

W. 2.C.1.

Memorandum Date: 11/19/07

Order Date: 12/05/2007

TO: Board of County Commissioners

DEPARTMENT: Public Works

PRESENTED BY: Todd Winter, Parks Division Manager

AGENDA ITEM TITLE: Order/In the matter of ratifying an application submitted by Public Works for grant funding under the Oregon Forest Highway Program (FHP) for Schindler Landing Project and/or Tide Wayside Enhancement and delegating contract signature authority to the county administrator upon the award of one or both applications.

I. MOTION

Move approval of Board Order ratifying an application submitted by Public Works for grant funds under the Oregon Forest Highway Program and upon the award of one or both applications the Board authorizes the County Administrator to sign the contract in the event of a successful application.

II. AGENDA ITEM SUMMARY

Due to short timelines, the Department is asking the Board to review the applications that have already been submitted to Western Federal Lands Highway Division (WFLHD) for inclusion in the state submittal of projects under the Oregon Forest Highway Program

Lane County reviewed current forest highway route needs and submitted one application for Schindler Landing Project and one application for Tide Wayside Enhancement. These projects propose to pave the existing gravel parking area, stripe the parking area to provide at least one ADA compliant parking space, and install sidewalk leading to a permanent "vault" toilet rest room.

The total project cost for Schindler Landing Project is estimated to be \$100,000. Forest Highway funds requested amount to \$89,730 or 89.73% of the total project cost. The remaining amount of \$10,270 will be paid for out of the Road Fund.

The total project cost for Tide Wayside Enhancement is estimated to be \$75,000.

Forest Highway funds requested amount to \$67,297 or 89.73% of the total project cost. The remaining amount of \$7,703 will be paid for out of the Road Fund.

Staff is asking the Board to delegate contract signature authority to the County Administrator for the contract upon the award of one or both applications.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In the past the Board has expressed the desire to seek grant opportunities to help defray the costs of enhancing highway routes.

Recent related Board action has identified Schindler Landing and Tide Wayside as roadside rest areas (BO# 07-7-25-10).

B. Policy Issues

Through adoption of the Lane County Transportation System Plan, the Board has established that maintenance of the road system is a core priority for the use of the Road Fund and Department resources. Any additional revenue that can be generated from grant opportunities frees up the Road Fund for other projects.

C. Board Goals

This action supports the Parks Master Plan overall goal by planning for facilities in the unincorporated areas of the County in a cooperative effort with other agencies which supply recreation facilities within Lane County and by maintaining and enhancing existing infrastructure for the benefit of the general public. *(Lane County Parks Master Plan 1980, pg. 4)*

This action supports the Strategic Plan overall goal to protect the public's assets by maintaining, replacing or upgrading the County's investments in systems and capital infrastructure. *(Lane County Strategic Plan 2001-2005, pg. 13)*

Generally, this action supports Strategic Plan Core Strategy D4 - Pursue intergovernmental revenue and private donations by applying for federal money for the project.

D. Financial and/or Resource Considerations

The financial implications of not taking action on this item are that Schindler Landing and Tide Wayside will need construction enhancements that will require the expenditure of Road Fund resources that could be used for other priorities and

will fall below the public's expectations of a roadside rest area and in some instances may not provide for their needs. With award of one or both of these grants, Road Fund resources can go to fund other priorities that otherwise would need to wait for adequate funding.

E. Analysis

In order to satisfy *APM Chapter 1, Section 2A, Issue I*, the following is the list of questions that need to be answered when a Board agenda item relates to approval of a grant or any project or proposal with limited duration funding.

1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?

For these programs the match requirement is 10.27% of the total project cost. This amount will come from the Road Fund.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

These projects will be competitively bid as a capital improvement project and require the Road Fund to cover a portion of the match as well as any overages that may include expenditures for Material and Services.

