

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

Minutes
Regular Board Meeting

January 16, 2025
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 Carmen Matthews presiding. Other Board members present: Bill Richardson, Rob Kilmer, and Greg Solarz. Board Members absent: none. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Operations Manager; Aimee Hollis, Customer Relations Manager; Jason Mills, Distribution Supervisor; and Stacey Parrott, Executive Assistant & HR Specialist; Board Legal Counsel Melissa Cribbins was present. Media present: None.

Chair Matthews opened the meeting at 7:00 a.m. and led the Board and assembly in the Pledge of Allegiance.

Chair Matthews asked if there were any corrections or additions to the December 19, 2024, Regular Board meeting minutes. Mr. Kilmer moved the minutes be approved as written. The motion was seconded by Mr. Richardson and passed unanimously.

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

Regarding the proposed award of chemical bids for 2025 calendar year, Operations Manager Jeff Miller provided an overview of the bidding process, stating that on November 21, 2024, bid requests were sent to 33 vendors for the Water Board's five most-utilized treatment chemicals. Bids were closed on December 20, 2024 and the Water Board opened bids on December 27, 2024. Seven vendors submitted bids and price changes for the five chemicals as noted:

- Liquid Poly Aluminum Chloride to USALCO for \$1,006.00/ton. This is an increase of \$36.00 a/ton. This is an estimated \$3,348.00 increase for this year.
- Anhydrous ammonia to Airgas Specialty Products Inc. for \$2,850.00/ton This was an increase of \$50.00 a/ton. This is an estimated \$300.00 increase for this year.
- Low Salt Sodium Hypochlorite (12.5%) to HASA Inc. for \$2.62/gal. This product remained at the same price.
- Sodium Fluoride to Cascade Columbia Distribution Co. for \$3,050.00/ton. This was an increase of \$10.00 /ton. This is an estimated \$90.00 increase for this year.
- 25% Sodium Hydroxide to Univar Solutions Inc. for \$350.40/ton. This is an increase of \$104.15/ton. This is an estimated \$4,582.60 increase for this year.

Mr. Miller noted that the estimated treatment chemical costs for 2024 were \$276,285.00 and the estimated treatment chemical costs for 2025 are \$284,526.00. This is an increase of approximately \$8,321.00. The Water Board currently has a budget of \$330,000.00 for treatment chemicals in the FY2025 budget, ensuring that the increased costs would remain within the budgeted allocation.

A brief discussion followed, Mr. Solarz commented that they appreciate the historical pricing comparison as it provides useful content for evaluating cost trends over the

years. Chair Matthews inquired about the spectrometer purchase approved at the last meeting and if it would impact chemical usage projections. Mr. Miller responded that while the spectrometer would improve monitoring and dosing efficiency, it was unlikely to result in immediate changes to the treatment chemical consumption. Mr. Richardson moved to accept all quotes and award the chemical quotes for the 2025 calendar year to the supplier with the lowest quote for each chemical, for total cost of \$284,526. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed purchase of the Mission Remote Telemetry Units (RTUs) and installation, Distribution Supervisor Jason Mills explained that a limited-time discount was being offered to upgrade existing RTUs at a 29% discount. These monitoring units are used for remote pump operation, pressure monitoring, alarm notifications, and data collection. The Water Board currently has seven of these units, including one at the plant. While existing units remain functional, they have higher annual service fees and lack newer system features. The discount presents an opportunity to upgrade the units proactively while the older models are still serviceable. Mr. Mills noted that there was an error in the initial cost contingency estimate, with the corrected total being \$18,740. Since this expense had not been budgeted, staff recommends using active capital funds to cover the costs.

Discussion followed regarding the lifespan of the existing units. Mr. Mills stated that the oldest unit in service was approximately ten years old, and while no units had completely failed yet, they had recently replaced a 16-year-old unit. Mr. Solarz questioned whether the price drop was due to an upcoming newer model replacement or whether it was simply a sales incentive. Mr. Mills responded that he was not aware of a newer model, instead, Mission was offering the discount to encourage customers to transition away from older systems, which are more expensive for the company to maintain. Following a brief discussion, Mr. Solarz moved to approve the sole source purchase from Correct Equipment of the Mission RTUs and installation at a total estimated cost of \$18,740. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the change of auditors for fiscal years 2025 and 2026, General Manager, Ivan Thomas informed the Board that the current auditing team for Pauly Rogers and Co., P.C. was transitioning to a new firm, Clear Trail CPA's LLC. Since the Water Board had followed the auditing selection of the cities, it was recommended that the Water Board follow suit to maintain consistency and retain the same auditing team. The process for transitioning was straightforward, requiring a contract termination with Pauly Rogers, and enter into a contract with Clear Trails CPA's LLC.

A brief discussion followed, mentioning that they had reviewed Clear Trail CPA's LLC website and confirmed that it appeared to be a breakaway firm which will allow the Water Board to continue working with former auditors from Pauly Rogers. A motion was made by Mr. Kilmer to allow the General Manager to give notice to cancel our contract with Pauly Rogers and Co., P.C. and enter a contract for auditing services with Clear Trail CPA's LLC for the 2025 and 2026 fiscal years. The motion was seconded by Mr. Richardson and passed unanimously.

The Board's next regular meeting was set for Thursday, February 6, 2025, at 7:00 a.m.

Updates were given as follows:

- Pay Equity and Compensation Study - the initial pay equity analysis revealed no major compliance issues. However, some minor adjustments were recommended to pay practices and career ladder progressions. Compensation adjustments were identified for some positions, but no significant changes were necessary. Further

policy and job description updates are being finalized, and additional details will be presented at a later date.

- Oregon Avenue Fence Project – the fence project has been completed, and no security issues have been found to report.
- FY24 Water Main Replacement Bundle – three projects are included in the bundle: Garfield project has been completed; crews are currently working on Meade in North Bend, with work expected to reach Virginia Ave soon. The third project is a 2-inch on Meade which is scheduled to be completed next. The contractor is ahead of schedule, with completion anticipated by March.

An additional topic was raised for discussion that had not been included in the official agenda but was deemed relevant for consideration. Mr. Thomas shared that during a recent reservoir cleaning and inspection, divers discovered significant damage to the roof structure of the High-Level Reservoir. Mr. Mills added that the roof was originally installed in 1975 and had reached the end of its expected lifespan. The galvanized steel roof panels showed severe deterioration at the seams and ridge caps, with visible holes that could allow debris or contaminants to enter. Temporary repairs will be implemented to prevent further deterioration; however a full roof replacement would need to be prioritized soon.

After a brief discussion, a consensus was reached that the Water Board should engage with a design firm soon to begin the planning process. The Board supported moving forward with initial steps for a High-Level Reservoir roof replacement project.

At 7:26 a.m. Chair Matthews directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h), personnel issues pursuant to ORS 192.660(2)(a) and labor negotiations pursuant to ORS 192.660(2)(d). The Board returned to open session at 8:21 a.m.

There being no other business to come before the Board, Chair Matthews adjourned the meeting at 8:22 a.m.

Approved: _____, 2025

By: _____
Carmen Matthews, Chair

ATTEST:
