

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

Minutes  
Regular Board Meeting

July 17, 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; Jeff Miller, Operations Manager; Matt Whitty, Engineering Manager; Aimee Hollis, Customer Relations Manager; Jason Mills, Distribution Supervisor; and Stacey Parrott, Executive Assistant & HR Specialist. Tim Lambson of Crow/Clay & Associates Inc. was present. Board Legal Counsel Melissa Cribbins was present. Media present: None.

Chair Matthews opened the meeting at 7:00 a.m.

Chair Matthews asked if there were any corrections or additions to the June 20, 2025, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Kilmer and passed unanimously.

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

Regarding the Distribution Departments staffing request for additional positions, Distribution Supervisor Jason Mills presented an analysis showing that the department is understaffed by approximately three full-time positions, limiting its ability to meet maintenance and operational goals. Current staffing levels have led to burnout from on-call demands, reduced work hours due to comp-time, and limited capacity for preventative maintenance and in-house capital projects. Over the past four years, the department has often operated with at least one vacancy due to turnover and workers' compensation issues. Data shows a shortfall of about 5,000 annual work hours, which could be addressed by adding three staff members. The FY2026 budget includes funding for one Crew Leader and two Utility Workers. Mr. Mills recommended the Board authorize the General Manager to proceed with the hiring to maintain service reliability and support long-term system needs.

After a brief discussion, Mr. Richardson moved to approve the General Manager to move forward with the hiring of three new full-time positions as outlined and funded in the FY25-26 budget. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the proposed renewal of Hach service partnership contract, Operations Manager Jeff Miller shared that a longstanding partnership has been in place since 2011 and is reviewed and renewed each year. The contract supports the calibration and repair of essential instruments at the Treatment Plant. The services contract includes nine online turbidimeters, two online total chlorine analyzers, one online streaming current monitor, and one benchtop spectrometer. These instruments play a critical role in maintaining plant performance and regulatory compliance. The contract

would ensure quarterly or bi-annual calibrations of key equipment, provide repairs, and free technical support.

All work would be performed by Hach-certified technicians, as Hach is the sole provider authorized to service its equipment. Mr. Miller emphasized the value of continuity and the importance of using manufacturer-trained personnel for these critical instruments. The proposed contract for FY25-26 totals \$22,030.00. Mr. Miller requested the Board authorize the General Manager to proceed with the renewal under a sole source procurement.

Mr. Kilmer motioned to authorize the General Manager to renew the annual Hach service contract for the fiscal year 2025-2026 for \$22,030.00, utilizing the sole source procurement method listed above and in section 4.7.1 of the Water Board's purchasing rules. The motion was seconded by Mr. Richardson and passed unanimously.

Regarding the proposed HVAC replacement for the Pony Creek Water Treatment Plant, Operations Manager Jeff Miller presented a recommendation to replace the system due to long-standing performance issues. It was reported that the system has not functioned properly for several years and could never be adequately adjusted for the facility's needs.

Efforts to address the issues began in December 2022, when staff initially included it in the scope of work for the treatment plant roof replacement project. Vendors were sought to assess the system; however, the unit had been custom built specifically for the treatment plant, making it incompatible with standard replacement parts or systems. As a result, securing bids proved difficult and due to cost issues that portion of the project was removed.

Renewed outreach was conducted to secure bids for a complete replacement. Three companies were contacted. Pacific Air declined to submit a formal bid. Comfort Air submitted a late bid for \$116,470.00. Custom Mechanical Solutions provided a complete proposal, including removal of the old unit and installation of a new HVAC system with updated ductwork, at a total cost of \$65,289.00. Mr. Miller noted that \$80,000 is currently allocated in the Capital Improvement Budget for this project, making the proposed contract both appropriate and within budget.

After a brief discussion, a motion was made by Mr. Richardson to authorize Custom Mechanical Solutions to replace the HVAC unit on the treatment plant's rooftop for \$65,289.00. The motion was seconded by Mr. Kilmer and passed unanimously.

Mr. Miller presented a recommendation for the purchase of a new 2025 Ford Explorer under the Water Board's long-standing Vehicle Replacement Program, established in 1997. The purpose of the program is to systematically replace aging, high-maintenance vehicles with newer, more reliable models that better serve the operational needs of the organization. Due to staff turnover in the Operations Manager role, the annual purchases outlined in the program have fallen behind; staff are currently addressing the vehicles that need replacement.

This proposed vehicle purchase will replace a 2002 two-wheel-drive Ford F-150 (vehicle #48) assigned to the Operations Manager. Due to the truck's physical and mechanical condition, it is in need of replacement. Mr. Miller emphasized that the new Ford Explorer vehicle would serve multiple purposes, including use by the Operations Manager, daily mail

runs, and as transportation for staff attending training sessions and conferences. This new vehicle will likely replace two of the Water Board's aging fleet, then the VRP will be revised next year. The Quotes were solicited from three dealerships. The bids received are as follows:

- Butler Ford in Ashland: \$46,539.97 (OregonBuys dealer)
- Tower Ford in Coos Bay: \$44,882.84
- Power Ford in Newport: \$58,850.00

Staff recommend accepting the lowest bid from Tower Ford and also deeming vehicle #48 as surplus, with plans to remove it from service. The current balance in the Water Board's Vehicle Replacement Program is \$683,215, making the proposed purchase well within budget.