3. Will the grant funds be fully expended before county funds need to be spent?

No. Per Matt Joerin, Forest Highway Program Administrator, this is Lane County's contract with a reimbursable agreement option available. The Lane County Road Fund will be used to distribute the full cost of the project upon project commencement and will receive project reimbursement per the match split (89.73/10.27) either according to the reimbursable agreement or at the completion of the project.

4. How will the administrative work of the grant be covered if the grant funds don't cover it?

Administrative costs were included in project cost estimates. Lane County will cover this activity in proportion to the match split (89.73/10.27).

5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.

The grants are a one-time, project specific allocation that will need to be completed within the agreed to timeline. There is no expectation that there will be continued funding.

6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?

Currently, no formal auditing system is established with these grant funds. At the conclusion of the project Oregon FHP is asking Lane County to provide final invoice and billing documents that demonstrate rates, exhibit overhead rates, and show charges according to the reimbursable agreement.

7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and is it an appropriate cost incurred by support service departments?

These activities will be managed by Public Works staff utilizing, among other tools, the cost accounting system, Field Engineering staff and Road Maintenance staff. Costs associated with these activities will be covered by applicant and are appropriate incurred costs by support service departments.

8. Are there any restrictions against applying the county full cost indirect charge?

No. Per Matt Joerin, Forest Highway Program Administrator, with overhead rates identified before project commencement and as long as it is a qualified indirect plan pursuant to auditing rules (which it is), there are no restrictions.

9. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?

No. Site is currently operated as a roadside rest area. Grants will only enhance.

10. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.

This is not an IS related project.

11. Information Services department sign-off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.

This is not an IS related project.

12. If this is a grant funded computer/software applications project,

a. Who is the project sponsor? Who will assume responsibility for the new system after it is developed? Not Applicable – Non-IS.

b. Who will actually develop the new system/application? Not Applicable – Non-IS.

c. What will happen to the software application/system after the grant funding has ended? Not Applicable – Non-IS.

d. Who will pay for ongoing maintenance and staff costs, if any? Not Applicable – Non-IS.

f. **Alternatives/Options**

- Ratify Both
- Ratify One
- Ratify None

V. TIMING/IMPLEMENTATION

Upon award of one or both applications an interagency reimbursable agreement will be forthcoming from Oregon FHP. This/These project(s) will be handled by Lane County for all activities related to design and construction. It is anticipated that project construction will commence in 2010.

VI. RECOMMENDATION

Staff is recommending that the Board approve the motion.

VII. FOLLOW-UP

At this point we are awaiting the results of the project selection process to determine if the proposed projects applications were successful. If awarded, staff will coordinate with Oregon FHP to implement the project and establish the agreement to complete the project.

VII. ATTACHMENTS

— Board Order

IN THE BOARD OF COMMISSIONERS OF LANE COUNTY
STATE OF OREGON

ORDER NO.

) ORDER/IN THE MATTER OF RATIFYING AN
) APPLICATION SUBMITTED BY PUBLIC WORKS FOR
) GRANT FUNDING UNDER THE FOREST HIGHWAY
) ENHANCEMENT PROJECT FOR SCHINDLER
) LANDING PROJECT AND/OR TIDE WAYSIDE
) ENHANCEMENT AND DELEGATING CONTRACT
) SIGNATURE AUTHORITY TO THE COUNTY
) ADMINISTRATOR UPON THE AWARD OF ONE OR
BOTH APPLICATIONS

WHEREAS, the Board desires to seek out grant opportunities to help defray the costs of enhancing highway routes, **and**

WHEREAS, the Board supports the application prepared by Pubic Works for the Forest Highway Enhancement Project for Schindler Landing Project and Tide Wayside Enhancement.

NOW THEREFORE, BE IT

ORDERED, that the application submitted by Public Works for Schindler Landing Project and Tide Wayside Enhancement is hereby ratified, **and**

ORDERED, that the Board delegates authority to the County Administrator to sign and execute an intergovernmental agreement/contract consistent with this Order upon award of one or both applications.

DATED this _____ day of _____ 2007.

Fay Stewart, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 11-28-07 Lane County

[Signature]

Application is limited to 10 pages maximum, including maps and letters of support.

