

Oregon Parks and Recreation Commission

January 25, 2012

Agenda Item: 5a (1)

Action

Topic: Approval of Delegated Authority Report - Contracts

Presented by: Lisa Van Laanen

Summary of Attached Report:

The current report includes:

- **7 New agreements for a total of \$74,377**
- **11 New contracts for total of \$407,023**
- **3 New work orders under agreements to agree for a total of \$107,086**
- **11 Amendments for a total of \$283,019**
- **1 Commission approved project that have been amended for \$26,074**
- **20 Oregon Exposition Center event permits for a total of \$109,477 revenue**

The complete report is attached.

Action Requested:

We request the Commission accept the report of contractual instruments signed by the Director per authority delegated by the Commission.

Prepared by: Kit Cromwell

OREGON PARKS AND RECREATION DEPARTMENT

Delegated Authority Report for Contract Instruments - October and November, 2011

Executed	Contractor	Location	Project	FIP	Original Contract \$	Current Amendment	Amendments To Date	Current Contract Value	Comments
PERSONAL SERVICE CONTRACTS									
11/18/11	Bucy Associates	Cape Blanco State Park in Curry County	Coastal headlands interpretive assessment		\$4,700			\$4,700	New contract
11/18/11	In-House Graphics	Statewide	Varies - price agreement for graphic design and production services as needed		\$0			\$0	New price agreement
11/18/11	BAM Agency	Statewide	Varies - price agreement for graphic design and production services as needed		\$0			\$0	New price agreement
SERVICE AND SUPPLY CONTRACTS									
10/19/11	Rogue Valley H2O, LLC	Illinois River Forks State Park in Josephine County	Landscape and janitorial services		\$10,570	\$10,570	\$21,140	\$31,710	Amendment 003 extends contract to allow for continuation of work
10/30/11	Various	Statewide	Miscellaneous IT purchases		\$8,103			\$8,103	New contracts from price agreements
11/02/11	Elkhorn Biomass, LLC	Nehalem Bay State Park in Tillamook County	Provide firewood		\$120,000	\$0	\$0	\$120,000	Amendment 002 extends end date and increases price to allow continuation of services
11/04/11	Xerox	Cape Lookout State Park in Tillamook County	3-year copier lease		\$7,033			\$7,033	New contract from price agreement
11/07/11	Oregon Motorcycle Riders Association	Statewide	ATV Rider evaluation subsidy		\$45,000			\$45,000	New contract
11/17/11	Pacific Office Furnishings	Salem HQ in Marion County	cube components		\$1,516			\$1,516	New contract from price agreement
11/18/11	Pacific Office Furnishings	Salem HQ in Marion County	cube components		\$3,983			\$3,983	New contract from price agreement
ARCHITECTURAL AND ENGINEERING CONTRACTS									
10/13/11	Calapooia Watershed Council	Sodom/Shear ditch near Thompsons Mills State Heritage Site in Linn County	Fish passage improvement and flow management		\$321,400	\$8,000	\$8,000	\$329,400	Amendment 003 extends end date to allow for completion of project; adds funds for permitting
10/18/11	R&W Engineering, Inc.	Cottonwood Canyon State Park in Sherman County	Phase 1 electrical load determination		\$4,560			\$4,560	New contract

