

Polk Soil and Water Conservation District

May 8, 2019

Local Contract Review Board Meeting

Polk SWCD Office: 580 Main Street Suite A., Dallas, Oregon 97338

Attachments available on request

In Attendance:

Directors

Judy Beebe (Chair)
Chad Woods (Vice Chair)
Mike Wilson (Secretary)
Jock Dalton (Treasurer)
Brad Ford
David Simmons

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

CALL TO ORDER & INTRODUCTIONS: Judy Beebe Chair, called the Local Contract Review Board Meeting to order at 7:53 PM. Directors Beebe, Woods, Wilson, Dalton, Ford, and Simmons, and were present to start the meeting. Introductions were made.

Approve Personal Services Contract for River Design Group: (see attachment J):

Beebe stated River Design Group is the consultant. Woods stated he understood this is updated and rewritten by Eileen Akins as a contract for a consultant and that both parties are identifying we have insurance and that he would like to take a closer look at the actual contract. Simmons asked 1.2 RECITALS with sufficient experience required, licensed by the relevant State, federal agencies. Beebe informed Simmons Oregon does require a license for a personal services contract, and they do have the required license as an engineer. Simmons next question was regarding 6.1.2.2 under DISTRICTS RESPONSIBILITIES: his question is who will be responsible to oversee? Stutzman informed him that would be Bell. Dalton asked if there was a contractor yet. Beebe replied that is what River Design Group will be doing, finding a construction contractor. Stutzman added River Design Group would put out the bids and bring back responses to the board to look at. Simmons next question was regarding 6.2.3.3: if there are changes it is on time and materials. Woods stated this is not a time and materials contract. Woods stated they will come back with a fixed price. Simmons last question was regarding Section 11. INSURANCE. Simmons asked if \$2 million of insurance enough. Beebe stated that is standard. **Woods moved to accept the River Design Group Personal Services Contract as written, Simmons 2nd. No Discussion; passed.**

Jont Creek Fish Passage Project Marc Bell as Project Manager:

Woods moved to approve Marc Bell as the Project Manager for the Jont Creek Fish Passage Project, Dalton 2nd. No Discussion; passed.

ADJOURNED 8:10 PM

Respectfully submitted by Administrative Assistant Patti Gray on May 22, 2019.



Judy Beebe - Chair



Date