

SW Trails
August 16, 2022
(Via Zoom video conference.)
Special Meeting for Hillsdale to Lake Oswego Trail Grant

DRAFT MINUTES

Attendance: Doug Rogers, Don Baack, Glenn Bridger, Debbie Small, Virginia Hendrickson, Barbara Stedman, Laura Campos Lee Buhler

Doug called the meeting to order at 7:36 pm

Agenda: The only item on the agenda was the contract for the Hillsdale to Lake Oswego trail.

Don moved and Glenn seconded the following motion:

Moved that the SWTrails PDX Board accepts the contract language as submitted by the STATE OF OREGON, Department of Administrative Services (DAS) to follow in a separate email for \$111,000 improvements to the Hillsdale to Lake Oswego Trail and signage for same.

SWTrails PDX authorizes Don Baack as our signature agent and in the event that Don cannot sign on our behalf, we authorize Glenn Bridger as our signator for SWTrails PDX on this project. Don and Glenn also have authority to hire consultants as needed and purchase supplies and equipment as needed and specified in the project budget.

When the contract is signed by SWTrails PDX and the appropriate State of Oregon Representative, we will receive a check for \$111,000. To avoid commingling of funds with our ongoing accounting, we authorize a new checking account in the name of SWTrails PDX to be established by our Treasurer at On Point with one authorizing signature on each check. Don Baack, Glenn Bridger, and Brian Brady shall be authorized signatories on the new checking account as they have been involved in the details of the project since its beginning. Treasurer Lee Buhler will prepare all checks upon presentation of electronic copies of receipts or bills, with Vice President Debbie Small preparing checks and retaining records should Lee be unable to do so.

Don Baack will maintain a paper based file for 5 years of all expenditures and scan all receipts or bills and submit a request for check to the Treasurer when payments are required. The Treasurer will maintain an electronic copy of all checks issued and associated receipts and bills. This file will be maintained for 5 years as required in the contract.

Insurance beyond our current policies' coverage required to meet the contract requirements will be acquired by Don Baack from our current insurance vendor and the policies maintained in the project file. A copy of the insurance policies will be forwarded to the Treasurer for project files.

The State DAS has specified that we do not need to provide Davis Bacon salaries to the consultant we will be hiring. They have also informed us that we will not be triggering federal environmental regulations due to the funding coming from the US Treasury.

Don Baack and the project team will be responsible for filing the quarterly progress reports showing funds committed and funds spent. Copies of these reports will be retained by the project team and the Treasurer.

The project team will secure a permit to improve the existing Urban Trail 6 along SW 19th from SW Moss to SW Capitol Hill Road. The work will involve replacing steps, installing bollards and graveling the route. We will secure the services of Sea Reach a sign design and fabrication organization with whom we worked on the 4T signage to create, fabricate and install the way finding and interpretive signs.

Brian displayed a map of the trail and described the route.

Don gave a review of the project. Debbie said the contract said we would be excluded from some of the requirements. Glenn said there is clarification that the Davis-Bacon act does not apply. Don said we do not have to do environmental assessment. Glenn said he talked to a contractor who said that environment assessment does not apply. Brian said it is also in the contract. Barbara pointed out that we are also required to do quarterly finance reporting. There is a standard form to use.

Don said it might take time to get the permits. He will continue to pressure the City to get the permits. Glenn said the monies need to be disbursed by a certain date.

Brian appointed Debbie as proxy to vote for him.

Laura said Don and Glenn did a fabulous job.

The motion passed unanimously.

The meeting was adjourned at: 8:03pm

Submitted by

Lee Buhler