



Knappa School District No. 4

The Knappa School District will Inspire all learners to Achieve academically and Thrive as independent and Productive citizens.

Board of Directors' Regular Meeting

Wednesday, July 15, 2026

6:30 p.m.

1. **Call to Order – Flag Salute**
2. **Consent Agenda – Motion for Approval Needed**
 - 2.1 Approval of Minutes from the June 17, 2026 Meeting
 - 2.2 Personnel Update – KHS Counselor
3. **Information – Dr. Fritz**
4. **Communications and Hearing of Interested Parties**

SUBMIT [PUBLIC COMMENT HERE: https://knappa.schoolinsites.com/comment](https://knappa.schoolinsites.com/comment)

The Board welcomes visitors to our meetings, and values comments from district patrons. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We ask that presentations be limited to (3) minutes and be submitted prior to 3pm the day of meetings.
5. **New Business**
 - 5.1 Award Pavement Bid to Big River Construction – *Motion Needed*
 - 5.2 Approval of pavement contract with Big River Construction – *Motion Needed*
 - 5.3 Authorization of Job Order Contract – *Motion Needed*
 - 5.4 Approval of Girls Soccer Cooperative Agreement – *Motion Needed*
6. **Board Member Reports and Future Agenda Items**

Next Meetings:

Wednesday, August 19, 2026 Regular Board Meeting 6:30pm – Time may be earlier, Knappa High School Library.

Wednesday, June 17, 2026
NOTICE OF PUBLIC HEARING
Adoption of the 26-27 School District Budget & Tax Rates
Time: 6:15pm
Recognition of Mylie Lempea
Board of Directors' Regular Meeting
Time: Immediately Following Public Hearing

Chair Montgomery opens public hearing as advertised at 6:15pm.

No citizens made public comment.

Chair Montgomery closes public hearing.

Chair Montgomery shares recognition of Mylie Lempea. Dr. Fritz gives appreciation to Mylie Lempea as well. Director Isom gives appreciation to Mylie as well.

Chair Montgomery calls meeting to order at 6:24pm.

1. **Consent Agenda – *Motion for Approval Needed***
 - 1.1 Flag Salute
 - 1.2 Minutes from the May 20, 2026 Regular Board Meeting and the May 6, 2026 Budget Committee Meeting
 - 1.3 26-27 School Board Calendar
 - 1.4 Personnel Update
 - 1.5 Superintendent Outside Work Agreement
 - 1.6 26-27 Confidential Contracts
 - 1.7 26-27 Administrative Contracts
 - 1.8 Head Bus Driver Description
 - 1.9 Organization of the Knappa School District

Custody & Disbursement of School District Funds (ORS 328.441.)

The Superintendent recommends the following: Jennifer Morgan as custodian of funds and authorize the facsimile signature of the custodian funds;

Designate Officers and Agents of Record. The Superintendent recommends the following for the 26-27 school year:

- a. Dr. William Fritz as Superintendent;
- b. Jennifer Morgan as Deputy Clerk;
- c. Jennifer Morgan as Budget Officer;
- d. Jennifer Morgan as AHERA designated officer;
- e. Official Auditors for the school year [ORS 297.405, ORS 327.137 and ORS 328.465]
Pauly Rogers and Company PC, recommended;
- f. Depository for school funds recommended local branch of Wauna Federal Credit Union, Umpqua Bank and State Investment Pool. [ORS328.441, 294.805 and 295.885];
- g. The Daily Astorian as the Newspaper of Record;
- h. Brown & Brown Northwest Insurance Agency LLC as Insurance Agent of Record for PACE through OSBA.
- i. Approve all Federal and State Grant Applications for 2026-27;

Chair calls for discussion on the consent agenda, Dr. Fritz mentions there were changes to 3 contracts which were provided within the board packet. Director Bangs makes a motion, Director Bryan seconds, All in favor, motion passed and approved as presented.

2. **Information – Dr. Fritz**

Dr. Fritz presents as given.

3. **Communications and Hearing of Interested Parties**

SUBMIT PUBLIC COMMENT HERE: <https://knappa.schoolinsites.com/comment>

None at this time.

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4. **Superintendent Report**

Dr. Fritz reports as given. Director Bryan asks how the preschool slots are awarded and how many our district has open. Dr. Fritz relays that our capacity is about 20 and that we are applying to get 7-8 slots. He reminded the Board that the state that grants money for the program comes through various streams and is not efficient.

