

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

Minutes  
Regular Board Meeting

March 16, 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: Greg Solarz, and Carmen Matthews. Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jeff Page, Operations Manager; and Jeff Miller, Water Treatment Supervisor. Board Legal Counsel Melissa Cribbins was present. Media present: None. Dr. Charles Sharps was present.

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

Mr. Thomas gave special recognition to Bob Dillard for serving as a member of the Board of Directors for 7 years, with today being his last Board meeting, and to Dr. Charles Sharps for serving as a member of the Board of Directors for 15 years. Mr. Thomas thanked Mr. Dillard and Dr. Sharps for their valuable time and involvement while serving on the Board.

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

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

Water Treatment Supervisor Jeff Miller presented the proposed purchase of Chlorine and pH Analyzers. The Pony Creek water treatment plant utilizes three free chlorine and pH analyzers throughout the plant that allows staff to monitor water quality and maintain drinking water standards required by the Oregon Health Authority. The analyzers monitor the chlorine and pH levels of the water entering the chlorine contact reservoir, exiting the chlorine contact reservoir, and water that is pumped to the nine million gallon reservoir before entering the distribution system.

The existing analyzers installed in 2011 have exceeded their expected lifespan and will no longer be supported by the manufacturer. Staff solicited quotes from three vendors and found that Rosemount offers the lowest price. Rosemount will also provide setup and calibration at no additional charge. Quotes received are as follows:

<b>Chlorine &amp; PH Analyzer Quotes</b>	
USA Bluebook	\$18,417.79
Instrumart	\$19,299.00
Rosemount	\$18,336.00

The amount of \$21,000 is included in the current fiscal year's capital budget.

Mr. Dillard asked if Rosemount is the same brand as the current analyzers. Mr. Miller stated they are the same brand and staff has been pleased with their performance. In addition, Rosemount's quote includes training and technical support.

Motion was made by Mr. Matthews authorizing purchase of the chlorine and pH analyzers from Rosemount in the amount of \$18,336. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding consideration of award for installation of automated meters, Mr. Thomas stated over the last two years the Water Board has implemented a meter replacement program to replace aging infrastructure that has reached or exceeded its maximum life expectancy. The Water Board chose to implement installation of automated meter reads (AMR) to increase workload efficiencies of meter reading. The first 960 meters were installed by Water Board staff in between jobs taking approximately 4 months to complete and the meters are working appropriately. Now, there are an additional 1,218 in stock and ready for installation.

Staff planned and budgeted monies in the FY 2023 budget to contract for meter installation services. The Board of Directors approved the solicitation of quotes from qualified contractors in early 2023 for this group of 1,218 meters. Staff has received two proposals from qualified contractors for installation of the AMR's:

<b>Automated Meter Reading Installation Quotes</b>				
<b>Contractor</b>	<b>Installation Price Per Meter</b>	<b>Difficult Meter Install</b>	<b>Total Cost</b>	
Olson LLC	\$ 69.70	\$ -	\$	84,894.60
Diversified Construction	\$ 45.50	\$ 1,000.00	\$	56,419.00

Diversified Construction & Consulting (DCC) from Sisters, Oregon has submitted the successful proposal of \$45.50 per meter install or \$56,419 including estimated pricing for difficult meter installations. DCC has completed several successful meter installations in the past and comes highly recommended by other references. DCC's proposal tentatively indicates the project start date to be in April and last for three to four weeks.

Mr. Dillard asked if this work would continue next year. Mr. Thomas stated a contract would be negotiated which would include the option for the contractor to conduct future installations, possibly for the next two cycles, until internal staff has the time to do so.

Mr. Thomas stated he and Board Attorney Ms. Cribbins will prepare a contract with a final scope of work to include the automated meter installations, potential for difficult meter installations, and potential for the option for the contractor to conduct future installations for the Water Board.

Currently, there is \$184,000 in the meter replacement fund that is unallocated.

After a brief discussion, Mr. Solarz moved to approve the General Manager to contract with Diversified Construction & Consulting for automated meter reading installations in the amount of \$56,419. The motion was seconded by Mr. Matthews and passed unanimously.

Chair Bob Dillard stated as this is his last meeting he would now pass the Board Chairman duties to Mr. Solarz to complete the meeting.

The Board's next regular meeting was set for Thursday, April 6, 2023, at 7:00 a.m.

Updates were given as follows:

- Support Letter for Port of Coos Bay – Mr. Thomas stated he received an email from Margaret Barber of the Port of Coos Bay asking if the Water Board would be agreeable to send a letter of support for the Port of Coos Bay's container project in which they are trying to obtain grant funds. Mr. Thomas asked the Board members for input. It was the Board's consensus to provide the Port with the suggested letter.
- Revenues and Sales have increased over the last couple of months
- A new Customer Service Representative will start on March 20<sup>th</sup>
- FY22 Water Main Replacements Bundle – Projects are now complete with Sheridan Avenue being the most recently completed, with exception of the retainage and final inspection and approval which the City of Coos Bay is working on.

At 7:20 a.m. Chair Solarz directed they go into executive session for the purpose of discussing personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:36 a.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:36 a.m.

Approved: \_\_\_\_\_, 2023

By: \_\_\_\_\_  
Greg Solarz, Chair

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