OREGON PARKS AND RECREATION DEPARTMENT

Delegated Authority Report for Contract Instruments - October and November, 2011

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WORK ORDERS UNDER THE AGREEMENTS TO AGREE									
10/24/11	KPFF Inc	Cottonwood Canyon State Park in Sherman County	Highway access design		\$197,290	\$42,810	\$62,310	\$259,600	Amendment 002 adds to scope of work - structural engineering design services for retaining walls
10/25/11	KPFF Inc	Crissey Field State Park and Welcome Center in Curry County	Wetland mitigation monitoring	X	\$16,000			\$16,000	New work order contract for current biennium monitoring as required by DSL for original site development
11/01/11	KPFF, Inc.	Cottonwood Canyon State Park in Sherman and Gilliam Counties	Red barn structural renovation design	X	\$76,266			\$76,266	New Work Order on Price Agreement #4445-S for Not to Exceed amount based on worst case scenario of complete structural renovation
11/04/11	PBS Engineering + Environmental	Tumalo State Park and LaPine State Park in Deschutes County, Collier State Park in Klamath County, Goose Lake State Park in Lake County and Lake Owyhee State Park in Malheur County	Geotechnical investigation for reservoir tank sites	X	\$14,820			\$14,820	New work Order on Price Agreement #4445-J
PUBLIC IMPROVEMENT CONTRACTS									
10/07/10	Consolidated Crushing, LLC	Prineville Reservoir State Park in Crook County	Deluxe cabin project	X	\$77,483	-\$900	\$30,961	\$108,444	Change order 005 reduces materials needed for project
10/14/10	Americorp Construction	Collier Memorial State Park in Klamath County	Construction of cookhouse and interpretive shelter		\$114,470	\$0	\$0	\$114,470	Change order 002 extends end date to allow for completion of work
10/18/11	Colton Construction Co.	Cape Meares State Scenic Viewpoint in Tillamook County	Paving project	X	\$86,974			\$86,974	New contract
10/18/11	Colton Construction Co.	Lowell State Recreation Site in Lane County	Office remodel	X	\$217,914			\$217,914	New contract
11/10/11	Sky Lakes Construction Co.	Jessie M. Honeyman Memorial State Park in Lane County	Roof repair/replacement of Caretaker's cottage		\$31,800			\$31,800	New contract
11/15/11	Colton Construction	Spring Valley Access, Willamette Valley Greenway in Polk County	Culvert replacement		\$97,800	\$1,704	\$1,704	\$99,504	Change Order 001 for increased scope of work - revises footing design, adds fencing, increases bollards and site restoration; revises unit quantities for site work

OREGON PARKS AND RECREATION DEPARTMENT

Delegated Authority Report for Contract Instruments - October and November, 2011

Executed	Contractor	Location	Project	FIP	Original Contract \$	Current Amend-ment	Amend-ments To Date	Current Contract Value	Comments
COMMISSION APPROVED PROJECTS THAT HAVE BEEN AMENDED									
11/18/11	Gyllenberg Construction, Inc.	Bates State Park in Grant County	Campground/Day-Use improvements-Phase 1	X	\$530,037	\$26,074	\$26,074	\$556,111	Change Order 001 increases scope of work - relocates well, casing, storage tank, electrical box, relocates day-use parking and road, relocates dirt pile, add telecommunications conduit, picnic shelter railing, mud removal, truncated domes/installation and shop drywall
INTERAGENCY AGREEMENTS									
10/07/11	University of Oregon, Museum of Anthropology	Cascadia State Park in Linn County	Archaeological sub-surface testing for new drainfield		\$10,530			\$10,530	New agreement
10/10/11	Oregon Department of Corrections	Statewide	Inmate work crew		\$0			\$0	New agreement
10/19/11	Warm Springs GEO Vision	The Cove Palisades State Park in Jefferson County	Archaeological monitoring		\$12,329			\$12,329	New agreement
10/19/11	Oregon Youth Authority	Statewide	Work crew services		\$20,000	\$15,506	\$15,506	\$35,506	Amendment 001 extends end date to allow for completion of work; adds funding
10/27/11	Southern Oregon University	Floras Lake State Natural Area in Curry County	Archaeological testing		\$7,930			\$7,930	New agreement
10/27/11	Southern Oregon University	Fort Lane State Heritage Site in Jackson County	Archaeological testing		\$4,288			\$4,288	New agreement
10/28/11	Oregon Water Resources Department	Statewide	Oregon Scenic Waterway Program reporting		\$200,000	\$193,000	\$193,000	\$393,000	Amendment 001 extends end date to allow for completion of work; adds funding
11/09/11	Oregon State University	Statewide	Oregon ATV Safe Rider endorsement program		\$145,370	\$0	\$0	\$145,370	Amendment 002 changes budget categories only
INTERGOVERNMENTAL AGREEMENTS									
10/11/11	Chemeketa Community College	Statewide	Education support and maintenance training agency wide		\$6,000			\$6,000	New agreement
11/17/11	Lane County	Ben & Kay Doris State Recreation Area and Jennie B. Harris State Recreation Site in Lane County	Park maintenance services		\$33,300			\$33,300	New agreement
11/28/11	Warm Springs GEO Vision	The Cove Palisades State Park in Jefferson County	Archaeological monitoring		\$12,329	\$0	\$0	\$12,329	Amendment 001 extends end date to allow for continuation of services

