

COOS BAY-NORTH BEND WATER BOARD  
P O BOX 539 – 2305 Ocean Boulevard  
Coos Bay, Oregon 97420

Minutes  
Regular Board Meeting

7:00 a.m  
March 20, 2014

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Solarz presiding. Other Board members present: Melissa Cribbins, Dick Vigue and Dr. Charles Sharps. Board Members absent: None. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Matt Whitty, Engineering Supervisor; Jeff Howes, Finance Director; Bryan Tichota, Customer Relations Supervisor; Rick Abbott, Distribution Supervisor, and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Solarz opened the meeting at 7:00 a.m.

Chair Solarz asked if there were any corrections or additions to the March 6, 2014 Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Chair Solarz asked if there were any public comments and there were none.

Regarding the proposed Land Surveying Services Contract with Stuntzner Engineering & Forestry, Operations Director Ron Hoffine stated the most recent surveying master contract with Stuntzner has expired. Stuntzner Engineering has performed well on all services and within budget since their contract beginning in March 2008. The utility continues to have a need for occasional land surveying services, including an annual survey of the Upper Pony Creek Dam to check for any movement. The utility's purchasing rules allow for personal service contract awards under \$75,000.00 per fiscal year following a solicitation of offers in a variety of ways, including direct negotiation and selection. The proposed master contract with Stuntzner would be via direct negotiation and selection. The past work performed by Stuntzner Engineering has averaged less than \$7,000.00 per year. After a brief discussion, Mr. Vigue moved to approve the master contract with Stuntzner Engineering as presented. The motion was seconded by Dr. Sharps and passed unanimously.

Operations Director Ron Hoffine presented Task Order No. 1 with Stuntzner Engineering and Forestry for the continued monitoring of Upper Pony Creek Dam in the estimated amount of \$2,020.00. This task order would accompany the master contract with Stuntzner Engineering. Monitoring of the Upper Pony Creek Dam is required annually by Oregon Dam Safety. Mr. Hoffine said the survey would be performed by conventional means using three local off-dam monuments. The current year's budget includes \$4,500.00 for this work. After a brief discussion, Ms. Cribbins moved they authorize Task Order No. 1 with Stuntzner Engineering in the estimated not-to-exceed amount of \$2,020.00. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the proposed purchase of a new track loader, Distribution Supervisor Rick Abbott stated quotes were requested on a mini-excavator and a compact track loader and quotes were received by the March 11, 2014 deadline. Irregularities were discovered in the specifications on the

mini-excavator so staff extended the date for receipt of those quotes. Quotes received for the compact track loader were as follows:

<u>Dealership</u>	<u>Model</u>	<u>Quote Amount</u>
Bobcat West, Central Point	Bobcat T770 (iT4)	\$54,543.00
Pape' Machinery, Eugene	John Deere 333E	\$67,443.30
Metro New Holland, North Plains	New Holland C238	\$74,500.00
Peterson Cat, Eugene	Cat 299D XHP	\$91,136.85

The utility's current budget includes \$43,000.00 for this purchase. Mr. Abbott stated all quotes met or exceeded the minimum specifications and recommends award to Bobcat West in the amount of \$54,543.00. Dr. Sharps inquired where the additional monies would come from for this purchase. Mr. Abbott said additional funds were available in the Vehicle Replacement Reserve account. Dr. Sharps moved they authorize the purchase of a new compact track loader from Bobcat West for \$54,543.00. The motion was seconded by Ms. Cribbins and passed unanimously.

Mr. Schab updated the Board on results of the Southtown Water Study Survey. It was the Board's consensus to set aside this project until more interest and need develops.

At 7:30 a.m. Chair Solarz directed they return to executive session for the purposes of discussing current and potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:04 a.m.

The Board's next regular meeting was scheduled for April 3, 2014 at 7:00 a.m.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at 8:05 a.m.

Approved \_\_\_\_\_, 2014

By: \_\_\_\_\_  
Chair J. Gregory Solarz

ATTEST: \_\_\_\_\_