

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

Minutes  
Regular Board Meeting

February 3, 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 Vice-Chair Melissa Cribbins presiding. Other Board members present: Bob Dillard and Greg Solarz. Board Members absent: Dr. Charles Sharps. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Tim Lambson of Crow/Clay & Associates was present. Media present: None. Vice-Chair Cribbins opened the meeting at 7:00 a.m. and asked Mr. Thomas to lead the Board and assembly in the Pledge of Allegiance.

Vice-Chair Cribbins asked if there were any corrections or additions to the January 20, 2022, Regular Board meeting minutes. Mr. Dillard moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Vice-Chair Cribbins asked if there were any public comments, and there were none.

Regarding the Customer Service Section Lobby Upgrade, Mr. Thomas stated Crow/Clay & Associates have designed safety and security improvements for the Water Board Service Center. The designed improvements include installation of a walkup 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 project also includes replacement of the existing drive up window as it is worn, in need near constant repair, and near the end of its useful life.

Crow/Clay is in the process of finalizing the construction bid documents prior to solicitation to qualified contractors for the project. Crow/Clay recommends the Water Board purchase the new windows in advance of the construction bid open to allow adequate time for delivery. The windows are also somewhat of a specialty item when it comes to installation and calibration. The current supply time for the window is approximately 6 – 8 weeks.

Diebold Nixdorf is the premier provider of transaction windows in our region. Diebold has quoted the Water Board a price of \$38,423 to deliver and install both windows. Based on the recommendation from Crow/Clay, staff recommends the Water Board procure the new transaction windows with a sole source purchase from Diebold Nixdorf. Mr. Thomas introduced Tim Lambson from Crow/Clay & Associates and asked him if he would like to comment.

Mr. Lambson stated the main advantage for the Water Board to purchase from Diebold is there is currently a 4 to 6 months lead time on the windows so if staff were to wait until after bidding then this would cause a further delay; and the other issue considered is if the windows were to be included in the contract as a contractor responsibility, Crow/Clay feels there may not be as much interest in the job. There are some contractors that might be slightly intimidated by this type of an installation and may pass on the job because of the complexity, while if they coordinate with Diebold Nixdorf making it easier for the contractor. The price from Diebold is reasonable compared to other quotes, seeing inflation in rates range anywhere from 50 to 100 percent on construction materials since receipt of the original quote. Diebold's quote is not much higher and it includes installation.

After a brief discussion, Mr. Solarz moved to authorize the sole source procurement of two new transaction windows from Diebold Nixdorf in the amount of \$38,423. The motion was seconded by Mr. Dillard and passed unanimously.

Jim Coffey of Stebbins and Coffey has been legal counsel for the Coos Bay-North Bend Water Board for the past three plus decades. Recently, Mr. Coffey notified the Board of Directors that he intends to retire in May of 2022. Mr. Coffey's exit will leave the Water Board vacant of legal counsel.

Mr. Coffey and the General Manager have prepared a Request for Proposals (RFP) to solicit qualified firms for the Water Board's legal counsel. The RFP will be advertised from February 15, 2022 – March 31, 2022 in anticipation of selecting the new Counsel in April 2022.

Mr. Coffey stated the draft RFP follows compliance with all legal requirements and gives the criteria for selecting new legal counsel. Mr. Coffey reviewed the Scope of Work that entails a number of areas of law the responders must demonstrate experience in. Mr. Coffey asked the Board for their input on the information contained in the RFP. Ms. Cribbins commented on Scope of Work, No. 5, the first sentence should be edited to read "manage and evaluate claims". Mr. Coffey made note of this.

After a brief discussion, Mr. Dillard moved to accept the Request for Proposals for Legal Counsel as proposed with the edit noted above and authorize solicitation of proposals. The motion was seconded by Mr. Solarz and passed unanimously.

Mr. Thomas asked the Board if they had any input on members of a selection committee. Mr. Dillard expressed interest. Mr. Solarz stated Ms. Cribbins would be a valuable person on the committee as well as Mr. Coffey and a staff member. Mr. Thomas stated he feels Mr. Whitty would be a good choice to have on the committee.

Mr. Thomas stated they would need to address if the legal counsel would be attending meetings in person versus on line. Ms. Cribbins commented staff could have the proposer include how they plan to be engaged.

Mr. Coffey stated staff would most likely need to advertise out of town, and could send the RFP to the Special Districts Association, AWWA PNWS, OWUC, OAWU, and DJC.

Regarding the Request for Quotes for 2022 Chemical Bids that was brought before the Board on January 20, 2022, Mr. Thomas stated the bid for Chlorine was awarded to HASA for an annual contract. However, when staff reviewed the purchase order it was then realized the quote given by HASA was for a quarterly price, whereas the Advertisement for Quotes asked for an annual price. There were two bids for chlorine and the other quote was not brought before the Board as it was deemed non-responsive because it was a quarterly bid. At this point in time companies do not want to give an annual bid. Mr. Thomas stated he feels the Board needs to reject HASA's bid and re-bid Chlorine for a quarterly price sending the Request for Quotes to all suppliers. After a brief discussion, Ms. Cribbins moved to reject all chlorine bids as non-responsive. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, February 17, 2022, at 7:00 a.m.

Updates were given as follows:

- Springbrook – Springbrook started their upgrade Thursday at the close of business. Data was pulled and went through the weekend. The databases were back in service on Monday morning. The update went smoothly with only a few minor glitches that are being worked through.
- Meter Change Out/AMR – Staff has changed 384 meters out of 900. The Distribution crew has helped with the meter change outs due to staffing shortages which is very much appreciated. Training will be scheduled with Mueller soon.

At 7:30 a.m. Vice-Chair Cribbins directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and labor negotiations pursuant to ORS 192.660(2)(d). They returned to open session at 8:12 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:12 a.m.

Approved: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Vice-Chair Melissa Cribbins

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