5. **New Business**

5.1 **27-29 KEA Contracts**

Dr. Fritz summaries the contract as provided. Chair Montgomery calls for discussion and/or a motion. Director Finn motions to approve, Director Bryan seconds, All in favor, motion passed and approved as presented.

5.2 **Adoption of the 26-27 School District Budget & Tax Rates – Jennifer Morgan – *Motion needed.***

Chair Montgomery calls for discussion and/or a motion. Director Bryan makes a motion. Director Bangs seconds, All in favor, Motion approved as presented. Chair Montgomery reads Resolution as provided.

5.3 **26-27 KHS Principal Contract - *Motion and Approval Needed***

Chair Montgomery calls for a motion. Director Bryan asks what building the principals will be assigned to and/or supervising, Dr. Fritz states they both plan to share the locations equally and that supervisory assignments will be made this summer. Director Isom abstains from voting due to conflict of interest. Director Byran makes a motion, Director Bangs seconds, 4 vote in favor, 1 abstain, motion passed and approved as presented.

5.4 **26-27 District Nurse Contract - *Motion and Approval Needed***

Chair Montgomery calls for a motion, Chair Montgomery abstains from voting due to a conflict of interest. Director Isom makes a motion, Director Finn seconds, 4 vote in favor, 1 abstain, motion passed and approved as presented.

5.5 **Curriculum Adoption – *Motion for approval needed***

5.5.1 **Math – KHS**

Dr. Fritz presents as given. Chair Montgomery calls for a motion to approve the curriculum as given. Director Isom makes a motion, Director Finn seconds, all in favor, motion passed and approved as presented.

5.6 **Election of Chair and Vice Chair for 26-27 – *Nomination and motions needed.***

Chair Montgomery calls for chair and vice-chair nominations. Director Finn makes a motion to nominate Chair Montgomery as chair. Director Bangs seconds, All in favor, Motion passed and approved. Director Bangs makes a motion to nominate Director Bryan as vice-chair, Chair Montgomery seconds, All in favor, motion passed and approved.

6. **District Reports**

6.1 **Financial Report – Jennifer Morgan – *Motion for Approval Needed***

Jennifer Morgan summarizes the financial report as given. Director Finn asks a question regarding unemployment, Jennifer states unemployment costs have not been billed yet for June and that we are within budget. However year-to-year, costs have been increasing. Finn also asks regarding how many students are incoming for Kindergarten. Dr. Fritz states we will know more after Kinder camp in August, but that the current count is about 27. Director Isom makes a motion to approve the financial report, Director Bryan seconds, All in favor, motion passed and approved as given.

6.2 Knappa High School – Paul Isom

No report given.

7. Board Member Reports and Future Agenda Items

Director Bryan – Agenda Item: Bathrooms at the softball field.

Director Isom – Compliment everyone involved regarding KHS graduation and the time in the morning along with a lot of other people favoring the time adjustment was very positive.

Director Finn – None at this time.

Director Bangs – Thanks Chair for and vice chair for becoming the new leaders.

Director Montgomery – Agreed with graduation time and party conflicts worked nice.

Meeting adjourned at 7:07pm.

Next Meetings: Wednesday, August 5, 2026 Board Work Session Meeting 6:30pm, Knappa High School Library.



Knappa School District No. 4

**Personnel Update
July 15, 2026**

New Hires:

- 1. Janet Pope – KSD Guidance Counselor**

Resignations:

Knappa School District # 4

**Information Update
July 15, 2026**

The Superintendent approves the following:

Hiring of:

1. Ashley Gaffney as the head softball coach.
2. Vanessa Ahl as Head Bus Driver.

Resignations:

KNAPPA SCHOOL DISTRICT NO. 4

Clatsop County, Oregon

NOTICE OF INTENT TO AWARD

Request for Proposals

Job Order Contracting (JOC)

Asphalt Paving & Concrete Repairs

Hilda Lahti Elementary School & Knappa High School

RFP No.: 2026-1

OregonBuys Solicitation No.: S-P04004-00017039

Date of Notice: July 16, 2026

Knappa School District No. 4 issued a Request for Proposals for Job Order Contracting (JOC) Asphalt Paving & Concrete Repairs at Hilda Lahti Elementary School and Knappa High School.

The District received one proposal in response to the solicitation. The proposal was reviewed against the evaluation criteria stated in the RFP, including price, experience and references, capacity and responsiveness, and safety record and program.

Based on the evaluation, Knappa School District No. 4 intends to award the Job Order Contract for Asphalt Paving & Concrete Repairs to:

Big River Construction Inc.