OREGON PARKS AND RECREATION DEPARTMENT

Delegated Authority Report for Contract Instruments - October and November, 2011

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OREGON PARKS AND RECREATION DEPARTMENT

Delegated Authority Report for Contract Instruments - October and November, 2011

Executed	Contractor	Location	Project	FIP	Original Contract \$	Current Amend-ment	Amend-ments To Date	Current Contract Value	Comments
OREGON EXPOSITION CENTER PERMITS									
					Revenue				
10/03/11	LL's, LLC	Livestock Pavilion, FFA Barn (partial)	October Speedway Karts, Flat Track, Cars & Kart Races & Practice Days (10/11)		\$3,245			\$3,245	New permit
10/03/11	LL's, LLC	Livestock Pavilion, FFA Barn (partial)	November Speedway Karts, Flat Track, Cars & Kart Races & Practice Days (11/11)		\$600			\$600	New permit
10/03/11	LL's, LLC	Livestock Pavilion, FFA Barn (partial)	December Speedway Karts, Flat Track, Cars & Kart Races & Practice Days (12/11)		\$6,103			\$6,103	New permit
10/03/11	LL's, LLC	Livestock Pavilion, FFA Barn (partial)	January Speedway Karts, Flat Track, Cars & Kart Races & Practice Days (1/12)		\$6,874			\$6,874	New permit
10/03/11	LL's, LLC	Livestock Pavilion, FFA Barn (partial)	February Speedway Karts, Flat Track, Cars & Kart Races & Practice Days (2/12)		\$5,000			\$5,000	New permit
10/04/11	Circus America Inc	Pavilion	Piccadilly Circus (10/26-27/11)		\$4,500			\$4,500	New permit
10/05/11	Salem Media of Oregon Inc	Pavilion	El Rey Radio Concert (10/9/11)		\$8,500			\$8,500	New permit
10/18/11	Oregon Coalition of Educating Anglers (OCEAN)	Americraft Center (1/2)	Saltwater Sportsmen Show (3/31-4/1/12)		\$6,000			\$6,000	New permit
10/18/11	Dance Party Obsession LLC	Horse Show Stadium	Techno Dance (10/28/11)		\$1,250			\$1,250	New permit
10/20/11	Oregon Dept of Transportation	Cascade Hall (McKenzie Room)	ODOT MPB Team Building Conference (11/2/11)		\$300			\$300	New permit
11/01/11	Hernandez Party	Columbia Hall	Jasmine Quinceanera (6/9/12)		\$2,600			\$2,600	New permit
11/01/11	Northwest Pokemon Events	AmeriCraft Center (3/4)	Pokemon NW Regional Championship (11/12-13/11)		\$5,000			\$5,000	New permit
11/01/11	Membership Dance	Hart of the Garden Bldg	Membership Dance (11/12/11)		\$600			\$600	New permit
11/10/11	Noe Gonzales	Pavilion	Hispanic Dance (11/25/11)		\$5,000			\$5,000	New permit

OREGON PARKS AND RECREATION DEPARTMENT**Delegated Authority Report for Contract Instruments - October and November, 2011**

