

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

Minutes
Regular Board Meeting

7:00 a.m.
August 7, 2014

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Sharps presiding. Other Board members present: Melissa Cribbins, Richard Vigue and Greg Solarz. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Matt Whitty, Engineering Supervisor; Jeff Howes, Finance Director; Rick Abbott, Distribution Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Sharps opened the meeting at 7:00 a.m.

Chair Sharps asked if there were any corrections or additions to the July 22, 2014 Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Ms. Cribbins and passed unanimously.

Mr. Schab stated the Board previously entered into a Professional Services Agreement which expired at the end of fiscal year 2014. Lon Samuels Architect has provided architectural services on several of the utility's projects and staff has been very pleased with his services. Staff anticipates several projects over the next few years and proposes to amend the Architectural Services Agreement with Lon Samuels Architect extending architectural services to June 30, 2017, to include the Schedule of Fees incorporated as Exhibit "A". Mr. Schab commented the rate schedule is remaining the same for the duration of the Agreement. After a brief discussion, Ms. Cribbins moved they approve the Amendment to Agreement for Professional Services. Mr. Solarz and Dr. Sharps voted in favor with Mr. Vigue abstaining due to a conflict.

Mr. Schab reviewed staff's request to proceed with the Upstairs Service Center Painting and Carpeting Project. Painting will be accomplished by a temporary and an in-house employee, and is included in the maintenance component of the current year's budget in the amount of \$10,700. Carpet and installation would be supplied by a contractor. The current estimate for this work is \$8,300. The utility's fiscal year 2015 capital budget includes \$10,000 for this work. Board members suggested this would be an opportune time to research alternatives for replacing the paneling. After a brief discussion, Dr. Sharps moved they authorize staff to proceed with the Upstairs Painting and Carpeting Project in the estimated amount of \$19,000, solicit bids for carpet and installation, and authorize staff to research alternatives to replace the paneling. The motion was seconded by Mr. Solarz and passed unanimously.

Engineering Supervisor Matt Whitty presented staff's request regarding the proposed Sheridan Avenue 8-inch Main Replacement Project. The existing 6-inch unlined cast iron main on Sheridan Avenue from Ohio to Commercial in North Bend was installed in the 1940's. The

pipe is in poor condition due to internal corrosion. This project is included in the current fiscal year's budget in the amount of \$180,400. Staff proposes to proceed with design plans and design estimate, and present them to the Board at a future date. Mr. Whitty stated the projected date to advertise for bids is early January 2015. After a brief discussion, Mr. Solarz moved to authorize the in-house preparation of design plans and contract documents for the Sheridan Avenue 8-inch Main Replacement Project. The motion was seconded by Mr. Vigue and passed unanimously.

Regarding the proposed replacement of the groundbed at Point Adams, Engineering Supervisor Matt Whitty advised in 2012 an inspection and survey of the Point Adams cathodic protection system was performed by George Richard of Cascade Corrosion Consulting Services. The system, consisting of a rectifier and groundbed, provides protection for a water main running underneath the Charleston harbor from Point Adams to the Charleston boat ramp, and also provides protection for sanitary sewer mains and fuel tanks. Mr. Richards estimated the remaining life of the groundbed anodes at 3 to 5 years, and recommended the installation of additional anodes prior to 2015. The current fiscal year's budget includes \$16,700 for the addition of four anodes to the existing groundbed. Staff proposes to complete design of the groundbed in August and installation of the new anodes by the utility's staff is scheduled for December 2014. After a brief discussion, Ms. Cribbins moved they authorize replacement of the groundbed at Point Adams at an estimated cost of \$16,700. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the 5th Avenue 2-inch Main Replacement Project, Engineering Supervisor Matt Whitty said the Board previously approved replacement of 330 feet of 2-inch diameter asbestos cement pipe with 330 feet of 2-inch diameter PVC pipe. After reviewing hydrant flows in the area, it was determined the flows are below standards, and replacing the existing 2-inch main with an 8-inch main would significantly improve hydrant flows. The 2-inch main replacement was estimated at \$19,000, and Mr. Whitty said replacement of the 2-inch pipe with 455 feet of 8-inch pipe, is estimated at \$45,000. The current fiscal year budget includes \$19,400 for this project. Dr. Sharps inquired where the additional funds would come from. Mr. Schab stated it would be funded by capital reserves, however both 8th Street and Madrona projects should come in under budget making up a good portion of the additional cost. Staff proposes to replace the existing 330 feet of 2-inch asbestos cement pipe with 455 feet of 8-inch diameter PVC pipe on 5th Avenue, between D and E Streets. After a brief discussion, Mr. Vigue moved they approve staff's request to replace 330 feet of 2-inch diameter asbestos cement pipe with 455 feet of 8-inch diameter PVC pipe on 5th Avenue. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was scheduled for August 21, 2014 at 7:00 a.m.

At 7:35 a.m. Chair Sharps directed they go into executive session for the purposes of discussing performance evaluation of General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 7:50 a.m. Chair Sharps said the Board further discussed the General Manager's performance review and moved they renew his contract for the coming year, authorize an annual salary increase from \$105,135 to \$109,340 for the General Manager retroactive to July 1, 2014. The General Manager received full support of the Board for his outstanding performance.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 7:55 a.m.

Approved _____, 2014

By: _____
Chair Charles J. Sharps, Ph.D.

ATTEST: _____