

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

Minutes
Regular Board Meeting

July 21, 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 Bob Dillard presiding. Other Board members present: Greg Solarz and Carmen Matthews. Board Members absent: Dr. Charles Sharps. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; Rick Abbott, Distribution Supervisor; Vince Stonesifer, Field Services Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Melissa Cribbins was present. Media present: None. Representatives from Executech joined the meeting virtually. Vice-Chair Dillard opened the meeting at 7:00 a.m. and led the Board and assembly in the Pledge of Allegiance.

Regarding election of Board Officers, Mr. Solarz moved they follow the regular rotation of officers to commence immediately. The motion was seconded by Mr. Matthews and passed unanimously. Officers for the following year are as follows: Chair – Bob Dillard; Vice-Chair – Greg Solarz; Secretary – Carmen Matthews; and Member – Dr. Charles Sharps.

Chair Dillard asked if there were any corrections or additions to the June 9, 2022, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as amended. The motion was seconded by Mr. Matthews and passed unanimously.

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

Regarding consideration of award of Information Technology Services, Mr. Thomas stated staff solicited Request for Proposals for IT Services from qualified vendors for services to maintain and manage the utility's IT needs. Responses were received from three vendors being Comp-u-Talk (the Water Board's current IT service provider), Executech, and Pacific Office Automation.

An internal committee reviewed and rated each vendor's Request for Proposals for firm experience and qualifications, key personnel qualifications, overall approach and availability to providing services at all levels, and price point for the services to be provided. After review, Executech was the highest rated vendor. Staff has called upon references for Executech and received positive feedback on Executech's approach and qualifications to provide IT services.

Staff is recommending the Water Board enter into a three year professional services contract with Executech, with an option to extend the contract for two additional three year periods.

Mr. Thomas introduced Rob Soto, the Administrative Manager of Executech, and other representatives from Executech and asked him to address the Board regarding their firm. Mr. Soto, the Account Executive for the Pacific Northwest, gave the names of individuals involved in their firm. Executech has served IT support for 22 years. Executech has supported businesses within the Coos Bay area for the last 7 years. Their support is 24/7 365 days and currently have 3 local IT support individuals who can be on site in an emergency within a short amount of time. Executech currently supports the City of Coos Bay, Coos County Library District and Libraries of Curry County, the City of Coquille, Oregon International Port of Coos Bay and many other entities. Mr. Soto asked the Board if they had any questions. Mr. Dillard asked if the fee schedule will change. Mr. Thomas stated he does not expect it to change much, depending on what needs are. Mr. Matthews asked what length of time Comp-u-Talk has been providing IT services. Mr. Howes stated approximately 20 to 25 years.

After a brief discussion, Mr. Solarz moved to authorize the General Manager to enter into a professional services contract with Executech as the Water Board's primary information technology vendor. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding award of the proposed Service Center Parking Lot Paving Project, Engineering Manager Matt Whitty stated staff solicited Request for Proposals with bids being due June 29, 2022. Two bids were received for the project as follows:

Johnson Rock Products	\$189,496.00
Knife River Materials	\$153,385.50

Staff sent Notice of Intent to Award which includes a 5-day protest period which expired on July 13, 2022.

To minimize the budget impact of this project staff included portions of the estimated cost in three fiscal year budgets resulting in a total budgeted amount of \$205,000. In accordance with current practice, staff plans to retain any excess budgeted funds in the active capital account to cover budgeting shortfalls in other projects.

Mr. Solarz asked if the bidders asked for staff's estimate on the project. Mr. Whitty stated it was listed in the proposal as \$200,000.

After a brief discussion, motion was made by Mr. Solarz to accept the low bid in the amount of \$153,385.50 and award the Service Center Parking Lot Paving Project to Knife River Materials, LLC. The motion was seconded by Mr. Matthews and passed unanimously.

Distribution Supervisor Rick Abbott presented staff's request for purchase of a new trailer mounted vacuum excavator.

Staff solicited quotes from three qualified vendors for a new 2022 trailer mounted vacuum excavators. The excavators quoted were to meet or exceed the following specifications:

- 800-gallon spoil tank with 200-gallon water tank
- 49 hp diesel engine
- 4" vacuum system with 860 CFM reversible flow blower
- 3000 PSI @ 4 GPM high pressure water system with 50' hose reel, wand and winterizing kit
- Traffic directional board and work lights
- Vacuum hose rack
- 16,200 GVWR tandem axle trailer with electric brakes and pintle hitch

Quotes received are as follows:

Vacmasters \$67,931.00 for the SPV 800 DT4/W
Vermeer Pacific DBA \$104,900.62 for the VX50-800
Ditch Witch West \$96,653.34 for the HX50A

Mr. Abbott stated the utility has had two other vacmasters and they are very good machines. Mr. Dillard asked why staff is recommending keeping the 2008 Spoilvac vacuum. Mr. Abbott stated many times the Distribution crew has the need for two vacuums causing them to rotate the machine between different jobs. Keeping the 2008 Spoilvac vacuum at this time as a second large vacuum excavator would allow the Distribution section to use these at the same time at different locations. This additional machine will serve as the crew's primary vacuum trailer. The older vacuum will serve as a back-up unit.

Staff is requesting authorization to purchase the Spoilvac vacuum excavator trailer from Vacmasters for a total cost of \$67,931. The amount of \$70,000 is included in the current fiscal year's budget for this purchase.

Motion was made by Mr. Matthews to authorize the purchase of the Spoilvac vacuum excavator trailer from Vacmasters for a total cost of \$67,931. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, August 4, 2022, at 7:00 a.m.

Updates were given as follows:

IMS Cap Replacement Project – The project has been completed successfully. All five filters at the Treatment Plant are back on line and producing water with minimal pressure on the bottom of the IMS Caps and no overflows on the spillway deck.

2019 Timber Sale - Logs are currently being hauled and most likely will be finished by the end of summer, although the contractor has until December 31, 2022 to complete the sale. The Water Board received the first check in the amount of \$35,000.

At 7:20 a.m. Chair Dillard directed they go into executive session for the purpose 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 7:55 a.m. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 7:55 a.m.

Approved: _____, 2022

By: _____
Bob Dillard, Chair

ATTEST: _____