMV)	780	2019				10	7,800
N. Hitchcock St.	240	2020				10	2,400
W. Hood Ave	1410			2020		8	11,280
E. Hood Ave	2340				2020	9	21,060
Hope Ave	1310		2014		2021	10	13,100
Horseback Trail	1170				2010	7	8,190
Jantzen Ln	1110			2017		7	7,770
W. Jefferson Ave	1290		2014		2022	10	12,900
E. Jefferson Ave	3050			2023		8	24,400
Kallberg Ave	370	2020				10	3,700
N Larch St	3530			2021		8	28,240
S Larch St	1170			2023		8	9,360

Pavement Rating Scale (1-10)

10 Like new, less than five years old
9 Good condition, few cracks, overlaid in last 6-10yrs
8 transverse cracking only, chipsealed/sealcoated in last 1-3 yrs
7 Minor cracking, chipseal/sealcoated in last 4-6 yrs
6 Moderate cracking, chipseal/sealcoat medium priority
5 Severe cracking, Chipseal/sealcoat high priority, Overlay low
4 Asphalt fatigued, overlay medium priority
3 Asphalt worn out, overlay high priority
2 Base failure, re-construct medium priority
1 Base failure, re-construct high priority
0 No asphalt or missing sections of asphalt



Average Rating 8.40
Average Rating TOTAL Method 8.15
Pavement Condition Index 81.52

FY 24-25 Street Maint. Plan

Overlay	Square Yards
W. St. Helens	2490
Park Place	620
Songbird	1130
Parkside Ln	570
S. Fir St	970
Timber Creek Dr (1st block)	635
McKinney Butte (Arrow to B.Camp)	3660

Estimated Cost: \$171,275

Slurry Seal	Square Yards
Creekside Ct	3500
Cottage Ln	1010
Black Butte Ave (Tam to Cowboy)	1900

Estimated Cost: \$25,640

Chipseal	Square Yards
Camp Polk/N. Locust	15500
Sun Ranch	7250
Aylor Ct	1770

Estimated Cost: \$73,560

Crackseal
Camp Polk/N. Locust
Sun Ranch
Aylor Ct
Sisters Park Dr
Creekside Ct
Cottage Ln
Diamond Peak
Jantzen
S. Elm
Railway

Estimated Crackseal Cost \$10,000 (Material only/labor performed by PW's staff)

FY 24/25 Pavement Maint. Total: \$280,475