35064 Hwy 101 Business

Astoria, OR 97103

CCB No. 147632

This Notice of Intent to Award confirms the District's intent to award the JOC Master Agreement to Big River Construction Inc. This Notice does not authorize the contractor to begin work. No work may proceed unless and until the JOC Master Agreement has been executed, required contract documentation has been received, and the District has issued a written Job Order / Notice to Proceed.

Any protest of this Notice of Intent to Award must be submitted in writing in accordance with the RFP and applicable Oregon public contracting rules. Protests must be received by the District's Owner's Representative no later than July 23, 2026.

Protests shall be directed to:

Matt Tidwell

Klosh Group Inc.

Owner's Representative for Knappa School District No. 4

Email: mtidwell@kloshgroup.com

Phone: (503) 780-9379

The District reserves all rights under the RFP and applicable law, including the right to reject any or all proposals, cancel the solicitation, waive informalities, or take any other action permitted by law.

For Knappa School District No. 4

By: _____

Name: _____

Title: _____

Date: _____

JOB ORDER CONTRACT MASTER AGREEMENT

Asphalt Paving & Concrete Repairs Hilda Lahti Elementary School and Knappa High School

Knappa School District No. 4 - Big River Construction Inc.
RFP No. 2026-1 / OregonBuys No. S-P04004-00017039

Agreement

This Job Order Contract Master Agreement (the "Agreement") is entered into as of [insert effective date] (the "Effective Date") by and between Knappa School District No. 4, Clatsop County, Oregon (the "District"), and Big River Construction Inc., an Oregon contractor with Oregon CCB License No. 147632 (the "Contractor"). The District and Contractor may be referred to individually as a "Party" and collectively as the "Parties."

Recitals

- The District issued a Request for Proposals for Job Order Contracting (JOC), Asphalt Paving & Concrete Repairs, Hilda Lahti Elementary School and Knappa High School, RFP No. 2026-1.
- The District issued Addendum No. 1 to revise the procurement schedule, clarify proposal submission instructions, address prevailing wage/unit price questions, and confirm availability of the Apex pavement report.
- Contractor submitted a proposal dated June 24, 2026, including Attachment B - Bid Schedule unit prices, a Bid Multiplier of 1.15, and mobilization/demobilization pricing of \$13,300 per Job Order.
- The District has selected Contractor to provide as-needed paving, concrete repair, and related site work under a Job Order Contracting model.
- This Agreement establishes the umbrella terms under which individual Job Orders may be issued. This Agreement does not itself authorize construction work; work may begin only after the District issues a written Job Order authorization or Notice to Proceed.
- The District has retained Klash Group Inc. to serve as the District's owner's representative and project manager for the Project, and Klash Group Inc. may assist the District with procurement coordination, Job Order development, communications, documentation, and project administration; however, Klash Group Inc. is not a party to this Agreement and shall not have contractual liability to Contractor under this Agreement.

The Parties agree as follows:

1. Contract Documents and Order of Precedence

The Contract Documents consist of this Agreement and the documents listed below. They are incorporated by reference as though fully set forth herein.

- This Agreement, including any executed amendments.
- Executed Job Orders and Job Order Modifications.
- Addendum No. 1 to RFP No. 2026-1.
- The Request for Proposals, RFP No. 2026-1, including attachments and statutory contract provisions.
- Attachment A - Pavement Report, Hilda Lahti Elementary and Knappa High School Pavement Evaluation, Apex Companies, LLC, July 24, 2025, included for reference and planning purposes.
- Attachment B - Bid Schedule submitted by Contractor.
- Contractor's proposal dated June 24, 2026, including certifications, references, key personnel, and safety information.

If there is a conflict among Contract Documents, the documents shall control in the order listed above unless a later executed amendment or Job Order expressly states otherwise.

2. Term and Renewal

The initial term of this Agreement begins on the Effective Date and continues for one (1) year, unless terminated earlier in accordance with this Agreement. The District may renew this Agreement for up to two (2) additional one-year terms, subject to District discretion, satisfactory Contractor performance, available funding, and written agreement of the Parties. Renewal is not guaranteed.

3. Scope of Agreement; No Guaranteed Work

Contractor shall provide as-needed asphalt paving, concrete repair, and related site work at Hilda Lahti Elementary School and Knappa High School, as authorized by individual Job Orders. Work may include full-depth pavement reconstruction, concrete removal and replacement, subgrade repair, crack sealing, striping and markings, erosion control, traffic control, and related work described in the Contract Documents. The District is not obligated to issue any minimum volume of work, and this Agreement does not commit the District to any specific scope, quantity, or funding level.

