

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

Minutes
Regular Board Meeting

November 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 Greg Solarz presiding. Other Board members present: Rob Kilmer, Bill Richardson and Carmen Matthews. Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Water Treatment Supervisor; Jeff Page, Operations Manager; Aimee Hollis, Customer Relations Supervisor; and Karen Parker, Administrative Assistant. Melissa Cribbins, Board Legal Counsel; Rick Abbott, Distribution Supervisor and Vince Stonesifer, Field Services Technician, attended virtually. Media present: None. Tim Lambson of Crow/Clay & Associates, Mike Wallace and Zach Wallace of Northwest Building Specialists were present.

Chair Solarz opened the meeting at 7:00 a.m. and asked Ms. Parker to lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the November 2, 2023 Regular Board meeting minutes. Mr. Kilmer moved the minutes be approved as written. The motion was seconded by Mr. Richardson and passed unanimously.

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

Regarding the proposed Administrative Order, Mr. Thomas stated at the recommendation of Board Attorney Melissa Cribbins it would be advisable for the Board to approve an Administrative Order in the case this situation advances. Mr. Thomas asked Ms. Cribbins if she had any additional comments. Ms. Cribbins stated this is not adding any new information, it is just committing to an order of the decision made by the Board of Directors at their November 2nd meeting. Mr. Matthews moved to approve the Administrative Order affirming the motion accepted by the Board during the November 2, 2023 Regular Board Meeting. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding proposed Resolution No. 403 updating banking signature authorizations, Interim Finance Director Monica Kemper stated the Board members have previously signed a signature card for Umpqua Bank, however due to changing bank regulations Umpqua Bank does require Board approval since the Water Board is removing Jeffrey W. Howes from all accounts. After a brief discussion, Mr. Matthews moved to adopt Resolution No. 403 authorizing Umpqua Bank to remove Jeffrey W. Howes from all accounts. The motion was seconded by Mr. Richardson and passed unanimously. The resolution read as follows:

Resolution No. 403

BANKING SIGNATURE AUTHORIZATIONS

WHEREAS, the Coos Bay-North Bend Water Board (hereinafter "Water Board"), requires banking services to efficiently carry out its collection and payment functions; and

WHEREAS, the Water Board issued a request for proposals for banking services in January 1998 and subsequently accepted the proposal of Security Bank at its February 26, 1998, regular Board meeting; and

WHEREAS, the Cities appoint new members to the Board at various times;

WHEREAS, the Water Board deems it necessary to authorize Board Members and designated Water Board staff to sign banking checks;

WHEREAS, Umpqua Bank (formerly Security Bank) requires a Corporate Authorization Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Water Board authorizes Umpqua Bank to remove Jeffrey W. Howes on all accounts as evidenced by the attached signature letter with Umpqua Bank dated November 9, 2023, identified as Exhibit "A" attached hereto and incorporated herein by this reference, is hereby adopted by the Board of Directors of the Coos Bay-North Bend Water Board.

Adopted this _____ day of _____, 2023.

COOS BAY-NORTH BEND WATER BOARD

By _____
J. Gregory Solarz, Chairman

ATTEST

EXHIBIT "A" to RESOLUTION NO. 403

November 9, 2023

RE: Payroll & Petty Cash Accounts

To Whom it May Concern:

The following individuals are authorized on behalf of the Coos Bay-North Bend Water Board, Coos Bay, Oregon:

1. Individuals authorized to open/close/request maintenance on these Accounts(s) for the Coos Bay-North Bend Water Board:

Board Approval

2. Individuals authorized to sign checks on these accounts for Coos Bay-North Bend Water Board:

J. Gregory Solarz	Board Chair
Carmen M. Matthews	Board Vice-Chair
Ivan D. Thomas	General Manager
Monica G. Kemper	Interim Finance Director
Bill Richardson	Board Secretary
Robert A. Kilmer	Board Member

If you have any questions, please do not hesitate to contact me.

Sincerely,

Ivan D. Thomas
General Manager

Mr. Thomas introduced Tim Lambson of Crow/Clay & Associates, Mike Wallace and Zach Wallace of Northwest Building Specialists and welcomed them to speak about the project and answer any questions the Board members may have after Mr. Page presents the bid information and proposed award of the Pony Creek Water Treatment Plant Roof Replacement.

