

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

Minutes  
Regular Board Meeting

7:00 a.m.  
July 2, 2015

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Cribbins presiding. Other Board members present: Dr. Charles Sharps, Richard Vigue, and Greg Solarz. Board members absent: None. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Matt Whitty, Engineering Supervisor; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jim Kaylor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Cribbins opened the meeting at 7:00 a.m.

Chair Cribbins asked if there were any corrections or additions to the June 25, 2015 Regular Board meeting minutes. Mr. Solarz noted two errors in the second paragraph. Mr. Solarz moved the minutes be approved as amended. The motion was seconded by Dr. Sharps and passed unanimously.

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

Operations Director Ron Hoffine reviewed the bids received for the South Empire Boulevard Waterline Relocation Rebid Project. Bids were opened on June 30, 2015. Three bids were received as follows:

<u>Bidder</u>	<u>Bid Amount</u>
LTM, Inc. dba Knife River Materials, Coos Bay	\$1,225,227.50
Columbia Pacific Construction, Inc., Woodland, WA	\$1,588,102.00
Northwest Metal Fab and Pipe, Inc., Wilsonville	\$1,836,164.00

Mr. Hoffine said the apparent low bidder is LTM, Inc. dba Knife River Materials in the amount of \$1,225,227.50. The Dyer Partnership's estimate was \$1,200,420.00. Staff's evaluation of the bids indicates no irregularities. Knife River has the company and personnel qualifications required in the contract documents and meets the requirements of a responsible bidder. Due to the tight schedule, a Notice of Intent to Award to Knife River was issued to all bidders on July 1, 2015. Mr. Hoffine stated due to the re-bid this added 15 days to the schedule. After a brief discussion, Mr. Vigue moved they award the South Empire Boulevard Waterline Relocation Rebid Project to LTM, Inc. dba Knife River Materials in the amount of \$1,225,227.50 contingent upon no protest being received during the Notice of Intent to Award protest time period. The motion was seconded by Dr. Sharps and passed unanimously.

Engineering Supervisor Matt Whitty presented staff's request regarding the proposed Redwood and 11<sup>th</sup> Street Main Replacement Project. The existing main has experienced multiple breaks and is in poor condition. It is served from the high level system and static pressure in the main is in excess of 95 psi. Mr. Whitty said the high pressure is likely a contributing factor in the frequent main breaks on this waterline. Preliminary design includes converting 3 homes with high pressure to the low level system. The resulting residual static pressure at the highest elevation house will be over 45 psi. This project is included in the current fiscal year's budget in the amount of \$47,500. Mr. Vigue inquired who would be doing the project. Mr. Whitty said the project would be performed by the utility's crew. After a brief discussion, Dr. Sharps moved to authorize staff to design and install the Redwood and 11<sup>th</sup> Street Main Replacement Project at an estimated cost of \$47,500. The motion was seconded by Mr. Vigue and passed unanimously.

Regarding the proposed North Main Street 2-inch Main Replacement Project, Engineering Supervisor Matt Whitty said the existing main lacks the 30 inch minimum cover required by code, and is not suitable for lowering due to age and type of pipe. Staff proposes to design and install 230 feet of 2-inch diameter PVC pipe on North Main Street in Coos Bay to replace 230 feet of 2-inch galvanized iron pipe. The work would be performed by the utility's crew. The new main will serve two homes on North Main Street, with potential for two additional services on existing vacant lots. The City of Coos Bay has requested the Water Board install the main prior to the final grading work by the City which is scheduled for August. Mr. Whitty stated staff would provide the City of Coos Bay with a design drawing showing the existing topography of the gravel road and adjacent right-of-way to assist them in their analysis of any drainage issues and confirmation of the final road grade. The City has indicated they plan only minor surface grading. This project is included in the current fiscal year's budget in the estimated amount of \$14,400. After a brief discussion, Mr. Solarz moved to authorize staff to design and install the North Main Street 2-inch Main Replacement Project at an estimated cost of \$14,400. The motion was seconded by Mr. Vigue and passed unanimously.

Engineering Supervisor Matt Whitty presented staff's request regarding the proposed Union Avenue Main Replacement Project at Grant Circle. The proposed project is to design and install 300 feet of 6-inch PVC pipe to replace 220 feet of 6-inch diameter cast iron pipe on Union Avenue in North Bend which was retired last year after the Grant Circle renovation. The new main will restore the distribution grid by connecting the two dead-end lines left after the retirement of the old main. Mr. Solarz mentioned the City of North Bend had plans to seal coat Grant Circle. Mr. Whitty said he had been in contact with the City and they have postponed their project. The estimated cost of this project is \$44,300 and is included in this fiscal year's budget. Mr. Vigue inquired as to the length of time needed for the main replacement at Grant Circle. Mr. Whitty said the project would take approximately 3 weeks and would be done by the utility's crew. Dr. Sharps moved to authorize staff to design and install the Union Avenue Main Replacement Project at Grant Circle at an estimated cost of \$44,300. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the Audit Services Engagement Letter, Mr. Schab said the FY2015 audit is scheduled to begin in mid-July with a preliminary site visit. The audit and field work will begin in September with completion scheduled for mid-November. The proposed FY2015 audit contract is in the amount of \$15,915 plus an additional one-time fee of \$750 to implement GASB 68 requirements related to the utility's pension. After a brief discussion, Ms. Cribbins moved to authorize the General Manager to sign the Audit Services Engagement Letter in an amount not to exceed \$16,665. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Thursday, July 16, at 7:00 a.m.

Operations Director Ron Hoffine gave an update regarding the water main project on Ocean Boulevard. Mr. Hoffine said the project is complete with the exception of the striping. The City has agreed to do the striping, at the Water Board's cost, through ODOT. Once confirmation is received from the City, Laskey-Clifton will remove their cones. Final completion documents will be brought to the Board at a later date.

Mr. Schab gave an update on the Matson Creek Project. The archeological study proved no findings. The final report has been prepared, approved by the local Army Corp of Engineers and forwarded on to the State Historical Preservation Agency. This agency has a 30 day review period.

At 7:40 a.m. Chair Cribbins directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a) and performance evaluation of General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 8:39 a.m. There being no other business to come before the Board, Chair Cribbins adjourned the meeting at 8:40 a.m.

Approved: \_\_\_\_\_, 2015

By: \_\_\_\_\_  
Chair Melissa Cribbins

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