**OREGON
FOREST HIGHWAY ENHANCEMENT PROJECT PROPOSAL**

To be completed jointly by Forest Service and the road owner (County or ODOT Region).

Attach a vicinity map showing the enhancement's exact location and termini.

Project Identification:

FH Route # 7 & Name Siuslaw County Lane

Project Name (if any) Tide Wayside Enhancement

Agency with Jurisdiction (consider road ownership, operation, law enforcement):

Lane County Public Works Parks and Road Maintenance

Maintaining Agency (including joint ownerships if applicable):

Lane County Public Works Parks and Road Maintenance

Owning Agency (including joint ownerships if applicable):

Lane County Public Works Parks and Road Maintenance

Termini (MPs or landmarks): Begin about Hwy 36 MP 5.85 End _____

Project Information

A. Forest Highway Route Average Daily Traffic (ADT) 900
The Forest Highway Route Seasonal Average Daily Traffic (SADT) Unknown

B. What are the major traffic generators and/or attractions along this route?

Seasonal fishing along the Siuslaw River. Some small communities like Triangle Lake, Swisshome and others. This route is mainly a through route for traffic destined for Florence.

C. Annual Site/Project Current Capacity	20	units Day (RVD, ADT, etc.)
Annual Site/Project Current Use	15	units Day (RVD, ADT, etc.)
% Of use, current (Use/Capacity)	75%	
D. Annual Site/Project Future Capacity	60	units Day (RVD, ADT, etc.)
Annual Site/Project Future Use	60	units Day (RVD, ADT, etc.)
% Of use, future (Use/Capacity)	100	

Description (Discuss capacity numbers supporting the need for the proposed project. Is this project proposing to address a site that is too small with a large use? Is this an under used facility that would have increased use after the proposed project?)

The site is currently an unimproved boat launch with just a rented portable toilet facility. The proposed project is intended to enhance the travel experience of those traveling the 60+ miles from the Willamette Valley to the Oregon Coast by providing an upgraded rest area to allow short term parking, a view of the Siuslaw River and an opportunity to use a permanent rest room facility. Also, the proposed project will improve the location for those who use it to launch boats for recreational activities on the river.

Problem Statement. (Who will this enhancement serve, e.g. skiers, communities, campers? Why is this enhancement needed? What is the condition requiring relief? What are the consequences if the condition is not addressed?)

The project is intended to serve the general public traveling along Highway 36 and sport fishermen using the boat launch facility. The proposal is to provide adequate sanitary service, safe and efficient accessibility, address any Americans with Disabilities Act deficiencies, and lower long-term maintenance costs. Consequences of NOT doing the project will be lowered level of service for all Forest Highway and Recreational Users.

Description of enhancement work. (Include surface type, description of conceptual design, and structures.)

Right-of-way acquisition required for described project: ☐ Extensive ☐ Minor ☒ None

The proposal is to pave the existing gravel parking area, stripe the parking area to provide at least one ADA compliant parking space, install sidewalk leading to a permanent "vault" toilet rest room.

Describe all potentially sensitive issues associated with enhancement. (Such as wetlands, threatened or endangered species, Wild & Scenic River or other special classification, non-attainment areas, historic and archaeological sites, parks, wildlife refuges, hazardous materials sites, etc.)

Preliminary investigations do not indicate any archeological or natural issues; however, upon award of grant, further research will be undertaken to confirm. Converting to a paved surface will require management of storm water through vegetated swales and other treatment strategies to protect Siuslaw River water quality.

No land use issues foreseen. Current use will not change.

Describe the support and opposition that you expect this enhancement to receive from other organizations and the public.

Public input during the master plan public input process showed strong support for enhancement/update of current facilities. Strong public support for enhancement of existing facilities was consistently communicated in all areas of the park system.

No opposition to the proposed rest area improvements is anticipated.