4. Job Order Process

No work may begin unless and until the District issues a written Job Order authorization or Notice to Proceed. The typical Job Order process will be as follows:

1. The District identifies a repair need and requests a Job Order scope review.
2. The District, Kloth Group, and Contractor conduct a joint site walk to review conditions, confirm repair limits, and identify field quantities.
3. Contractor submits a written Job Order proposal using the awarded unit prices, field-verified quantities, Bid Multiplier, mobilization/demobilization amount, and any approved non-prepriced work.
4. The District reviews the Job Order proposal and may request supporting documentation, clarification, or revisions.
5. Upon District approval, the Parties execute a Job Order or the District issues a written Notice to Proceed identifying scope, price, schedule, and any Job Order-specific requirements.
6. Contractor completes the authorized work and provides closeout documentation required for payment and acceptance.

Changes to an issued Job Order must be authorized in writing by the District through a Job Order Modification before the changed work is performed, except in an emergency where immediate action is necessary to protect life, safety, or property and the District is notified as soon as practicable.

5. Job Order Limits and Contract Not-to-Exceed

Individual Job Orders are expected to have a minimum value of \$5,000 and a maximum value of \$50,000, unless otherwise approved by the District and permitted by applicable law and procurement requirements. The annual contract not-to-exceed amount is \$200,000, subject to available budget and written adjustment by the District. The not-to-exceed amount is a maximum authorization limit only and does not guarantee any minimum compensation to Contractor.

6. Pricing

Job Orders shall be priced using the following formula, unless otherwise agreed in writing by the District:

Job Order Price = (Awarded Unit Prices x Field-Verified Quantities) x Bid Multiplier + Mobilization/Demobilization + approved adjustments, if any.

Contractor's Bid Multiplier is 1.15. The Bid Multiplier includes all indirect costs, overhead, profit, insurance, taxes, supervision, general conditions, bonding costs if applicable, warranty obligations, and any other costs not included in the direct-cost unit prices.

Mobilization/demobilization is \$13,300 per Job Order and is not subject to the Bid Multiplier.

Unit prices are fixed for the initial contract year. At renewal, unit prices may be adjusted only by mutual written agreement and may not exceed Contractor's proposed maximum annual escalation percentage of five percent (5%). The Bid Multiplier is fixed for the full contract term and is not subject to escalation. If no annual escalation cap was included in Contractor's proposal, the District should confirm the intended renewal pricing approach before executing this Agreement.

7. Fuel and Asphalt Oil Price Index Adjustment

The Fuel and Asphalt Oil Price Index (OPI) adjustment described in the RFP applies at the Job Order level to eligible fuel/asphalt-sensitive line items. The Base OPI is Portland Oregon OPI (\$84.62/barrel) If the Current OPI at the time of Job Order Notice to Proceed differs from the Base OPI by more than five percent (5%), the Job Order price shall be adjusted up or down in accordance with the RFP formula. The Bid Multiplier does not apply to the OPI adjustment amount. No OPI adjustment applies unless the requirement and calculation are documented in the approved Job Order or Job Order proposal.

8. Non-Prepriced Work

If work is required that cannot reasonably be priced using the awarded unit price line items, the District may authorize Non-Prepriced Work on a limited basis. Non-Prepriced Work must be approved in writing by the District before the work is performed. Contractor shall provide supporting documentation, including supplier quotes, subcontractor quotes, time-and-material breakdowns, or other information reasonably requested by the District. Non-Prepriced Work shall be priced at Contractor's documented direct cost, with the Bid Multiplier applied, unless otherwise agreed in writing by the District.

9. Payment, Invoicing, and Retainage

Contractor shall invoice the District in accordance with the payment terms stated in each Job Order and the Contract Documents. Invoices shall identify the applicable Job Order, authorized scope, quantities completed, unit prices, multiplier, mobilization/demobilization, approved adjustments, retainage, and supporting documentation reasonably requested by the District. The District will retain five percent (5%) of each progress payment on Job Orders until final acceptance of the Job Order work, unless substitution of securities or another retainage approach is approved in accordance with applicable Oregon law. Final payment, including release of retainage, is subject to District acceptance of the work and receipt of required closeout documents.

10. Contractor Responsibilities

Contractor shall furnish all labor, materials, equipment, supervision, tools, transportation, temporary facilities, safety measures, traffic control, erosion control, coordination, and incidentals necessary to complete authorized Job Order work in accordance with the Contract Documents.

Contractor is responsible for field verification of quantities, site conditions, access constraints, work sequencing, utility conflicts, school operations, and safety requirements before submitting each Job Order proposal.

