

# PARADISE RANCH ESTATES ROAD ADVISORY BOARD

## Meeting Summary for July 1, 2023

- PRE Paving Project.
- Road Division Finances
- PRE Road Conditions
- Interaction with DPW
- More below. . .

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### Minutes

The Paradise Ranch Estates Road Advisory Board met on July 1, 2023, by video conference over Zoom arranged by Randy Merk. The meeting was attended by Mike Ongerth, John Levy, Tamia Marg Anderson, Randy Merk, Julie Merk and Ken Drexler, Secretary. Randy led the meeting.

1. PRE Paving Project: Ken Drexler reported that the PRE Paving Project had been put out for bid on June 21, 2023. Bids are due by 2:00 PM on July 13<sup>th</sup>. If funds are available to pay the “lowest responsible bid” that is received, the County will accept it. Once this occurs, the next step will be to determine how much PREPRD will borrow from the County and the interest rate on the loan. Finally, the County will enter into contracts with the winning bidder and with CSW Stueber Stroeh, the construction manager for the Project. Then the Project work will begin.

Mike Ongerth asked if the Road Division could use its non-parcel tax funds for the Project. Ken said that the County had confirmed it could do this. Mike also asked how much of PREPRD’s reserve funds could be used on the Project. Ken said this would need to be determined after the bids are opened.

2. PREPRD Finances: Ken briefly summarized the Road Division’s finances: As of 6/27/2023, PREPRD had about \$251,243 in its account of which \$153,142 was from Measure R and the balance of \$98,101 from regular property taxes. During the current 2023-2024 fiscal year which started on 7/1/2023, PRERAB expects to receive about \$65,000 in property tax funds plus about \$20,000 in funds from Measure R.

Randy Merk presented PRERAB’s budget for the 2023-2024 fiscal year. It forecasts receipts of \$87,000 and expenditures of about \$40,750 on road maintenance, mostly the dirt roads, and \$36,000 on vegetation management work, principally flashy fuel and sightline work. This would leave \$10,000 to rebuild the PREPRD’s reserves.

3. Current Road Conditions: Mike report that the County had recently given its OK to proceed to patch potholes and clear some ditches on the dirt roads. (This work was requested in April. The OK to proceed was held up by the County’s “authorized funds” rule, described below.) Mike expects the work to proceed in the next week or two.

Mike is now working on a project to clear flashy fuels along the roads in PRE. He already has one proposal from a contractor for the work and is seeking a second proposal. In the fall, Mike said he expects to propose a project to grade the dirt roads and install drop boxes where they are needed.

4. Interactions with DPW: Ken provided a summary of how PRERAB works with the Public Works Department (DPW) to have road maintenance work approved and paid for. PREPRD was established in 1970 by the County Board of Supervisors (BOS) at the request of PRE residents. The BOS is PREPRD’s governing body, although it delegates the supervision of road maintenance work to DPW.

The steps needed to have work done on the roads in PRE are the following: PRERAB first identifies work that is needed and obtains proposals from one or more vendors to do it. Then the proposal or proposals are sent to DPW with a request that DPW authorize the work. After DPW authorizes the work by sending a County purchase order to the vendor, PRERAB supervises the work. When the work has been completed, PRERAB submits the vendor’s invoice to DPW with a recommendation that it be paid using PREPRD funds.

Although the above process is fairly straight forward, there are often a few extra details which slow things:

- If the proposed work costs under \$5,000, there are no extra details.
- If the cost of the work is over \$5,000, then DPW requires that the request for an OK to proceed be supported by proposals from three or more contractors or explanation of why multiple proposals are not being submitted. Because of the limited number of firms that do road maintenance work in West Marin and the size of our jobs, there is often difficulty in locating more than one vender to do the work.
- If the work costs \$15,000 or more, state law requires that the vendor doing the work register with the Department of Industrial Relations (DIR), pay its workers at the prevailing wage and, when the work is completed, file a report with the DIR. These steps are a significant burden for the vendor.

There is also an additional County rule that has impeded work this past year. It is a requirement that even if there are sufficient funds in PREPRD's account, requested work can proceed only if the total expenditures from the PREPRD account does not exceed the "authorized spending" for the fiscal year. We have learned that when the County adopts its budget each year it sets a total amount that is "authorized" to be spent during the year from each account.

We learned of this rule in January 2023 when we asked that two road maintenance projects be allowed to proceed. Although PREPRD had more than sufficient funds in its account to pay for the work, we were told that PREPRD had used up its "authorized" spending limit and that a budget adjustment would need to be sought from the BOS. This process caused a substantial delay in DPW's OK for the work to proceed. To avoid this issue recurring for the 2023-2024 fiscal year, PRERAB has asked that \$77,000 in expenditures be "authorized" in the budget for the fiscal year.

5. Miscellaneous: Mike reported that Ron Bennett, a member of both PRERAB and the Paving Task Force for over six years, has moved out of PRE. As a result he has resigned from both entities.

At the end of the meeting, Mike urged all PRERAB members to look for owners in PRE who might be willing to serve on PRERAB. Ken, seconding Mike's suggestion, noted that most of PRERAB's members have served for a long time.

NEXT MEETING: To be determined.

KD

7/6/2023