

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

Minutes
Regular Board Meeting

May 7, 2026
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, Finance Director; Aimee Hollis, Customer Relations Manager; Micah Demanett, Meter Services Supervisor; and Stacey Parrott, Executive Assistant & HR Specialist. Board Legal Counsel Melissa Cribbins was present (virtually). Nichole Rutherford, City Manager with the City of Coos Bay, was present. Lou Leberti was present. Media present: None.

Chair Richardson opened the meeting at 7:00 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 April 16, 2026, Regular Board meeting minutes. Mr. Kilmer moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Chair Richardson asked if there were any public comments. A member of the public, a Coos Bay property owner with property in Charleston affected by a Water Board easement, expressed concerns regarding drainage and infrastructure maintenance near his property. He discussed past flooding and erosion issues related to a drainage canyon and requested that the area be inspected periodically to prevent debris buildup and potential roadway or pipeline damage. He also expressed concern regarding the condition of the pipeline under the slough and encouraged preventative maintenance efforts. He thanked Water Board staff for their work and asked that his concerns be entered into the public record.

Chair Richardson asked if there were any additional public comments, and hearing none, closed the public comment period.

Regarding authorization of a secondary access road for Gateway Oasis subdivision, Ms. Nichole Rutherford from the City of Coos Bay presented information regarding the proposed roadway, which would provide emergency and secondary access for the planned 400 home development. She explained that the original approved secondary access route was determined to be impractical due to terrain and cost, leading the developer to propose an alternate route across City-owned property near Cascade Farm and Outdoor.

Ms. Rutherford noted that, pursuant to code requirements, consultation with the Water Board is required anytime work is planned adjacent to the watershed area. She stated the City wanted to ensure the Board was informed early in the process, even though final

plans have not yet been completed. Ms. Rutherford further explained that the City of Coos Bay has been evaluating the property for future use and emergency preparedness purposes and emphasized that stormwater runoff from the roadway would be directed to the Ocean Boulevard storm system to avoid impacts to the watershed area. She also noted the roadway would include walking accommodations and initially remain gravel during construction before final paving.

Board members asked questions regarding roadway connections and width requirements. Following a brief discussion, it was indicated the Board would further discuss the matter and provide a response to the City of Coos Bay and the developer.

Regarding entering into a contract for auditing services with Clear Trail CPA's LLC for the 2027 through 2029 fiscal years, Finance Director Monica Kemper explained that the Water Board had originally entered into a three-year agreement with Pauly Rogers and Co., P.C. beginning in fiscal year 2024, and that the auditing team later transitioned to Clear Trail CPA's, LLC. She noted the current agreement with Clear Trail is in its second year, but staff wished to move forward with an extension early to ensure continuity of auditing services.

Ms. Kemper stated that staff requested and received a proposal from Clear Trail CPA's, LLC in March for auditing services covering fiscal years 2027 through 2029. The proposed contract amount was not to exceed \$129,630 for the three-year term, which represented only a \$400 increase over the prior contract amount. She commented that staff considered the proposal to be a favorable cost for the services provided.

Following a brief discussion, Mr. Solarz moved to authorize the General Manager to enter into a contract for auditing services with Clear Trail CPA's, LLC for the 2027 through 2029 fiscal years. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the proposed purchase of a TB22-14K utility trailer, Operations Manager Jeff Miller explained that distribution crews regularly transport machinery and equipment to job sites using utility trailers and that, with the addition of more utility workers and equipment, the need for a new trailer had increased. He noted that several of the Water Board's existing trailers are aging, experiencing metal deterioration, and requiring repairs, including one trailer for which replacement parts are no longer available.

Mr. Miller stated that staff obtained quotes from three vendors for a 14,000-pound tilt utility trailer.

- Kaufman Trailers of North Carolina did not manufacture a 14,000-pound model and instead offered either a 12,000- or 16,000-pound option.
- Great Northern Trailer Works of Southerlin, Oregon, submitted a quote of \$12,100 for a TB22-14K tilt utility trailer.
- PAPE Machinery of Eugene, Oregon, submitted a quote of \$17,835.50 for a comparable trailer.

Mr. Miller noted the Water Board had budgeted \$15,000 in FY25-26 Capital Budget for the purchase of a utility trailer and staff recommended purchasing the trailer from Great Northern Trailer Works as the lowest responsive quote within budget.

Board members briefly discussed the quotes, and clarification was provided regarding the total amount shown in the bid summary. Following discussion, Mr. Matthews moved to authorize the purchase of a TB22-14K utility trailer from Great Northern Trailer Works for \$12,100.00. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed cross-connection software program agreement with Syncta, Meter Services Supervisor Micah Demanett, explained that maintaining an active cross-connection control program is required to ensure compliance with state and federal drinking water regulations. He stated the program is used to monitor and track backflow prevention devices, including installation requirements, annual testing, repairs, customer notifications, and compliance reporting to the State.

Mr. Demanett explained that the Water Board currently uses an older locally hosted software system that is no longer supported and cannot be installed on newer computers. He noted that funds had been budgeted for several years to upgrade the cross-connection tracking software and that staff recently evaluated several available software vendors. Three software systems were demonstrated and reviewed based on user friendliness, compatibility with the Water Board's billing software, and the ability to track and report required compliance data. Staff determined that Syncta best met the Water Board's operational needs and was the mid-priced option among the vendors reviewed. Mr. Demanett stated the proposed agreement included an initial implementation cost of \$8,500 followed by an annual cost of \$7,535 under a three-year contract.