Contractor shall coordinate work to minimize impacts to school operations and maintain safe access for students, staff, visitors, buses, emergency vehicles, and the public.

11. Standards of Work; Quality; Warranty

Contractor shall perform the work in a good and workmanlike manner and in accordance with the RFP, the Apex pavement report recommendations as incorporated into the selected Job Order scope, applicable ODOT Standard Specifications for Construction, applicable laws, and industry standards. Contractor warrants Job Order work for one (1) year after District acceptance of that Job Order. Contractor shall promptly correct defective or nonconforming work discovered during the warranty period at no additional cost to the District.

12. Safety, School Operations, and Traffic Control

Contractor shall comply with all applicable OSHA requirements and shall maintain a safe work site. Contractor shall provide traffic control, pedestrian control, signage, barricades, housekeeping, and work-area protection as required by the approved Job Order and site conditions. Contractor shall protect students, staff, visitors, District property, adjacent property, utilities, storm systems, and the public during all work activities. Contractor shall immediately notify the District of any unsafe condition, incident, utility conflict, or condition that may affect school operations.

13. Prevailing Wage and Public Works Compliance

Contractor and its subcontractors shall comply with all applicable Oregon public works and prevailing wage requirements, including ORS 279C.800 to 279C.870, BOLI wage determinations, certified payroll reporting, and apprenticeship requirements where applicable. The applicable prevailing wage rates are those in effect for Clatsop County at the time of Job Order issuance, unless a different rule applies by law. Where state and federal wage requirements both apply, the higher applicable rate governs. Contractor shall not divide work or structure Job Orders for the purpose of avoiding prevailing wage requirements.

14. Licensing, Registration, and Public Works Bond

Contractor shall maintain all licenses, registrations, and certifications required to perform the work, including current Oregon Construction Contractors Board registration. Contractor shall maintain any public works bond filing or other BOLI/public works registration required by Oregon law for covered work. Contractor shall provide evidence of compliance upon request and before contract execution if requested by the District.

15. Insurance

Before executing this Agreement and before performing any work, Contractor shall provide certificates of insurance meeting the following minimum requirements and any additional requirements reasonably requested by the District:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Automobile Liability: \$1,000,000 combined single limit.
- Workers' Compensation: statutory limits as required by Oregon law.

The District and Kloth Group Inc. shall be named as additional insureds on Commercial General Liability and Automobile Liability policies, as applicable. Contractor shall maintain required insurance throughout the term of this Agreement and during all Job Order work. Insurance certificates shall be updated upon policy renewal and upon District request.

16. Bonds

To the extent permitted by applicable law and consistent with the RFP, performance and payment bonds are waived for individual Job Orders under this Agreement. The District reserves the right to require bonds for a specific Job Order if required by law, required by funding source, or determined necessary by the District before the Job Order is authorized.

17. Subcontractors

Contractor is responsible for the acts, omissions, performance, safety, and compliance of its subcontractors and suppliers. Contractor shall require subcontractors to comply with applicable Contract Documents, safety requirements, licensing requirements, insurance requirements, public works requirements, and prevailing wage requirements. The District may require disclosure and approval of key subcontractors for specific Job Orders.

18. Records, Audit, and Documentation

Contractor shall maintain records supporting unit price quantities, field measurements, labor, equipment, materials, subcontractor costs, Non-Prepriced Work, certified payrolls where applicable, and other costs or compliance items related to this Agreement and each Job Order. Records shall be available for District review and audit upon reasonable request. Contractor shall retain records for the period required by applicable law and the Contract Documents.

19. Permits, Laws, and Environmental Compliance

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, regulations, environmental requirements, and permit conditions related to authorized work. Contractor shall manage erosion and sediment control, storm drain inlet protection, dust, debris, waste, and disposal in accordance with applicable law and the approved Job Order. Contractor is responsible for lawful hauling and disposal of removed materials unless otherwise stated in a Job Order.

20. Protection of Property and Utilities

Contractor shall protect existing improvements, structures, pavement not included in the work, landscaping, utilities, storm drainage systems, signage, and other property. Contractor shall coordinate utility locates and shall notify the District immediately of any utility conflict, damaged utility, changed condition, or condition requiring direction before proceeding.

21. Indemnification

To the fullest extent permitted by Oregon law, Contractor shall indemnify, defend, and hold harmless the District, its Board, officers, employees, agents, and consultants from and against claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from Contractor's performance of the work, but only to the extent caused by the negligent acts, errors, omissions, breach of contract, or willful misconduct of Contractor, its subcontractors, suppliers, or anyone for whom they are responsible. This section is not intended to require indemnification beyond that permitted by Oregon law.