Executed	Contractor	Location	Project	FIP	Original Contract \$	Current Amendment	Amendments To Date	Current Contract Value	Comments
11/10/11	Willamette Christmas Assn	AmeriCraft Center	2011 Christmas Greens Show (12/2-4/11)		\$20,300			\$20,300	New permit

Oregon Parks and Recreation Commission

January 25, 2012

Agenda Item: 5a (2)

Action

Topic: Report of Actions Taken under Delegated Authority for Natural Resources Management from October 18, 2011-December 12, 2011

Presented by: Jim Morgan

Pursuant to a duly adopted delegation order, and acting in accordance therewith, the Director, or his designee, has approved the following actions on behalf of the Oregon Parks & Recreation Commission:

SCENIC WATERWAYS NOTIFICATIONS

October 19, 2011, approved a Notification of Intent (4-190-11) from Twickenham Livestock Company LLC for a replacement structure (previous structure burned down) along the John Day River Scenic Waterway, in Wheeler County.

October 21, 2011, approved a time extension for Robert Nordlund (9-372-09) for the replacement of a single-family dwelling along the Clackamas River Scenic Waterway. With the time extension, the exterior of the structure shall be completed no later than November 1, 2012 and shall be completed within six months of the completion of the exterior.

November 3, 2011, verified a Notification of Intent (15-23-11) from Chris Patrick for a deck/dock addition along a private pond adjacent to the Metolius River Scenic Waterway, in Jefferson County. On November 2, 2011 a site visit was conducted and confirmed that the proposed addition would not be visible from the center line of the Metolius River.

OCEAN SHORE ALTERATION DECISIONS

November 18, 2011, issued Ocean Shore Alteration Permit (BA-674-11) to the Surfrider Resort to construct a riprap revetment on the ocean shore. The Surfrider Resort is located at 3115 NW Highway 101, Depoe Bay, Lincoln County Assessor's Map # T8S, R11W, Section 29 DD, tax lot 400, and T8S, R11W, Section 32, tax lot 100. Notice of the project was posted at the site and individual notification was mailed to government agencies and OPRD's ocean shore mailing list. Three written comments were received. Based on public request, a public hearing was held October 4, 2011. Eight people attended and no testimony was received. No contest of permit issuance was received during the 30-day period after permit issuance.

Prepared by: Aimee Buchholz

Oregon Parks and Recreation Commission

January 25, 2011

Agenda Item: 5b

Action

Topic: County Opportunity Grant Program – Grant Approvals

Presented by: Wayne Rawlins, Grants Division Manager

Background:

The County Parks Assistance Advisory Committee met November 21, 2011 in Salem and is recommending the attached list of grants for Commission approval.

The County Opportunity Grant Program is part of a larger program established in 1983 to provide revenue from RV (recreational vehicle) registration fees to counties for park and recreation sites and programs. ORS 390.134 (4) specifies that 35% of receipts from RV registration fees be set aside for “maintenance, care and use of county park and recreation sites.” OAR 736-007-0015 (2) states that 10% of the estimate amount just described shall be distributed each year through the County Opportunity Grant Program. The grant program provides funding on a project basis for the acquisition, development, rehabilitation, and planning of county park and recreation sites that provide camping facilities.

The County Parks Assistance Advisory Committee holds one meeting each year. For 2011, the funding available for distribution to counties is \$555,925. A total of 10 applications were received with grant requests totaling \$512,172. The Committee prioritized requests for funding based on local need/benefit, planning and public involvement, design (with emphasis on sustainability and accessibility), and strength of matching funds. Available revenues are sufficient to fund all 10 projects. The Committee recommended funding projects as established at their meeting for a total of \$512,172. The committee further recommended that the remaining \$43,753 be rolled over into the next year’s appropriation.

Prior Action by Commission: Previous yearly approvals of other similar County Opportunity Grant Program grant requests.

Prepared by: Wayne Rawlins

Attachment: Advisory Committee Recommendations Spreadsheet.

Action Requested: Staff requests Commission approval of the attached grant recommendations from the County Parks Assistance Advisory Committee.