Mr. Page stated prior Board approval was given to contract with Crow/Clay & Associates Inc. to provide architectural design services related to the roof replacement, an HVAC unit replacement, and security upgrades at the water treatment plant. The contract scope of services provides for construction administration which includes solicitation for quotes.

Through the contract, an evaluation of the HVAC unit was conducted, and concluded it would be more cost-effective to refurbish the unit than to replace it. Because of this, that portion of the project will be worked on separately.

The roof replacement and security upgrades were then bundled as a single project and solicited for submittals. Three quotes were received ranging from \$313,000.00 to \$627,381.24 as follows:

Bidder	Basic Bid	
	Amount	Calendar Days
Northwest Building Specialists	\$313,000.00	45
Vitan Construction LLC	\$424,600.00	90 - 120
Z Terrell & Son	\$627,381.24	90

The most cost-effective bid was provided by local contractor Northwest Building Specialists. Northwest Building Specialists has performed well on previous Water Board projects and demonstrated proficiency in providing reliability in scheduling and the high degree of craftsmanship the Water Board expects. For these reasons along with their pricing, staff recommend awarding this contract to the firm. This project is included in the current fiscal year's budget in the amount of \$330,000.

The new roof will likely be installed sometime in the spring of 2024. The temporary repairs are robust enough to provide protection through winter and avoid damage, however, staff will continue monitoring the vulnerable areas until the replacement is made. The security upgrades timeline will likely be dependent upon materials availability. Updates will be given to the board as this project progresses.

Mr. Thomas asked Mr. Lambson if he had additional comments on the project. Mr. Lambson of Crow/Clay stated the roof does need attention as there has been some water infiltration and the major concern is to minimize any structural damage and get started as soon as possible. Mr. Thomas inquired as to the possibility of any Energy Trust return. Mr. Lambson stated any of the areas that have insulation being replaced will have some cost refund associated with Energy Trust of Oregon. This will have to be coordinated during construction as it needs to be well documented as to what is being taken off and being put back on. Mr. Kilmer asked if the roof will be completed before the major rains set in. Mike Wallace stated most likely not as they have missed that window, and the roof system being installed is difficult to do in inclement weather so the best option is to wait until spring.

After a brief discussion, motion was made by Mr. Richardson to accept the three quotes as presented and authorize the General Manager to award the contract for the re-roof and security upgrades project to Northwest Building Specialists in the amount of \$313,000.00. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the proposed Oregon Avenue Fence project, Engineering Manager Matt Whitty stated on December 8, 2022 staff received a phone complaint from a property owner on Oregon Avenue regarding an accumulation of debris on a subdivision lot owned by the Water Board. Staff responded to the location and photographed the debris. Subsequent communication with the City of Coos Bay codes enforcement officer revealed that the property owner is responsible and the Water Board was in violation of the City Code.

Staff suspected the owner of the debris was the neighbor to the East. Staff spoke with the neighbor and did not receive a favorable response. On January 5, 2023, staff sent a certified letter to the neighbor advising him of our intent to bring the property into code compliance by removing the debris and allowing him three weeks to remove any items that he claimed as his own. All of the material was subsequently removed.

The compliance by the neighbor did not last very long. On September 12, 2023, staff received an email from the original concerned citizen regarding accumulated debris and burning of piles on Water Board property. The City of Coos Bay also made us aware of a fire department response to the property necessitated by the unattended burn pile.

On September 14, 2023 staff sent a certified letter to the neighbor giving him until September 19, 2023 to remove all debris from Water Board property. The debris was subsequently removed.

Staff hired Stuntzner Engineering to conduct a property survey and stake the East line of Water Board property. The staking occurred on September 28, 2023 and the surveyor took photographs of the staked line. The staking revealed that some of the debris was still over the line onto Water Board property by a foot or two. At 5 p.m. on September 28th staff conducted a site visit and found that the survey stakes had been relocated approximately 5 feet to the West with the exception of one stake that was partially hidden by some of the remaining debris.

