

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

Minutes
Regular Board Meeting

March 21, 2024
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 (virtually). Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Water Treatment Supervisor; Monica Kemper, Interim Finance Director; Jason Mills, Distribution Specialist; Karen Parker, Administrative Assistant; and Vince Stonesifer, Field Services Technician (virtually). Melissa Cribbins, Board Legal Counsel was present. Media present: None.

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 March 7, 2024 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 staff's Request for Proposals for Auditing Services, Interim Finance Director Monica Kemper stated our existing contract with our auditors, Isler CPA, has expired as of our June 30, 2023 audit. We do have the option of extending the contract annually with a mutual agreement between the Board and the auditor. However, best practice recommends that audit contracts should be looked at every five years or so, by going out for proposals. Going out for proposals will ensure the Board receives a reasonably priced audit and, if it is decided to go with a different firm, the audit process would receive fresh views and new perspectives.

The Water Board desires to enter into a professional services contract with a qualified firm that can demonstrate competency and experience in preparing municipal audits. This is a qualification-based selection advertisement with a Request for Proposal (RFP). This RFP process will be used to select the most qualified firm. Price, hourly rates, pricing policies and number of hours proposed, and/or overhead will be negotiated per the Water Board's Public Contracting Rules.

Staff has prepared a draft of the RFP Auditing Services for the Board of Director's consideration. Staff will work with the Board's legal counsel to finalize the draft before advertising. Staff will return to the Board of Directors for the approval of the most qualified auditor once RFP's have been received and reviewed.

Ms. Kemper stated staff has contacted an auditor and forwarded the draft copy to them asking if they would be willing to respond and give us some feedback as it has been five years since we have gone out for proposals. This auditor said they are interested in responding. Staff would also have Board attorney Ms. Cribbins review the RFP, give her input, and then finalize the draft before advertising. Staff would like to get the Board's approval to go out for RFP once it has been finalized. Staff usually try to solicit three auditors for response.

Mr. Kilmer asked if staff would be sending the RFP to the auditors the Cities use. Mr. Thomas stated staff will send to the Cities' auditors as well as a few other firms.

Mr. Solarz commented years ago the Board had a discussion on the topic of using the same auditor as the City and at that time the Board concluded it would be best not to do so and have a possible conflict. Ms. Cribbins stated that was at least 10 years ago and the auditing environment has changed since then. Any municipality you talk to will tell you that it is hard to find auditors right now. Mr. Richardson commented that sending the RFP to as many firms as possible is favorable to see what responses are received.

After a brief discussion, motion was made by Mr. Richardson authorizing advertisement of the Request for Proposals for Auditing Services pending any recommendations from the Board and the Board's legal counsel. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the Flanagan Pump Station upgrades, Distribution Specialist Jason Mills stated the Flanagan Pump Station, located at the intersection of Flanagan Road and Empire Lane in Bunker Hill, serves as a crucial water lift station for approximately 500 water services in the Bunker Hill and Millington areas of the distribution system. The miscalculation of the total dynamic head during the 2016 pump replacement has led to wire-to-water efficiency problems, resulting in higher power bills. Customers at higher elevations experience noticeable momentary dips in water pressure during pump shutdowns and some complaints have been received.

To address these issues, staff recommends replacing Pump 2 with an appropriately sized pump identical to the one installed in 2021. This solution aims to enhance redundant operation, eliminate pressure dips, and improve wire-to-water efficiency, with the benefit of electrical savings that will offset the project costs over time.

Given the positive experiences with Grundfos pumps in the past, staff recommend using a Grundfos pump for the replacement. To streamline the procurement process, staff have solicited a quote from the regional distributor of Grundfos pumps, PumpTech Inc. As PumpTech Inc. is the only regional distributor of Grundfos pumps, staff recommends a sole source purchase through them.

The following is a breakdown of the estimated project costs:

1. Pump:	\$5,796
2. Freight:	\$300
3. Electrician labor and equipment costs:	\$500
4. Board staff labor and mileage:	\$4,000
5. Additional appurtenances:	\$2,000
6. 10% Contingency:	\$1,260

Total Estimated Cost: \$13,856

This project is included in the current fiscal year's budget in the amount of \$12,000. Staff recommend making up the shortage with active capital funds.

After a brief discussion, Mr. Kilmer moved to authorize the purchase of the aforementioned upgrades to the Flanagan Pump Station at a cost of \$13,856, and further moved to approve the purchase of the pump as a sole source procurement based on its status as a compatible pump with the existing control systems, and to recognize that PumpTech, Inc. is the only regional distributor of the Grundfos Pumps. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the proposed Tower Street Alley Main Replacement, Engineering Manager Matt Whitty stated the alley between Tower Street and O'Connell Street to the East of Sherman Avenue is served by a 70 year-old 8-inch diameter cast iron water main that experienced a significant break in 2022 that flooded a residence. The alley extends down the hill from Sheridan to Stanton Avenue. The homes on Stanton Avenue and vicinity are served by galvanized iron water mains that are in poor condition.

The replacement cost for 230 feet of 8-inch and 640 feet of 2-inch water main is estimated at \$115,500. Staff proposes using in-house design and construction for this project.

This project is included in the current FY2024 budget.

After a brief discussion, Mr. Richardson moved to authorize staff to design and install 230 feet of 8-inch and 640 feet of 2-inch water main in the Tower Street alley at an estimated cost of \$115,500.

The Board's next regular meeting was set for Thursday, April 4, 2024, at 7:00 a.m.

At 7:16 a.m. Chair Solarz directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a).

The Board returned to open session at 7:47 a.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:47 a.m.

Approved: _____, 2024.

By: _____
J. Gregory Solarz, Chair