Estimated Cost of Proposed Enhancement = \$ 75,000

Proposed State/Local Contribution to Enhancement = \$ 7,703
(Cost share, commitment to build adjacent project, etc.):

Requested Forest Highway Funds (subtract from above) \$ 67,297

Related prior or planned investment
not included in this proposal \$ _____
Describe:

Maintenance. (Who will maintain the enhancement site? Identify agency or group.):

Lane County Public Works Parks and Road Maintenance Divisions will share maintenance responsibilities for the site.

How does the enhancement relate to the following criteria?

1. The project as part of a transportation system
 - a. Need identified in a system transportation plan

Enhancements are identified in the parks master plan and capital improvement lists.

- b. Scenic byways class (state or Forest Service, National, All-American Road)

2. Benefit to the public

- a. Protection and enhancement of the rural environment associated with the National Forest system and its renewable resources

Improving the site with a paved surface will reduce the dust nuisance associated with the current gravel surface. The project will also incorporate stormwater quality measures. Constructing a contained vault toilet will also improve overall environmental standards in the area.

- b. Safety enhancement

The project helps enhance safety by providing an improved area for travelers to stop and rest, experience a rural setting, and perhaps take a quick nap for the rest of their journey.

- c. Accessibility improvements

The project will incorporate ADA features such as accessible parking and accessible walkways.

- d. Education/Interpretive benefit

Constructing a contained vault toilet will also improve overall environmental standards in the area.

- e. Enhancement of the travel experience

By providing an inviting rest area for travelers to stop and experience the Siuslaw River, to stretch the legs and revitalize for further travel, it is hoped that travelers gain a positive impression of the National Forest and Lane County.

3. Support

- a. Financial commitment including investment to date and the amount, availability and reliability of matching funds and other contributions

The site is currently established and is being maintained by Lane County. Capital funds are currently available for the match and, if successful, will be designated in future Capital Improvement Program updates.

- b. Expressed approval by government agencies, the public, and non-profits

Due to timing issues, this application was not specifically endorsed by the Board of County Commissioners before the application deadline. Staff will be presenting this material to the Board sometime before December 2007. Record of endorsement can be provided at that time.

- c. Relationship to adopted plans or policies or other investment in the area

Meets Lane County Parks master Plan and Lane County Strategic Plan to maintain and enhance existing infrastructure for the benefit of the general public.

- d. Ability to deliver the project on time and within budget

Lane County Public Works offers full-service engineering and construction services with associated processes to ensure timely and efficient delivery of these types of projects. Every effort will be made to ensure that the project is delivered on time and within budget.

Include preliminary plan for which agency is responsible for each phase of project development and delivery:

NEPA: *Lane County with help from ODOT, if needed.*

Design: *Lane County and reviewed by ODOT*

Construction Administration: *ODOT*

Construction (contract, force account, combination): *Contract*

4. Importance

- a. Condition of the existing site – including function, aesthetics

Please see attached photos. The site is currently a gravel parking lot with boat access to the Siuslaw River and a rented portable toilet facility.

- b. Capacity of the existing site –

Unmarked gravel parking, a boat ramp, CXT toilet facility, graveled parking area and lawn/pet area.

- c. Uniqueness and urgency of the project

Within our park system are parks geographically located in prime locations to also serve as roadside safety Rest Areas. This project is unique in that the current recreational facility contains an element that benefits the motoring public as well as individuals seeking recreation.

- d. Problems, losses or lost opportunities if the project is not completed soon

The motoring public, when entering a roadside rest area, have expectations that the area will be in good working condition, meets their needs. Without these proposed

improvements, we believe the facility will fall below the public's expectations and in some instances may not provide for their needs.

- e. Documented priority within the applicant agency or geographic region

Based on the Parks Master Plan, improvement to this site is a priority over other sites eligible for Forest Highway Enhancement Grants.

Other remarks:

Jointly submitted by:

Siuslaw N.F.

