

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

Minutes
Regular Board Meeting

March 13, 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 Secretary Rob Kilmer presiding. Other Board members present: Greg Solarz. Chair Carmen Matthews was present (virtually). Board Members absent: Bill Richardson. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Operations Manager; Aimee Hollis, Customer Relations Manager; Micah Demanett, Meter Services Supervisor; Jason Mills, Distribution Supervisor; and Stacey Parrott, Executive Assistant & HR Specialist; Board Legal Counsel Melissa Cribbins was present. Media present: None.

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

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

Secretary Kilmer asked if there were any public comments and there were none.

Regarding the proposed award of Blue Sky Tree Service for vegetation removal on and around the Upper and Lower Pony Creek dams, Operation Manager Jeff Miller stated that vegetation has become overgrown around the dam in the watershed. This overgrowth is primarily due to invasive species such as Scotch broom and other brush that presents a significant fire hazard. The issue has been exacerbated by the closure of Shutters Creek Correctional Facility, which previously allowed the Water Board to utilize inmates for vegetation upkeep and removal. Staffing shortages within the Distribution Department have made keeping up with the vegetation growth difficult if not impossible. To address the concern, staff reached out to three vendors for quotes, of the three, Blue Sky Tree Service was the only vendor to return a quote. The submitted quote totals a cost of \$22,500 and includes vegetation removal on upstream and downstream face of both Upper and Lower Pony Creek dams, covering approximately 5.5 acres. Mr. Miller explained that while this is being proposed as a one-time effort, staff hopes to establish a recurring contract in the future to maintain the area more regularly.

After a brief discussion, Mr. Solarz moved to approve the \$22,500 quote provided by Blue Sky Tree Service for vegetation removal on and around the Upper and Lower Pony Creek dams. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the proposed contract amendment with Diversified Construction & Consulting for installation of automated meters, Meter Services Supervisor Micah Demanett shared that in August of 2024, a contract was initiated for installation of 925 water meters for the automated meter reading (AMR) project. In February 2025, the Water Board approved purchase of an additional 1,058 water meters and AMR devices for installation in

Cycle 3 which encompasses the Ocean Blvd, Thompson Rd, Bayshore Ave, areas of Coos Bay.

In the Water Board's 2024 contract with meter installer, Diversified Construction (DCC), a stipulation was set for an amendment to the contract for additional installations upon mutual agreement between the Water Board and DCC. The proposed contract includes an additional 1,024 1-inch and smaller meter installations at \$53.00 per meter and 34 1½-inch and 2-inch meter installations at \$277.00 for \$63,690 total. Assuming Board of Directors approval of the contract amendment with DCC, they have tentatively scheduled installation for August, taking approximately 3 weeks. Mr. Demanett noted that this rate is extremely competitive in comparison with other vendors. The total project amount for meters already ordered and installation is approximately \$303,777.54, with the funds coming from timber, active capital, and Fiscal Year 2026 budgeted meter replacement funds.

Mr. Solarz moved to approve the General Manager to enter into the proposed contract amendment with Diversified Construction & Consulting for 1,058 automated meter reading installations for \$53.00 per 1-inch and smaller meter and \$277.00 per 1½ and 2-inch meters for \$63,690. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the Professional Services Contract with Crow/Clay & Associates Inc. for architectural design services for the High-Level Reservoir roof replacement, General Manager Ivan Thomas reviewed the findings from the recent diving inspection of the High-Level Reservoir, which revealed the existing roof was deteriorated and beyond its useful life. In preparation for replacement work, staff proposed entering into a Professional Services Agreement with Crow/Clay & Associates Inc. The scope of work includes demo plans, structural roof design and planning, bid coordination, and construction administrative services. The total cost to administer the project is \$18,500. The construction of the roof replacement is estimated to total \$200,000 and will be budgeted for the FY 2026 capital budget. The reservoir roof replacement would be scheduled to take place in late summer or early fall 2025.

A brief discussion followed regarding the age and condition of the roof, including corrosion and deterioration of wood trusses and fasteners. Mr. Solarz referenced historical construction details and emphasized the importance of documentation and sharing knowledge about prior roof work.

Mr. Solarz moved to authorize the General Manager to enter into a \$18,500 Professional Services Contract with Crow/Clay & Associates for architectural design services, contract administration, and construction administration for roof replacement of the High-Level Reservoir. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the Change Order No. 7 for the fiscal year 2024 Water Main Replacement Bundle, Engineering Manager, Matt Whitty reviewed adjustments to the FY24 Water Main Replacement Bundle, including hydrant adjustments, added valves for system improvement, and some additional excavation and materials not originally included in the contract. Notably, extra valves were installed to enhance system functionality, and existing infrastructure was encountered in areas such as Virginia and Newmark that required adaptation.

The final change order amount totaled \$39,514.14 which is 7.8% of the original contract amount of \$505,024.50. There were overages in bid schedule quantities including sidewalk replacement, trench patching and crack sealing and other minor overruns. The total net overage is \$47,818.38. The final reconciliation change order will bring the

total contract price to \$592,357.02 which is 17% above the original contract price. Quantities submitted by the contractor have been verified and recommend payment of the net overage.

Mr. Solarz moved to authorize the General Manager to sign Change Order No. 7 in the amount of \$47,818.38. The motion was seconded by Mr. Matthews and passed unanimously.

The Board's next regular meeting was set for Thursday, April 3, 2025, at 7:00 a.m.

Updates were given as follows:

- SolarBee Motor Replacement – the SolarBee motor on the floating mixer, which is used to mitigate water quality issues, has been replaced. The mixer had stopped working due to a faulty motor and cable. Ixom was in town the week following board approval, the mixer is back up and running.
- CIS Drone Grant – the Water Board was selected to participate in the 2025 CIS Drone Program, having only a limited number of non-law enforcement agency recipients. Lee Statham from the Distribution Department will attend training in two phases; a Part 107 exam prep course and a hands-on field session. The Board will need to formally adopt the CIS Drone Operator's Manual, and the drone must be insured. The Water Board will initially purchase the drone, CIS will reimburse up to \$1,000. The drone will be used for infrastructure inspections (reservoirs, tanks, dams, water mains on bridges), monitoring remote watershed and dunal areas, and observing transient camps and poaching on Water Board property – allowing for safer inspections without placing staff in hazardous conditions.
- Mission Telemetry Installations – the Water Board has received new Mission telemetry monitoring units, 7 of 12 sites have been switched over which will replace older equipment in the water system. Installation is on-going, the upgraded units are expected to offer greater reliability and improved functionality.
- Oregon Health Authority, Violation Error – the Water Board received a violation notice from the Oregon Health Authority (OHA) for underreporting the number of required TCR (Total Coliform Rule) distribution samples. Upon review, staff confirmed the correct number of samples had been collected and submitted, but only 24 of the required 40 samples were entered into the system by OHA. Staff resubmitted the full original file and communicated the error to OHA. While it was quick for OHA to issue a violation, correcting it is taking longer. The issue was confirmed to be an OHA data entry error, and staff are actively working with OHA to resolve it.

At 7:26 a.m. Secretary Kilmer 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 7:52 a.m.

There being no other business to come before the Board, Secretary Kilmer adjourned the meeting at 7:53 a.m.

Approved: _____, 2025

By: _____
Carmen Matthews, Chair

ATTEST:
