

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

Minutes
Regular Board Meeting

April 7, 2022
7:00 a.m.

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Dr. Charles Sharps presiding. Other Board members present: Bob Dillard, Greg Solarz and Melissa Cribbins. Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; John McKeivitt, Operations Manager; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Tim Lambson of Crow, Clay & Associates was present. Zak Terrell of Z Terrell & Son was present. Chair Sharps opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Sharps asked if there were any corrections or additions to the March 17, 2022, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

Chair Sharps asked if there were any public comments, and there were none.

Regarding the proposed award of construction and installation of safety and security improvements for the Water Board Service Center, Mr. Thomas stated over the past year Crow/Clay & Associates has designed safety and security improvements for the Water Board Service Center. Mr. Thomas introduced Tim Lambson of Crow Clay & Associates. The designed improvements include installation of a walk up window, and redesign of the customer lobby to better serve our on foot customers while keeping staff safe in instances where physical distancing requirements and customer walk in scenarios apply. The existing window will also be replaced by Diebold Nixdorf who is the premier provider of transaction windows in our region. This window has been ordered and should be delivered and installed by Diebold in early May. The improvements also include installation of protection bollards in front of the service center where cars have physically hit the building in the past. Replacement of all Water Board doors with a FOB access system are also included. This system would require each Water Board employee, vendor, or volunteer allowed in the building to carry a wireless key FOB for access into the building.

Mr. Lambson and Crow Clay & Associates managed the bidding process. Two bids were received as follows:

<u>Name</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
Z Terrell & Son, LLC	\$225,199.48	\$7,152.00	\$2,808.30
Richards Remodeling LLC	\$488,708.00	\$11,600.00	\$3,150.00

Dr. Sharps inquired why there is such a difference in the bid amounts.

Mr. Lambson stated based on what he had been able to gather, Z Terrell & Son did their homework contacting subcontractors and manufacturers and obtained accurate bids from them. Some of the people contacted said they had heard from Z Terrell & Son but not from Richards Remodeling. Richards Remodeling most likely did not do a lot of investigation and were covering their bases so they bid on the high end.

Mr. Thomas introduced Zak Terrell of Z Terrell & Son, LLC and asked if he would like to comment on his bid. Mr. Terrell stated he sent almost every item out to three vendors to gather accurate bids and based their bid in the mid-range from information received.

Z Terrell & Son, LLC is the lowest responsible bidder with a base bid of \$225,199.48. Alternate Bid 1 includes painting the entire customer service area to match new construction within the customer service lobby. Alternate Bid 2 includes installation of a solid façade material on the customer service front desk to match the counter top material that will be installed. This is in lieu of formica or standard wood facade installation. Staff suggest awarding the bid of the construction and installation of the safety and security improvements to Z Terrell & Son, LLC and to include the installation of alternate Bids 1 and 2 in the total amount of \$235,159.78. Crow/Clay & Associates will continue to manage construction, installation, and inspection of the project through completion.

This project is included in the current fiscal year's budget in the amount of \$159,000. Adequate funding is available in the active capital fund to absorb the difference in increase.

Dr. Sharps commented he is not familiar with Z Terrell & Son and asked if they have performed any jobs in the area. Mr. Terrell stated Z Terrell and Son have not been in the area since he started this business in 2016. Most of their work has been in the Roseburg area. Prior to 2016 he worked for different companies, working for RE Noah off and on for 30 years-worked on the Coquille Medical Center, the fish pantry in Coos Bay and Fred Meyer. Z Terrell & Son has always exercised due diligence in their work. Mr. Lambson added Z Terrell & Son has had very positive reviews. Ms. Cribbins inquired as to the estimated amount of time it will take to complete the project. The doors are the longest lead item as they are out about 20 weeks so depending on what staff desires, the project could start now or wait and do the entire project at once. The project should take approximately 90 days to complete.

After a brief discussion, Ms. Cribbins moved to award the Water Board Service Center safety and security improvements project to Z Terrell & Son, LLC allowing the General Manager to enter into a contract in the amount of \$235,159.78 which includes Alternate 1 and Alternate 2. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, April 21, 2022, at 7:00 a.m.

Mr. Thomas stated the Budget meetings are currently scheduled for June 2nd and June 16th at noon. It was the Board's decision to hold the first Budget meeting on June 2nd and reset the second Budget meeting to June 9th. Both of the meetings will be held at noon.

Updates were given as follows:

- Congressional Funding – Two projects were sent in requesting congressional funding in 2023 as follows: The Automated Meter Reading project (Meter change out program) in the amount of \$497,237; and the Wisconsin Pump Station Project as the utility's highest priority in the requested amount of \$460,000. One of the requirements for funding is that the projects are ready to be started.
- Cap Replacement Project – Mr. McKeivitt gave a detailed power point presentation of the project showing the necessary steps taken to facilitate removal, cleaning and replacement of the IMS Retainer Caps. Pictures were presented of the original IMS Caps showing the manganese buildup. Staff elected to replace the 100 series with IMS 200, laser cut caps to facilitate future cleaning.

At 7:55 a.m. Chair Sharps directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 8:40 a.m.

Motion was made by Ms. Cribbins authorizing the General Manager to implement the pay raises scheduled for July 1, 2022 as of April 1, 2022, including a 7.4 percent cost of living increase for non-management employees, a 7.4 percent cost of living for management employees (not including the General Manager); and a minimum increase to \$18 per hour for all Water Board positions because of the extraordinary hiring/retention conditions due to COVID, and as recognition of front line employees. The motion was seconded by Mr. Dillard and passed unanimously.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:46 a.m.

Approved: _____, 2022

By: _____
Chair Dr. Charles Sharps

ATTEST: _____