(National Forest)

Lane County

(County or ODOT Region)

By:

Harold Trumble

(Name)

By:

Bill Morgan

(Name)

for Forest Supervisor

(Title)

Interim County Engineer

(Title)

10/15/07

(Date)

10-15-07

(Date)

Telephone: (541) 225-6360

Telephone: (541) 682-6960

Application is limited to 10 pages maximum, including maps and letters of support.

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Attach a vicinity map showing the enhancement's exact location and termini.

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Project Name (if any) Schindler Landing Enhancement

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Lane County Public Works Parks and Road Maintenance

Maintaining Agency (including joint ownerships if applicable):

Lane County Public Works Parks and Road Maintenance

Owning Agency (including joint ownerships if applicable):

Lane County Public Works Parks and Road Maintenance

Termini (MPs or landmarks): Begin about Hwy 36 MP 10.45 End _____

Project Information

A. Forest Highway Route Average Daily Traffic (ADT) 600

The Forest Highway Route Seasonal Average Daily Traffic (SADT) Unknown

B. What are the major traffic generators and/or attractions along this route?

Seasonal fishing along the Siuslaw River. Some small communities like Triangle Lake, Swisshome and others. This route is mainly a through route for traffic destined for Florence.

C. Annual Site/Project Current Capacity 15 units Day (RVD, ADT, etc.)

Annual Site/Project Current Use 10 units Day (RVD, ADT, etc.)

% Of use, current (Use/Capacity) 67

D. Annual Site/Project Future Capacity 50 units Day (RVD, ADT, etc.)

Annual Site/Project Future Use 50 units Day (RVD, ADT, etc.)

% Of use, future (Use/Capacity) 100

Description (Discuss capacity numbers supporting the need for the proposed project. Is this project proposing to address a site that is too small with a large use? Is this an under used facility that would have increased use after the proposed project?)

The site is currently an unimproved boat launch with just a rented portable toilet facility. The proposed project is intended to enhance the travel experience of those traveling the 60+ miles from the Willamette Valley to the Oregon Coast by providing an upgraded rest area to allow short term parking, a view of the Siuslaw River and an opportunity to use a permanent rest room facility. Also, the proposed project will improve the location for those who use it to launch boats for recreational activities on the river.

Problem Statement. (Who will this enhancement serve, e.g. skiers, communities, campers? Why is this enhancement needed? What is the condition requiring relief? What are the consequences if the condition is not addressed?)

The project is intended to serve the general public traveling along Highway 36 and sport fishermen using the boat launch facility. The proposal is to provide adequate sanitary service, safe and efficient accessibility, address any Americans with Disabilities Act deficiencies, and lower long-term maintenance costs. Consequences of NOT doing the project will be lowered level of service for all Forest Highway and Recreational Users.

Description of enhancement work. (Include surface type, description of conceptual design, and structures.)

Right-of-way acquisition required for described project: ☐ Extensive ☐ Minor | None

The proposal is to pave the existing gravel parking area, stripe the parking area to provide at least one ADA compliant parking space, install sidewalk leading to a permanent "vault" toilet rest room.

Describe all potentially sensitive issues associated with enhancement. (Such as wetlands, threatened or endangered species, Wild & Scenic River or other special classification, non-attainment areas, historic and archaeological sites, parks, wildlife refuges, hazardous materials sites, etc.)

Preliminary investigations do not indicate any archeological or sensitive issues; however, upon award of grant, further research will be undertaken to confirm. Converting to a paved surface will require management of storm water through vegetated swales and other treatment strategies to protect Siuslaw River water quality.

No land use issues foreseen. Current use will not change.

Describe the support and opposition that you expect this enhancement to receive from other organizations and the public.

Public input during the master plan public input process showed strong support for enhancement/update of current facilities. Strong public support for enhancement of existing facilities was consistently communicated in all areas of the park system.

No opposition to the proposed rest area improvements is anticipated.