Mr. Solarz moved to accept Tower Ford's bid of \$44,882.84 for a Ford Explorer ST-Line and deem the 2002 Ford F-150 (#48) as surplus. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed High-Level Reservoir roof replacement, General Manager Ivan Thomas presented a revised proposal for the project. Although the initial board packet included only placeholder information, a supplemental staff report was distributed at the meeting, reflecting updated planning and bid information that became available after additional consultations to identify how to operate the water system effectively during the roof replacement. After running several hydraulic scenarios, it was determined that the best approach would be to run the high-level pump station at a throttled valve setting in coordination with the union pump station to continue feeding the high-level zone. As part of this plan, it was recommended to install a new pressure regulating valve at the high-level pump station to manage system pressure. This valve is expected to cost just under \$10,000 and will be installed by in-house staff.

Originally, \$229,400 had been budgeted for the roof replacement, however, bids received came in significantly higher, as listed below:

<b>Bidder</b>	<b>Basic Bid</b>	<b>Alt.Bid #1</b>	<b>Alt. Bid #2</b>	<b>Alt. Bid #3</b>
DSL Builders, LLC	\$491,000.00	Add: \$37,000.00	Add: \$5,800.00	Add: \$105,000.00
Richards Remodeling	\$833,282.00	Add: \$69,688.00	Add: \$54,815.00	Add: \$87,562.00
Weatherguard Inc.	\$464,000.00	Add: \$40,800.00	Deduct: \$15,000.00	Add: \$35,000.00
Zterrell & Son	X	\$599,814.26	\$588.814.26	\$609,814.26

Bids were solicited for three alternative approaches to the tank roof replacement and maintenance options:

- Alternate 1: Poly coating for the entirety of the tank that would be applied while the tank is empty, helping to protect the masonry block structure of the tank. Staff suggest that this be applied to the project at an additional \$40,800 with Weatherguard.
- Alternate 2: An alternative material option, utilizing treated wood for the substructure. This option had concerns regarding the chemical compatibility with treated water and would delay the project by up to 12 weeks. With Weatherguard, this was a deduction of \$15,000. Staff do not recommend this option.

- Alternate 3: Using a hot-dipped galvanized steel substructure, which matches the existing structure that has lasted 70 years. This option with Weathergaurd adds \$35,000 to the project and is suggested by staff as the recommended approach.

The full cost of the Weathergaurd Inc. bid, including alternates, is \$539,800. In order to cover the funding gap from the budgeted amount of \$229,400, it was proposed to reallocate \$95,000 from the treatment plant's Rotork valve replacement to the next fiscal year. Additionally, \$325,400 would be drawn from the Paid Debt Reserve, a reserve established from savings after paying off prior debt. This would still leave an estimated \$350,000 in reserve at the end of the fiscal year.

After evaluating the proposals and funding scenarios, it was recommended accepting the bid from Weathergaurd, Inc., the apparent low bidder. Mr. Thomas introduced Tim Lambson from Crow/Clay & Associates Inc. who provided additional insight into Weathergaurd Inc., stating that Weathergaurd is a well-established and reputable roofing and reconstruction company that has completed similar projects along the Oregon coast and I-5 corridor. Mr. Lambson stated that the company is very capable of handling the project.

After a brief discussion by the Board, Mr. Richardson concurred that the roof replacement is critical and cannot be postponed, he moved to authorize staff to take the necessary steps to replace the high-level reservoir roof and allow the General Manager to enter into a contract with Weathergaurd Inc. for the high-level roof replacement in the amount of \$539,800. The motion was seconded by Mr. Kilmer and passed unanimously.

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

Updates were given as follows:

- Water Management & Conservation Plan: This plan was previously submitted to the Department of Water Resources following Board approval several meetings ago. The Department of Water Resources reviewed the submission and returned with a few minor questions and suggestions, primarily related to the meter replacement schedule and the potential for recycled water use. In response, we clarified the schedule and approach for future meter replacements. Regarding recycled water, additional language was added to explain that while the treatment plant currently reuses some water from its backwash basin, broader opportunities for recycled water are limited due to system configurations. However, noted the importance of remaining open to such opportunities in the future, should they become viable. The Water Management & Conservation Plan has been accepted by the State and final copies are being sent.
- Tribal Grant for Terramar Pump Station: The proposal for funding the Terramar Pump Station project was approved by the Tribal Council, and grant funding has been secured. Staff will begin meeting with Dyer Engineering next week to coordinate project specifications and begin moving the project forward. We are actively following up with the appropriate tribal representatives to finalize details.
- Nutwood & 14<sup>th</sup> Pump Station Replacement Project: the Nutwood and 14th Pump Station Replacement Project is now complete and running on new pumps.

- Meter Change Out/AMR Installation: Over 4,000 new meters from Mueller have been received and are ready for testing and verification. These meters were purchased under the current contract pricing. Staff are preparing to pair the meters with their corresponding Meter Interface Units (MIUs). Installation for Cycle 3 is scheduled for this fall through a contracted service provider. Following that, planning will begin for the installation of meters in Cycles 5 and 7, with remaining cycles (2, 4, and 6) to follow as part of a phased approach.

At 7:38 a.m. Chair Matthews directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and performance evaluation of General Manager pursuant to ORS 192.660(2)(i).

The Board returned to open session at 8:23 a.m. There being no other business to come before the Board, Chair Matthews adjourned the meeting at 8:23 a.m.

Approved: August 7, 2025

By: \_\_\_\_\_  
Bill Richardson, Chair

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