On October 2, 2023 staff sent a certified letter to the neighbor informing him of our intent to construct a fence and advising him that the materials that were on the Water Board side of the staked line needed to be removed for construction of a fence.

Staff subsequently solicited a sole source quote from West Coast Fencing for construction of a security fence on the East and North line of the property including a swinging gate on the Oregon Avenue frontage (North line).

The quoted price for construction of 170 feet of 8-foot tall green vinyl coated cyclone fencing and gate is \$13,025.10. Staff also received a quote for an 8-foot tall galvanized fence in the amount of \$10,478.16. Funding for the project would come from active capital funding.

West Coast Fencing coordinated with the City of Coos Bay to ensure it meets with the City code and it is allowed at an 8-foot height. Mr. Whitty stated this fencing/gate would be a special order. Mr. Thomas commented the vinyl coated fencing would be best visually for the neighborhood. Mr. Richardson asked if the price includes the gate and if it is made of the same material. Mr. Whitty stated yes. Mr. Matthews inquired about the lifespan of vinyl versus galvanized. Mr. Whitty stated from his experience the galvanized fencing tends to get a bit of corrosion in this environment and ends up not looking good. Mr. Solarz asked if it is the same gauge wire and Mr. Whitty confirmed it is. Mr. Whitty commented it will most likely be subject to some wear and tear. Mr. Matthews commented that for aesthetic reasons a black rod iron fence would be nice and have a longer life span although would be much more expensive.

Motion was made by Mr. Richardson authorizing the sole source purchase of 170 feet of security fence of the green vinyl coated fencing at 8 feet for installation at the Oregon Avenue property at a cost of \$13,025.10. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the automated meter reading system, Mr. Thomas stated when the utility began the automated meter reading pilot program staff decided not to move forward with an opt out program as we had safety information and key points from Mueller about the radio transmission and how the power decreases as you get further away from it. Staff received our first concern about radio frequency from an individual who said one of their family members has a diagnosed case of electromagnetic sensitivity and they were concerned about the project asking if there was an opt out program. Mr. Thomas discussed the information that was provided to staff from Mueller with the individual, and also informed them a cell phone is 120 times more powerful than the meter reads as these transmit once a day from the meter box out. A few days later this individual called back stating they did not want to opt out as they feel more comfortable with the information given. Mr. Thomas advised them that for a person to opt out the Board would need to create and adopt an opt out policy which would include an opt out fee as the meter would need to be read manually.

Mr. Thomas stated moving forward he would like to get the Board members' thoughts regarding creating a policy for an opt out program. Staff has 4,000 meters installed with about 9,000 remaining to do over the next several years. Mr. Thomas estimated the opt out fee would be somewhere between \$25 and \$50. This is a rough estimate as staff has not researched what it would take to read the meter outside the normal process.

Mr. Solarz commented he feels it would be good to have an opt out program. Regarding the fee, Mr. Thomas stated staff would need to research as to how long it would take to manually read the meter, location of the meter, fuel and staff time. Mr. Thomas stated the power company's fee is \$35. Mr. Matthews commented that keeping in line with other utilities is a good recommendation. It was the Board's consensus for staff to continue to research and move forward with creating a policy for an opt out program for the meter reading system.

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

Updates were given as follows:

- Turbidimeters – The last 3 out of 9 turbidimeters have been installed, calibrated and are running. The crew did a great job installing them and coordinating with S&B in the process.
- FY23 Water Main Bundle - The contractor, Cradar Enterprises, has 3 projects in the FY23 Water Main Bundle. They have completed their work on S. 8th Street and Myrtle Avenue. Currently, Cradar is working on Pacific Avenue. The water main has been installed, pressure tested and chlorinated. Cradar will be doing bacteriological sampling and once the samples pass, they will begin final tie-ins and switching over services to the new water main. The project should be completed in a couple of weeks.

At 7:35 a.m. Chair Solarz directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h). The Board returned to open session at 8:21 a.m.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at 8:21 a.m.

Approved: _____, 2023

By: _____
J. Gregory Solarz, Chair

ATTEST: _____