22. Suspension and Termination

The District may suspend, postpone, or terminate a Job Order or this Agreement for convenience or for cause as permitted by the Contract Documents and applicable law. Upon termination for convenience, Contractor shall be paid for accepted work performed under authorized Job Orders through the effective date of termination,

together with reasonable documented costs approved by the District, but Contractor shall not be entitled to lost profits on unperformed work. Upon termination for cause, the District may pursue remedies available under the Contract Documents and applicable law.

23. Dispute Resolution

The Parties shall first attempt to resolve disputes through good-faith negotiation between Contractor and the District or its authorized representative. If the dispute is not resolved, either Party may pursue remedies available under the Contract Documents and Oregon law. Contractor shall continue performing undisputed work during the dispute process unless directed otherwise by the District.

24. Notices

Formal notices under this Agreement shall be in writing and delivered by personal delivery, certified mail, recognized overnight courier, or email with confirmation of receipt to the addresses below or to any updated address provided by written notice.

District: Knappa School District No. 4, 41535 Old US Highway 30, Astoria, Oregon, 97103; Attn: Dr. William Fritz, Superintendent; Email: fritzw@knappak12.org.

Contractor: Big River Construction Inc., 35064 Hwy 101 Business, Astoria, OR 97103; Attn: Phil Gaffney; Email: pgaffney@bigrivercompanies.com.

Owner's Representative: Klash Group Inc., Attn: Matt Tidwell, Email: mtidwell@klashgroup.com, Phone: (503) 780-9379. Copies to the Owner's Representative do not replace formal notice to the District unless expressly stated in writing by the District.

25. Assignment

Contractor shall not assign, transfer, or delegate this Agreement or any Job Order without the District's prior written consent. Any attempted assignment without consent is void.

26. Public Records

Contractor acknowledges that records related to this Agreement may be subject to Oregon Public Records Law. Contractor shall clearly identify any information it believes is exempt from disclosure and cite the applicable exemption. The District will determine disclosure obligations in accordance with applicable law.

27. Governing Law and Venue

This Agreement and any Job Order shall be governed by the laws of the State of Oregon. Venue for litigation shall be in Clatsop County, Oregon, unless otherwise required by law.

28. Entire Agreement; Amendments

This Agreement and the Contract Documents constitute the entire agreement between the Parties regarding the subject matter and supersede prior negotiations or understandings, except as incorporated into the Contract Documents. This Agreement may be amended only by written instrument signed by authorized representatives of both Parties. Job Orders may be modified only by written Job Order Modification approved by the District.

29. Counterparts and Electronic Signatures

This Agreement may be executed in counterparts and by electronic signature. Each counterpart is deemed an original, and all counterparts together constitute one instrument.

30. Required Oregon Public Contracting Conditions

The following conditions are incorporated into this Agreement to the extent required for Oregon public improvement contracts and public works contracts. If a statutory requirement applies and is not fully stated below, Contractor shall comply with the statutory requirement as though fully set forth herein.

- Contractor shall make payment promptly, as due, to all persons supplying labor or material for the work; shall pay all contributions or amounts due the Industrial Accident Fund; shall not permit any lien or claim to be filed or prosecuted against the District on account of labor or material furnished; and shall pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
- Contractor shall demonstrate that an employee drug testing program is in place.
- Contractor shall comply with applicable hours-of-labor and overtime requirements under ORS 279C.520 and related law.
- Contractor shall promptly make payment to any person furnishing medical, surgical, hospital care, or other needed care and attention incident to sickness or injury to Contractor employees as required by ORS 279C.530.
- Contractor shall comply with applicable federal, state, and local environmental and natural resources laws in performing work under this Agreement.
- Contractor certifies that it has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is or is not a disadvantaged business enterprise, minority-owned business, woman-owned business, service-disabled veteran-owned business, or emerging small business certified under ORS 200.055.
- If Contractor fails to pay promptly a claim for labor or services provided in connection with this Agreement, the District may pay the claim and charge the amount against funds due Contractor as permitted by law.
- Contractor shall comply with applicable prompt payment interest and final payment requirements under OAR 137-049-0840 and applicable law.
- By executing this Agreement, Contractor agrees to comply with ORS 279C.838, ORS 279C.840, 40 U.S.C. 3141 to 3148, and other prevailing wage requirements applicable to covered Job Order work.

Signatures

The Parties have executed this Agreement as of the Effective Date written above.

