



AGENDA CONSENT CALENDAR MEMO

Memorandum Date: March 24, 2025

Order Date: April 8, 2025

TO: Board of County Commissioners

DEPARTMENT: Lane County Public Works

PRESENTED BY: Dan Hurley, Public Works Director

AGENDA ITEM TITLE: ORDER/ In the Matter of Approving Two Public Works Contract Amendments and Delegating Authority to the County Administrator to Execute the Approved Contract Amendments for Oregon Department of Transportation (Revenue in the Amount of \$75,000) and Civil West Engineering Services, Inc. (Expense in the Amount of \$32,277)

I. MOTION

That the contract amendments listed in Exhibit A – April 8, 2025, are approved and the County Administrator is delegated authority to execute the approved contract amendments.

II. DISCUSSION

A. Background Analysis

Under Lane Manual section 20.400.100, the County Administrator's authority to execute contracts and amendments is limited to contracts that do not exceed two hundred fifty thousand dollars (\$250,000) in cost or revenue nor five (5) years in length. The proposed contract amendments described in the attached Exhibit A require delegation of additional authority to the County Administrator for execution. The attached contract amendments have been submitted by Public Works based upon information submitted by the identified Public Works divisions. To submit such contracts, grants, and amendments, the Department must describe how the agreements meet the criteria for consideration on the consent agenda, generally those related to:

- Contracts and contract amendments for operational expenses that are routine in nature.
- Intergovernmental Agreements (IGA) that continue an existing long-term

relationship with another public entity, for substantially the same subject matter, whether as a new or extended contract.

- Extensions of existing contracts or subcontracts for not more than one year, when renewal is provided for in the terms of the original contract.
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

B. Health Implications

Details regarding the health implications and impacted areas of specific contracts are specified in the contracts described in Exhibit A.

C. Alternative Options

- a. Approve the contract amendments listed in Exhibit A and delegate authority to the County Administrator to execute the contract amendments.
- b. Do not approve the contract amendments.

III. RECOMMENDATION

Lane County Public Works recommends Option #1 – Approve the contract amendments listed in Exhibit A and delegate authority to the County Administrator to sign the amendments.

IV. ATTACHMENTS

Board Order
Exhibit A – April 8, 2025, Contracts List

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 25-04-08-XX

In the Matter of Approving Two Public Works Contract Amendments and Delegating Authority to the County Administrator to Execute the Approved Contract Amendments for Oregon Department of Transportation (Revenue in the Amount of \$75,000) and Civil West Engineering Services, Inc. (Expense in the Amount of \$32,277)

WHEREAS, Lane Manual Chapter 20 sets forth the County's policies regarding award, acceptance, and amendment of grants and contracts; and

WHEREAS, all of the contract amendments listed below have been accepted or award in accordance with the requirements of the Lane Manual, including the requirements for competitive selection; and

WHEREAS, all the projects and services covered by the contracts listed below are routine to the implementation of current County programs and services or have been previously discussed or approved by the Board; and

WHEREAS, these contract amendments exceed the County Administrator's authority to execute granted in Lane Manual sections 20.600.220 to 20.600.320,

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the contract amendments listed in Exhibit A – April 8, 2025, are approved and the County Administrator is delegated authority to sign the approved contract amendments.

ADOPTED this 8th day of April, 2025.

David Loveall, Chair
Lane County Board of Commissioners

Exhibit A – April 8, 2025

Original contract title	Regional Storm Water Waste Management Facility
Contractor/other party	Oregon Department of Transportation (ODOT)
New or amendment	Amendment #1 / Key Id #56291 / PW21062101
Description	ODOT Use of Regional Storm Water Waste Management Facility – Greenwood Central Receiving Station Lane County.
Expense or revenue	Revenue
Amount	New revenue \$75,000 (up to \$25K per FY). Total revenue for the six-year period: \$150,000.
Term of agreement	Original term July 2022-June 2024. New request: July 2025-June 2027.
Previous board orders	n/a
Implications for policy	n/a
Board goals	Strategic Priority #3, Maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment for life, and local economic success.
Health implications	n/a

Original contract title	PARK'S FEASIBILITY STUDY
Contractor/other party	Civil West Engineering Services, Inc.
New or amendment	Amendment
Description	Consultant evaluated the existing systems and prepared a draft feasibility study for the County. At Richardson Park, all test pits were deemed unviable for subsurface disposal. The Consultant is working with DEQ who is currently investigating the lagoons, to provide options for short term compliance and a long-term solution.
Expense or revenue	Expense
Amount	Total Contract Amount: \$389,811.65 Amendment Amount: \$32,277
Term of agreement	Contract Term is unchanged in amendment. Expires on 6/20/2025
Previous board orders	24-06-25-10
Implications for policy	None Identified
Board goals	Strategic Priority #3E: Apply the equity and stewardship of resources lenses to facilities and maintenance plans.
Health implications	None Identified