Estimated Cost of Proposed Enhancement = \$ 100,000

Proposed State/Local Contribution to Enhancement = \$ 10,270
(Cost share, commitment to build adjacent project, etc.):

Requested Forest Highway Funds (subtract from above) \$ 89,730

Related prior or planned investment
not included in this proposal \$ _____
Describe:

Maintenance. (Who will maintain the enhancement site? Identify agency or group.):

Lane County Public Works Parks and Road Maintenance Divisions will share maintenance responsibilities for the site.

How does the enhancement relate to the following criteria?

1. The project as part of a transportation system
 - a. Need identified in a system transportation plan – *Enhancements are identified in the parks master plan and capital improvement lists.*
 - b. Scenic byways class (state or Forest Service, National, All-American Road)
2. Benefit to the public
 - a. Protection and enhancement of the rural environment associated with the National Forest system and its renewable resources

Improving the site with a paved surface will reduce the dust nuisance associated with the current gravel surface. The project will also incorporate stormwater quality measures. Constructing a contained vault toilet will also improve overall environmental standards in the area.
 - b. Safety enhancement

The project helps enhance safety by providing an improved area for travelers to stop and rest, experience a rural setting, and perhaps take a quick nap for the rest of their journey.
 - c. Accessibility improvements

The project will incorporate ADA features such as accessible parking and accessible walkways.
 - d. Education/Interpretive benefit

If appropriate, educational signing on salmon habitat or spawning could be included in the improvements.
 - e. Enhancement of the travel experience

By providing an inviting rest area for travelers to stop and experience the Siuslaw River, to stretch the legs and revitalize for further travel, it is hoped that travelers gain a positive impression of the National Forest and Lane County.
3. Support
 - a. Financial commitment including investment to date and the amount, availability and reliability of matching funds and other contributions

The site is currently established and is being maintained by Lane County. Capital funds are currently available for the match and, if successful, will be designated in future Capital Improvement Program updates.

- b. Expressed approval by government agencies, the public, and non-profits

Due to timing issues, this application was not able to be scheduled for endorsement by the Board of County Commissioners before the application deadline. Staff will be presenting this material to the Board sometime before December 2007. Record of endorsement can be provided at that time.

- c. Relationship to adopted plans or policies or other investment in the area

Meets Lane County Parks Master Plan and Lane County Strategic Plan to maintain and enhance existing infrastructure for the benefit of the general public.

- d. Ability to deliver the project on time and within budget

Lane County Public Works offers full-service engineering and construction services with associated processes to ensure timely and efficient delivery of these types of projects. Every effort will be made to ensure that the project is delivered on time and within budget.

Include preliminary plan for which agency is responsible for each phase of project development and delivery:

NEPA: *Lane County with help from ODOT, if needed.*

Design: *Lane County and reviewed by ODOT*

Construction Administration: *ODOT*

Construction (contract, force account, combination): *Contract- Yes*

4. Importance

- a. Condition of the existing site – including function, aesthetics

Please see attached photos. The site is currently a gravel parking lot with boat access to the Siuslaw River and a rented portable toilet facility.

- b. Capacity of the existing site –

Eight parking spots, rest room area, boat ramp and lawn areas currently exist within the park boundaries.

- c. Uniqueness and urgency of the project –

Within our park system are parks geographically located in prime locations to also serve as roadside safety Rest Areas. This project is unique in that the current recreational facility contains an element that benefits the motoring public as well as individuals seeking recreation.

- d. Problems, losses or lost opportunities if the project is not completed soon –

The motoring public, when entering a roadside rest area, have expectations that the area will be in good working condition and meets their needs. Without these proposed improvements, we believe the facility will fall below the public's expectations and in some instances may not provide for their needs.

- e. Documented priority within the applicant agency or geographic region

Based on the Parks Master Plan, improvement to this site is a priority over other sites eligible for Forest Highway Enhancement Grants.

Other remarks:

Jointly submitted by:

Siuslaw N. F.
(National Forest)

Lane County
(County or ODOT Region)

By: Walter Truitt
(Name)

By: Bill Morgan
(Name)

for Forest Supervisor
(Title)

Interim County Engineer
(Title)

10/15/07
(Date)

10-15-07
(Date)

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