KNAPPA SCHOOL DISTRICT NO. 4	BIG RIVER CONSTRUCTION INC.
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Exhibit A - Job Order Authorization Form

This form may be used for each Job Order issued under the Agreement. It may be modified as needed for a specific Job Order.

Field	Job Order Information
Job Order No.	
Date	
Project / Location	
District Contact	
Contractor Contact	
Scope Summary	
Repair Limits / Work Areas	
Schedule / Working Days	
Access / School Operations Requirements	
Traffic Control Requirements	
Erosion Control Requirements	
Applicable Wage Requirements	
Special Conditions	

Job Order Pricing Summary

Description	Quantity	Unit Price / Amount	Extended Amount
Unit price work subtotal			\$
Bid Multiplier (1.15)			\$
Mobilization/Demobilization		\$13,300	\$
OPI adjustment, if applicable			\$
Approved Non-Prepriced Work, if any			\$
Total Job Order Price			\$

Authorization: The District authorizes Contractor to proceed with the work described in this Job Order after execution by the District. Contractor shall not begin work before receiving written authorization or Notice to Proceed.

District Authorization	Contractor Acknowledgement
By: _____	By: _____
Name/Title: _____	Name/Title: _____
Date: _____	Date: _____

Exhibit B - Pricing Summary

Pricing Item	Value / Requirement
Bid Multiplier	1.15
Mobilization/Demobilization	\$13,300 per Job Order; not subject to Bid Multiplier
Unit Prices	As stated in Contractor's Attachment B - Bid Schedule submitted June 24, 2026
Annual Escalation Cap	5%
Base OPI	\$84.62/barrel based on Portland, Oregon OPI date of June 15, 2026]
OPI Adjustment	Applies up or down when threshold and formula in RFP are met; not subject to Bid Multiplier
Annual Contract NTE	\$200,000, subject to available budget and written adjustment by District
Job Order Range	\$5,000 minimum / \$50,000 maximum, unless otherwise approved and permitted by law/procurement requirements

Exhibit C - Pre-Execution Documentation Checklist

Before execution of the Agreement and before any Job Order work is authorized, Contractor should provide the following documents to the District or Kloth Group:

- ☐ Certificate of Insurance meeting Agreement/RFP requirements.
- ☐ Additional insured endorsement(s) naming Knappa School District No. 4 as required.
- ☐ Confirmation of current Oregon CCB registration.
- ☐ Confirmation of public works bond / BOLI filing status if applicable.
- ☐ Completed IRS Form W-9.
- ☐ Contract administration contact information.
- ☐ Billing/invoicing contact information.
- ☐ Job Order coordination contact information.
- ☐ Any required safety, traffic control, or subcontractor information requested for the first Job Order.



Knappa School District No. 4
William Fritz Ph.D. KSD Superintendent

Board Meeting Background Information

Agenda Topic: Authorization of Expenditure for Paving Project

Date of Presentation: 7/15/2026

Presenter: Dr. William Fritz

Presenter Position(s): Superintendent

Action needed: Authorization of Expenditure

Please choose category

☐ Policy ☐ Vision & Goals ☒ Other: Capital Improvements

☒ Financial ☐ Information

☐ Discussion ☐ Resolution

School in Effect:

☐ Knappa Pre-K

☐ Hilda Lahti

☐ Knappa Middle

☐ Knappa High

☒ Districtwide

Background Information Related to this Issue:

Due to responsible fiscal management of bond resources, there are sufficient dollars available to address the failing condition of the main driveway and parking lot surfaces.

The School Board has approved Job Order Contracting as an alternative procurement option, and before the Board tonight is a bid award for this work and a contract.

Big River (the awardee) has conducted a site visit and a scope of work has been identified by the parties. Accordingly, the estimated cost is over the \$50,000 threshold noted in the contract. The amount for the proposed work is under \$200,000. The School District has sufficient dollars in the bond fund to cover this cost.

The initially proposed work addresses failing sections of the main driveway, paving of the turn around loop at HLE and the driveway connecting the schools in front of the new gym. The project also involves crack sealing and topcoating the high school front lot, filling a significant pot hole in the main lot, and parking lot striping. In the future, based on funds available, our plan is to arrange for future job orders to address the main parking lot in phases.

Financial Impact: This work would draw down the bond fund by up to \$200,000. These resources exist and are consistent with the Board's approved 2026-27 budget.

Recommended Action:

It is the request of the Superintendent that the Board of Directors authorize Job Order contracting and required payment for paving work with Big River in an amount not to exceed \$200,000.