Board members briefly discussed the ongoing annual expense and the limitations of the current unsupported software system. Mr. Kilmer moved to allow the General Manager to enter into a contract with Syncta at \$8,500 startup plus \$7,535 annually for three years. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the adoption of Resolution Number 422, entering into the updated Intergovernmental Agreement (IGA) with the City of Coos Bay for billing and collection services. General Manager Ivan Thomas explained that the Water Board has recently been working with both the City of North Bend and the City of Coos Bay to update several operational and financial elements that had been identified over time as needing revision in the existing agreements.

Minor revisions were made during the review process, but the overall structure of the agreement remained similar to the previous arrangement. One of the primary changes in the new agreement relates to how costs are calculated. Previously, the agreement allowed for annual increases tied to the Municipal Cost Index (MCI). Through discussions with the cities, it was determined that a cost-recovery approach would be more transparent and equitable. Under the revised agreement, charges will be based on actual service costs associated with providing billing services, including staff labor, billing software, credit card processing fees, and other related administrative expenses.

Board member Matthews noted that the City of Coos Bay had already approved the agreement, with some initial discussion regarding increased costs but acknowledgement that the arrangement remained beneficial to the city.

Following a brief discussion, Mr. Solarz moved to adopt Resolution Number 422, entering into the updated Intergovernmental Agreement for billing and collection services with the City of Coos Bay. The motion was seconded by Mr. Kilmer and passed unanimously.

Resolution Number 422 is set forth below:

RESOLUTION NO. 422

A RESOLUTION TO ADOPT AN INTERGOVERNMENTAL AGREEMENT FOR BILLING AND COLLECTION SERVICES BETWEEN THE CITY OF COOS BAY AND THE COOS BAY – NORTH BEND WATER BOARD

WHEREAS, the Coos Bay – North Bend Water Board (hereinafter “Water Board”) is a joint instrumentality of the Cities of Coos Bay and North Bend, Oregon, organized and operated under the authority granted by the City Charters of Coos Bay and North Bend and ORS 225.050; and

WHEREAS, the Board of Directors of Water Board has the authority to adopt resolutions; and

WHEREAS, the City of Coos Bay (hereinafter “City”) and the Water Board previously entered into intergovernmental agreements in 2011 and 2019 for billing and collection services related to the City’s sewer service and transportation fees; and

WHEREAS, the City and the Water Board now desire to enter into a new intergovernmental agreement for billing and collection services which supersedes prior agreements and establishes updated service levels, cost provisions, and related terms and conditions;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COOS BAY – NORTH BEND WATER BOARD AS FOLLOWS:

1. The Intergovernmental Agreement for Billing and Collection Services between the City of Coos Bay and the Coos Bay – North Bend Water Board, 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.
2. Board Chair, Bill Richardson, is hereby authorized to execute the Intergovernmental Agreement for Billing and Collection Services on behalf of the Water Board.
3. The Agreement shall become effective immediately and shall supersede prior intergovernmental agreements between the parties concerning billing and collection services.

Adopted this _____ day of _____, 2026.

COOS BAY-NORTH BEND WATER BOARD

By: _____
Bill Richardson, Board Chair

ATTEST: _____

The Board’s next regular meeting was scheduled for Thursday, May 21st, 2026, at 7:00 a.m.

Updates were given as follows:

- Pony Creek Water Treatment Plant SCADA Design Funding – the project is progressing well and remains on schedule. The Board previously approved the SCADA design contract in October in the amount of approximately \$1.3 million, with \$500,000 budgeted for the current fiscal year. The project has now reached the \$500,000 budget threshold due to ongoing design work. However, savings realized from the tunnel and water main bundle projects, totaling more than \$300,000, allowed additional funding flexibility. As a result, expenditures were authorized for the SCADA design project up to \$700,000 prior to July 1, 2026. The remaining project costs will be included in the next fiscal year budget as the design work continues.

- Water Transmission Main Tunnel Project – a photograph slideshow was presented of the completed project. It was explained that the project involved installation of a 36-inch steel casing pipe within the tunnel to protect the Water Board’s primary transmission main serving the clearwell, a critical component of the Water Board’s transmission system.

Staff described the slurry filling process used to stabilize the tunnel area and noted that the installed pipe exceeded original specifications, as the contractor was able to obtain higher-grade steel pipe originally intended for the Keystone Pipeline project. It was stated that the new casing pipe will allow for future installation of a replacement transmission main when necessary and noted that the work was important due to ongoing tunnel deterioration and previous cave-in conditions. The project was completed below the engineer’s estimate, with the accepted bid totaling approximately \$157,000 compared to the estimated \$220,000 cost.

Following the project updates, Mr. Solarz offered comments regarding recent water sales and revenue trends reflected in the monthly customer statistic reports. He noted that while water consumption and gallons sold have generally declined over the years, staff has successfully maintained and increased revenue levels to support ongoing operations and future infrastructure improvements. Mr. Solarz commended staff for their financial management efforts and expressed appreciation for their work in preparing for major upcoming projects. Mr. Thomas thanked the Board for its continued support.

At 7:39 a.m. Chair Richardson directed they go into executive session for the purpose of potential litigation pursuant to ORS 192.660(2)(h).

The Board returned to regular session at 8:17 a.m. and there being no other business to come before the Board, Chair Richardson adjourned the meeting.

Approved: _____, 2026

By: _____
Bill Richardson, Chair

ATTEST: _____