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

Minutes
Regular Board Meeting

September 04, 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 Chair Bill Richardson presiding. Other Board members present: Rob Kilmer, Greg Solarz, and Carmen Matthews. Board Members absent: none. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Miller, Operations Manager; Matt Whitty, Engineering Manager; Monica Kemper, Director of Finance; Aimee Hollis, Customer Relations Manager; Jason Mills, Distribution Supervisor; and Stacey Parrott, Executive Assistant & HR Specialist. Board Legal Counsel Melissa Cribbins was present. Media present: None.

Chair Richardson opened the meeting at 7:01 a.m. and led the Board and assembly in the Pledge of Allegiance.

Chair Richardson asked if there were any corrections or additions to the August 21, 2025, Regular Board meeting minutes. Mr. Matthews moved the minutes be approved as written. The motion was seconded by Mr. Kilmer and passed unanimously.

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

Regarding authorization to replace the water main on Underwood Ave, Engineering Manager Matt Whitty provided background on the aging infrastructure and that a partial replacement of the main was conducted in 1982, however a remaining 200 feet of 2-inch galvanized iron remains, possibly dating back to the 1920s. This section is believed to be among the oldest in the system, with homes in the area built as early as 1910 and 1916. It was noted that the current flow capacity of the line is likely poor, and the upgrade to two-inch PVC pipe is expected to improve service quality for the area. The proposed project also includes replacement of 150 feet of 1-inch galvanized main at the intersection of North 8th Street and Underwood Ave, originally installed in 1950, shortly after the cities acquired the system from the Coos Bay Water Company.

Mr. Whitty requested Board authorization to proceed with replacing both sections with new PVC pipe. The total estimated cost of the replacement project is $35,000, which was included in the fiscal year 2025 capital budget. Water Board crews will complete the installation.

Mr. Matthews motioned to authorize the replacement of the water main on Underwood Ave with 2-inch diameter PVC at an estimated cost of $35,000. The motion was seconded by Mr. Solarz and passed unanimously.

Operations Manager Jeff Miller a recommendation to replace the 2017 Dodge ¾-ton pickup (vehicle #25) currently used by the Meter Services Department. The vehicle has had repeated transmission issues and is on the vehicle replacement program for the 2024/2025 fiscal year. The replacement vehicle recommended for purchase is a 2026 Ford F-250 with a utility bed. With the recent addition of Distribution crew members, additional vehicles will still be needed, and the 2017 Dodge will continue in service until more vehicles are obtained, at which point it will be declared surplus.

The Water Board contacted three Ford dealerships to request bids, two were unable to provide the required configurations or the bids were not received in a timely manner. The bids are as follows:

- Butler Ford of Ashland (OregonBuys dealer): $66,762.37
- Tower Ford of Coos Bay: could not supply a bid to include the utility bed
- Power Ford of Newport: did not supply a timely bid

The Vehicle Replacement Program currently has a balance of $692,167 and recommends accepting the bid from Butler Ford of Ashland.

Mr. Kilmer motioned to accept Butler Ford's bid of $66,762.37 for a Ford F-250 with a utility bed as a replacement for #25. The motion was seconded by Mr. Matthews and passed unanimously.

Mr. Miller presented a recommendation to purchase a 2026 Ford F-450 utility crew truck with crane for the Distribution department. With three new positions recently added, the new crew leader will require a designated crew truck. Currently, the department has twelve staff and only nine vehicles in it's fleet, including three utility trucks. A 2010 Ford F-350 utility truck is nearing the end of its service life; it will remain in limited use until additional vehicles are acquired, after which it will be surplused.

Bids were solicited for the proposed new 2026 Ford F-450 with a utility bed and a crane, as follows:

- Butler Ford of Ashland (OregonBuys dealer): $132,858.42
- Tower Ford of Coos Bay: could not supply a bid to include the utility bed
- Power Ford of Newport: did not supply a timely bid

The Vehicle Replacement Program currently has a balance of $692,167 and staff recommended accepting the bid from Butler Ford of Ashland.

Mr. Solarz inquired about increasing contributions to the Vehicle Replacement Program given the additional positions being added. General Manager Ivan Thomas confirmed that contributions were increased last year, and an additional $100,000 has been transferred from reserves into the VRP. Moving forward, additional adjustments will be considered in future budgets based on vehicle needs.

After a brief discussion, Mr. Solarz motioned to accept Butler Ford's bid of $132,858.42 for a 2026 Ford F-450 with a crane and utility bed. The motion was seconded by Mr. Matthews and passed unanimously.

The Board's next regular meeting was set for Thursday, September 18, 2025, at 7:00 a.m.

Updates were given as follows:

- Rate and SDC Study: In response to the Board's previous request for additional feedback and alternative phasing options for the 10-year implementation plan, a follow-up meeting with FCS Group has been scheduled and anticipate presenting the updated results and options at the earliest, during the first Board meeting in October.

- HVAC Replacement for Water Treatment Plant: Contracts have been signed with Hermanson, the contractor selected to install the new HVAC unit at the treatment plant. The unit has been ordered, and Hermanson expects to receive an update on the production timeline within the next few weeks. Once that information is available, installation scheduling will move forward.

At 7:13 a.m. Chair Richardson directed they go into executive session for the purpose of considering information or records that are exempt by law from public inspection pursuant to ORS 192.660(2)(f) and potential litigation pursuant to ORS 192.660(2)(h).

The Board returned to open session at 8:31 a.m. There being no other business to come before the Board, Chair Richardson adjourned the meeting at 8:31 a.m.

Approved: _____________, 2025   By: _________________________
Bill Richardson, Chair

ATTEST: ___________________