

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING**

OCTOBER 23, 2025 3:00 PM

**36375 Highway 101 N.
Nehalem, OR 97131**

Zoom Meeting ID 831 4933 6760 Passcode: 624392

I. CALL TO ORDER / WELCOME VISITORS

President Mike Sims called the meeting to order at 3:01 p.m. In addition to Sims, board members present were Vice President Charles Bridge, Treasurer Bob Forster, Secretary Dave Cram, and Director John Handler. District personnel were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle.

II. PLEDGE OF ALLEGIANCE

Knight led the pledge.

III. WELCOME TO VISITORS / APPROVAL OF MINUTES

A. PUBLIC COMMENT

N/A There were no members of the public in attendance.

IV. UNFINISHED BUSINESS

A. SOLAR POWER PROJECT

I. SELECTION OF DESIGN/BUILD CONTRACTOR

Knight noted he and Cram evaluated the three RFPs received for the project based on the criteria set forth in the RFP. Cram and Knight summarized their process for evaluation. The score sheet was included in the board packet.

He noted the Notice of Intent to Award was posted for seven days in accordance with the District's Procurement Rules; the District received no protests. The Notice of Intent to Award was also included in the board packet. Knight noted the highest scoring proposer was Power Northwest Incorporated located in Saint Helens, Oregon.

Knight noted the next step in the RFP timeline is to approve the selection of Power Northwest Incorporated as the contractor for the Resilient Solar Power Project. Knight noted after the selection of the contractor, the parties may begin to work on a contract. Knight noted that there are some hurdles that will need to be resolved before the contract can be executed, and he highlighted the uncertainty of an extension to the grant's period of performance.

Handler made a motion to approve the selection of Power Northwest as the contractor for the Resilient Solar Panel Project; Forster seconded. Sims noted the project milestone, as the grant was written in 2022. Cram noted the District could ask the contractor to expedite the project in order to negate the need for an extension. Knight acknowledged Cram's suggestion; he

suggested the board approve the selection and then provide guidance for next steps. No further discussion items were made. *Sims called for the question; motion passed unanimously 5-0.*

ii. NEXT STEPS

Knight noted the next steps for the project will be a discussion with the contractor regarding the grant period of performance end date of February 1, 2026. Knight also noted the District has also not received confirmation whether the funding is still there, as it received notification that the grant is at risk, which resulted in the District's July submission of a formal request for extension. Knight noted his multiple requests to Oregon Department of Emergency Management, the grant liaison with FEMA. He also highlighted the Federal Government shutdown is not helping the situation. Knight noted his discussion with legal counsel who reiterated the risk of entering a contract with uncertainties.

Knight noted in addition to reaching out to the contractor regarding the grant challenges noted, he will be collaborating with legal counsel to review the contract so that it is ready for execution once grant uncertainties are resolved. Coyle noted legal fees incurred during contract review were included in the grant application budget. *There was consensus among board members for Knight to proceed.*

Lessons learned during the way were shared, and project benefits to the District noted. Knight and Cram shared some favorable impressions with the awarded contractor. A few directors shared their experiences with solar panel installation.

V. ADJOURNMENT

Sims adjourned the meeting at 3:38 PM.

MINUTES APPROVED BY BOARD
November 13, 2025

S. Michael Sims, President

ATTEST: _____

Dave Cram, Secretary