Coop Information - Rainier / Clatskanie / Knappa

Activity: Girls Soccer **Duration:** 2 years **School Years:** 2026-27 through 2027-28

Reason: *This is the reason for creating this cooperative sponsorship.*

The participating schools are combining to form one girls soccer team because individual participation numbers at each school are not sufficient to safely and sustainably field separate teams. This cooperative agreement will provide students from all participating schools with the opportunity to compete while supporting adequate roster size, player safety, and a positive athletic experience. We are requesting to play at a JV level, not varsity.

Practice Location: Rainier

This is where practices will be held.

Contest Location: Rainier

This is where home contests will be held.

Placement

Combined ADM: 364

Sum of all school's ADM numbers from the selected starting school year.

Coop Classification: 4A

Based on the combined ADM, this coop would compete in this classification.

Coop League: 4A-1 (2026-2029) Cowapa League

The selected league in which this coop will join and compete.

Host School

Rainier

Classification: 3A, ADM: 156

League: 3A-1 Coastal Range League

School 2

Clatskanie

Classification: 2A, ADM: 118

League: 2A-1 Northwest League

School 3

Knappa

Classification: 2A, ADM: 90

League: 2A-1 Northwest League

League Approval

Cooperative sponsorship applications must obtain approval from the regular league or special district in which the proposed cooperative team will participate.

League/Special District Representative for 4A-1 Cowapa League

Name: Howard Rub

School: Astoria High School

Email: hrub@astoria.k12.or.us

Role: COWAPA League President

Signature: *Not Yet Signed*

Date Decided: - -

Approved?:  *Awaiting League Approval*

Comments: - -

Host School Information - Rainier

Activity Participation - Girls Soccer - Rainier

Rainier Girls Soccer participants, by school year and grade

Participation	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	3	0	0	1
Current Year	0	0	1	1
Next Year	0	1	1	2

Superintendent Approval

Superintendent Name:

Chad Holloway

*

Please type in your name.

Signature:

/s/ Chad Holloway

*

Indicate your approval and digitally sign this form by typing in your full legal name.
Confirm your signature by clicking outside of the text box.

Date Signed:

6/30/2026

School Enrollment - Rainier

Students enrolled at Rainier, by school year and grade

Enrollment	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	53	66	57	56
Current Year	66	57	56	59
Next Year	57	56	59	63

School Board Approval - Rainier School District 13

Date School Board Approved:

07/13/2026

*

This is the date that the school board for Rainier approved this cooperative sponsorship. A copy of your school board's approval must be available at the request of the OSAA.

The school can input this date or you as Superintendent can enter this date.

School 3 Information - Knappa

Activity Participation - Girls Soccer - Knappa

Knappa Girls Soccer participants, by school year and grade

Participation	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	1	1	0	1
Current Year	1	1	0	1
Next Year	1	1	0	1

Superintendent Approval

Superintendent Name:

Bill Fritz

*

Please type in your name.

Signature:

/s/ William T Fritz

*

Indicate your approval and digitally sign this form by typing in your full legal name.
Confirm your signature by clicking outside of the text box.

Date Signed:

6/30/2026

School Enrollment - Knappa

Students enrolled at Knappa, by school year and grade

Enrollment	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	30	33	29	33
Current Year	33	29	33	38
Next Year	29	33	38	33

School Board Approval - Knappa School District 4

Date School Board Approved:

07/15/2026

*

This is the date that the school board for Knappa approved this cooperative sponsorship. A copy of your school board's approval must be available at the request of the OSAA.

The school can input this date or you as Superintendent can enter this date.

School 2 Information - Clatskanie

Activity Participation - Girls Soccer - Clatskanie

Clatskanie Girls Soccer participants, by school year and grade

Participation	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	1	2	2	3
Current Year	2	3	1	2
Next Year	2	3	1	2

Superintendent Approval

Superintendent Name:

Danielle Hudson

*

Please type in your name.

Signature:

/s/ Danielle Hudson

*

Indicate your approval and digitally sign this form by typing in your full legal name.
Confirm your signature by clicking outside of the text box.

Date Signed:

6/30/2026

School Enrollment - Clatskanie

Students enrolled at Clatskanie, by school year and grade

Enrollment	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	35	52	62	58
Current Year	52	62	58	56
Next Year	62	58	56	60

School Board Approval - Clatskanie School District 6J

Date School Board Approved:

*

This is the date that the school board for Clatskanie approved this cooperative sponsorship. A copy of your school board's approval must be available at the request of the OSAA.

The school can input this date or you as Superintendent can enter this date.