County Opportunity Grant Program
County Parks Advisory Committee Recommendations
January 25, 2012
\$555,925 Available

Rank	Project Sponsor	Project Name	Description of Project	Total Project Cost	Grant Request
Projects Recommended for Funding					
1	Jackson Co.	Willow Lake ADA Restroom & Playground	Rehabilitation - Project will replace outdated restroom with new ADA compliant restroom, install new ADA accessible playground structure.	\$305,000	\$152,500
2	Linn Co.	Riverbend Park Development Phase 2	Development - Project will add new ADA accessible Restroom/Shower building, two new vault restroom buildings, and expand waste water system.	\$224,024	\$112,012
3	Metro (Multnomah Co.)	Oxbow Park	Rehabilitation / Development - Project includes new asphalt paving over gravel roads, new asphalt overlay over old asphalt, and new sewer line to host site.	\$32,465	\$16,233
4	Benton Co.	Salmonberry Campground	Rehabilitation / Development - Project includes asphalt overlay over old asphalt, installation of electric power to 13 RV sites, and new paving at ADA pad.	\$95,290	\$47,290
5	Curry Co.	Boice-Cope County Park	Development - Project includes security fencing, storage building for equipment and dry firewood, and the addition of 10 new tents sites.	\$42,476	\$31,850
6	Marion Co.	Bear Creek Campground	Development - Project includes site clearing, well drilling, new pump house, and installation of electrical service.	\$46,133	\$20,000
7	Lane Co.	Harbor Vista Campground	Development - Project will add 6 new full hookup campsites, add sewer hookup to 7 existing sites, connect new sewer lines to city sewer, and add Wi-Fi to entire park.	\$180,075	\$90,037
8	Lincoln Co.	Brown Memorial Park - Development	Development - Project will be well drilling in search of potable water source for proposed campground.	\$10,500	\$5,250
9	Lincoln Co.	Brown Memorial Park - Planning	Planning - Project will include survey of wetlands, septic approval, roadway access approval and design of proposed campground.	\$24,000	\$12,000
10	Lane Co.	Archie Knowles Campground	Rehabilitation - Project will add new gravel to each driveway and campsite, remove old and install new kiosk and entrance sign, rehabilitate pump house.	\$50,000	\$25,000
Totals				\$1,009,963	\$512,172

Oregon Parks and Recreation Commission

January 25, 2012

Agenda Item: 5c

Action

Topic: Oregon Recreation Trails Advisory Council Appointment

Presented by: Kathy Schutt, Integrated Park Services Manager

Consistent with ORS 390.977, the Oregon Recreation Trails Advisory Council (ORTAC) consists of seven members, at least one from each congressional district and not less than two members from separate counties bordering the ocean shore. Members of the council are recommended by staff, approved by the Director to go to the Commission, and then are appointed through approval by the Oregon Parks and Recreation Commission. Each member serves four-year terms and is eligible for reappointment.

The ORTAC member from Congressional District 3 is seeking reappointment to a second four year term. Nancy Ream Enabnit has been a member of ORTAC since December 2008. Nancy is the Director of the City of Sandy Community Services Department. She has been instrumental in growing Sandy's parks and trails over her career with the city. During her current term, Nancy has served as the vice-chair of ORTAC and was selected as the chair for 2012.

Our Director supports the staff recommendation for Nancy Ream Enabnit to be reappointed for her second four-year term of Congressional District 3.

The ORTAC member from Congressional District 4 had served two terms and was not eligible for re-appointment. OPRD held an open recruitment and had numerous inquiries. From the applications received, Rod Sell is being recommended as the Congressional District 4 ORTAC representative. Rod Sell is a recently retired City of Lebanon public works maintenance division manager. He spear-headed the 2005 Build Lebanon Trails planning initiative in Lebanon that created a trails plan for the city. He has been active in creating the trails identified in that plan. Rod has served as a Local Government Grant advisory committee member. He has begun engaging the southern Willamette Valley in developing local and regional trail initiatives.

