

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

Minutes
Regular Board Meeting

January 5, 2023
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 Bob Dillard presiding. Other Board members present: Dr. Charles Sharps, Greg Solarz and Carmen Matthews. Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Miller, Treatment Plant Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Melissa Cribbins was present. Media present: None.

Chair Dillard opened the meeting at 7:00 a.m. and asked Mr. Thomas to lead the Board and assembly in the Pledge of Allegiance.

Chair Dillard asked if there were any corrections or additions to the December 15, 2023, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Regarding the proposed FY2023 Water Main Replacement Bundle, Mr. Thomas stated the FY 2023 budget includes three water main projects proposed for contractor installation. The estimated project costs are as follows:

<u>Description</u>	<u>Pipe Size</u>	<u>Pipe Type</u>	<u>Estimated Cost</u>
Myrtle Avenue – Woodland North	8-inch	PVC	\$183,200
South 8 th Street	8-inch	PVC or DI	\$211,800
Pacific Avenue	8-inch	PVC	<u>\$308,000</u>
Total Estimated Cost			\$703,000

Staff proposes in-house preparation of design plans, specifications and bidding documents. Following completion of design and bidding documents staff would solicit bids for the project and return to the Board of Directors for award of the successful bidder.

In FY 22, staff bundled watermain projects on five different streets and the contractor is now finished, with the exception of some street repairs on Sheridan Avenue. The contractor, Cradar Enterprises, did a really good job on these projects and staff has heard nothing but good feedback.

Mr. Dillard asked what determines whether these projects are done inhouse versus going out for bids. Mr. Thomas stated currently it is due to the utility's Distribution Section having five employees with less than two years of experience and only one Crew Leader, as the Board previously agreed to tentatively hold off hiring a Crew Leader in place of a Utility Worker.

There are two upcoming water main replacement projects, Vista Court and Grinnell Street, which will be done in-house and give the new crew members experience. Dr. Sharps asked how much money is saved by bundling the water main replacement projects. Mr. Thomas stated setup costs for the contractor if you go out for each individual mobilization cost, which is at least 10%. In addition, discounts are given when the contractor orders pipe in bundles.

Mr. Solarz inquired if any smaller contractors have complained about not getting the projects. Mr. Thomas stated the only complaints received in the last couple of years are some of the utility's requirements for contractor qualifications.

Motion was made by Dr. Sharps authorizing staff to do in-house preparation of design plans, specifications, and bidding documents and once bids are solicited bring them back to the Board of Directors for award of the successful bidder. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding proposed Task Order and Solicitation of Bids for the FY2023 Timber Sale, Mr. Thomas stated staff has utilized the recent forest inventory work by Mason Bruce & Girard to identify an area of harvest for the 2023 Timber Sale. With assistance from Stuntzner Engineering the boundary of the proposed sale has been determined. The area proposed for harvest contains 66.9 acres. Stand age in the unit varies between 77 and 120 years old. The timber is right behind the Service Center, which is some of the oldest timber. Dr. Sharps asked if this includes timber down to the road. Mr. Thomas stated it will not go down to the road and referred to the map in the Board packet.

Stuntzner did look at the timber on both sides of the service center, but decided it didn't make sense cost wise to do it from the back of the lot due to the grade and the fact that we would probably be losing money to cut that timber.

Based on prices from the 2019 Timber Sale and the City's 2022 Timber Sale estimated revenue from the proposed sale is between \$650,000 and \$850,000. Stuntzner Engineering has provided a cost of \$54,000 for administering the sale. Additional costs for reforestation are estimated at \$43,000.

The proposed work schedule is as follows:

Prepare Contract and Solicit Quotes	Jan/Feb 2023
Receive Contractor Quotes	April, 2023
Board Award	May, 2023
Work Complete	December 31, 2024

Dr. Sharps asked why the cost to Stuntzner Engineering is \$54,000 when staff is now aware of the location and content of the timber. Mr. Thomas stated Stuntzner Engineering would manage the timber sale, to include solicit bids, receive all contractor quotes, and inspect the project through completion.

After a brief discussion, Mr. Matthews moved to authorize the General Manager to sign a task order with Stuntzner Engineering to solicit bids for the 2023 Timber Sale and bring it back to the Board for consideration of award. The motion was seconded by Mr. Solarz and passed unanimously.

Water Treatment Supervisor Jeff Miller reviewed the bids received for water treatment chemical purchases to be made during calendar year 2023. Seven suppliers submitted quotes for five chemicals. All products meet the specifications outlined in the Request for Quotes. Based on estimated quantities, water treatment chemical expenses for the upcoming year are anticipated to increase by approximately \$46,000.

After a brief discussion, motion was made by Dr. Sharps to accept all quotes and award the chemical quotes to the supplier with the low quote for each chemical type. The motion was seconded by Mr. Solarz and passed unanimously. The suppliers with low quotes were as follows:

- Liquid Poly aluminum chloride to USALCO for \$970.00/ton
- Anhydrous ammonia to Airgas Specialty Products, Inc. for \$2,800/ton
- Sodium hypochlorite (12.5%) to HASA, Inc. for 1st Quarter \$2.57/gal, for 2nd Quarter \$2.62/gal, For 3rd Quarter \$2.67/gal & for 4th Quarter \$2.72/gal.
- Sodium Fluoride to Cascade Columbia District Co. for \$3,060.00/ton
- 25% Sodium Hydroxide to Univar USA, Inc. for \$350.75/ton

Updates were given as follows:

- Service Center Renovation – The renovations are fully completed with the punch list items being complete and the new doors have been installed. There is one payment remaining to be made in the approximate amount of \$13,000.
- Ingersoll Pump Station Manifold – The manifold has been replaced and project is complete.
- Oregon Pump Station/Libby Reservoir Telemetry – Telemetry upgrades have been made and project is complete.
- Fuel Management System – The new fuel management card lock system has been installed at the fuel tank site and is in use. Those employees who use the system have each been issued a card and pin number.
- C80 Excavator Buckets – Purchase of buckets have been budgeted for this fiscal year and staff will present this to Board for approval.
- Rate and SDC Study – A Request for Proposals is in the process of being drafted. Staff will follow up on this once results of the Master Plan have been received.

The Board's next regular meeting was set for Thursday, February 2, 2023, at 7:00 a.m.

At 7:23 a.m. Chair Dillard directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:25 a.m. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 8:25 a.m.

Approved: _____, 2023

By: _____
Bob Dillard, Chair

ATTEST: _____