Our Director supports the staff recommendation for Rod Sell to be appointed to a four-year term for Congressional District 4.

The ORTAC member from Congressional District 1 had served one term, but due to a move and the revision of district boundaries no longer lives in District 1. OPRD held an open recruitment and had numerous inquiries. James Thayer is being recommended as the Congressional District 1 ORTAC representative. James has been active in conservation and trail activities for over two decades. He has served as the president of the Friends of Forest Park and a board member of Three Rivers Land Conservancy, and is currently a board member of the Columbia River Land Conservancy. James is a consultant for economic development, energy and sustainability development.

Our Director supports the staff recommendation for James Thayer to be appointed to a four-year term for Congressional District 1.

Prepared by: Rocky Houston and Kathy Schutt

Oregon Parks and Recreation Commission

January 25, 2012

Agenda Item:	5d	Action
Topic:	2011 Director's Expense Report	
Presented by:	Lisa Vanlaanen	

Background:

The Oregon Accounting Manual requires annual Commission review of specific financial transactions of the agency head. The review must be documented in the meeting minutes. Those transactions include travel, exceptional performance leave, and vacation payoff. Attached is a summary of Director Tim Wood's travel expenses. Travel reimbursement requests for all Department staff (including the director) are reviewed prior to payment by Financial Services Division staff to ensure compliance with state employee travel rules.

Director Wood had no exceptional performance leave or vacation payoff to report.

Action Requested:

Staff request approval of Director Wood's specific financial transactions, per the Oregon Accounting Manual.

Prepared by: Rebecca Jasso

Oregon Parks and Recreation Department
 Report of Director Tim Wood's Expenses
 For the Period January 2011 through December 2011

Date	Travel Destination and Purpose	Actual Cost	Expense Reimbursement	Exceptional Performance Leave Hours	Vacation Payoff
01/06/11	Parking & mileage for misc meetings	62.92	62.92		
01/25/11	Commission workshop	46.00	-		
02/02/00-02/03/11	Project inspection & Rotary presentation - Seaside	138.72	138.72		
2/4/2011-3/09/11	Parking & mileage for misc meetings	4.50	15.30		
02/17/11-02/18/11	VSA presentation - Astoria	123.93	123.93		
3/15/11-3/17/11	OPRD Commission meeting meals	112.50	-		
3/24/2011-4/15/11	Parking & mileage for misc meetings	21.80	21.80		
4/7/11-4/9/11	Conference	156.06	156.06		
4/26/11-4/27/11	Condon - Cottonwood Canyon	163.34	69.00		
05/24/11	Commission meeting - Champoeg	92.00	-		
6/10/11-6/20/11	Parking & mileage for misc meetings	23.90	23.90		
6/22/11-6/23/11	Coastal Region site visits	370.82	84.00		
7/18/11-7/20/11	Commission meeting - Coos Bay/North Bend	92.00	-		
08/17/11-08/18/11	Holiday/Bates/KWC/Prvll	191.61	69.00		
9/5/11-9/10/11	Nat Assoc of State Parks Directors Conference	1,699.60	-		
9/14/11-9/15/11	Curry County Comission Meeting	143.90	69.00		
9/19/11-9/21/11	OPRD Commission meeting - John Day	202.16	34.50		
9/29/11-9/30/11	Meeting in Bend	301.06	204.26		
9/27/11-10/3/11	Parking & mileage for misc meetings	29.81	29.81		
10/8/11-10/9/11	Coop Conference - Volunteers	126.38	56.00		
10/13/11-12/9/11	Parking & mileage for misc meetings	79.13	227.03		
11/29/11-12/01/11	Managers Meeting Silver Falls	244.31	-		
12/7/11-12/8/11	Bend	76.25	76.25		
12/12/11	Oregon Leadership Summit - registration	255.60			
12/15/11-12/16/11	Site visits (Stub Stewart & Fort Stevens) & OPAC	246.87	63.75		
Total		5,005.17	1,525.23		