

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.
December 4, 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: Richard Vigue, Melissa Cribbins and Greg Solarz. Board members absent: None. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Matt Whitty, Engineering Supervisor; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present, as well as Jane Stebbins of Stebbins, Coffey & Collins. Bill Conroy of Coos Watershed Association was present and Shannon Souza of Sol Coast Consulting 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 November 20, 2014 Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Chair Sharps asked if there were any public comments, and there were none.

Regarding the proposed Sheridan Avenue 8-inch Water Main Replacement Project, Engineering Supervisor Matt Whitty advised the in-house preparation of design plans and contract documents are 90 percent complete. This project includes approximately 960 feet of new water main from Ohio Street north to Sheridan. This replacement project is included in the current fiscal year's budget at an estimated cost of \$26,200 for design and construction management and \$153,500 for contractor work. The engineering estimate based on take-offs from the 90-percent design and unit prices from previous contractor work adjusted for inflation is \$155,000. Staff proposes to solicit construction bids in January 2015, with a construction window from April through June of 2015. After a brief discussion, Mr. Vigue moved to authorize staff to solicit construction bids for the Sheridan Avenue Main Replacement Project. The motion was seconded by Mr. Solarz and passed unanimously.

Mr. Schab presented the proposed Request for Proposals for Fisheries Habitat Design Services. He said this consists of solicitation for three contractors for design services for the restoration of fully functional salmon bearing streams located on lands previously channelized for agriculture use. Once the proposals have been evaluated, the selected contractor would develop the final design, and Sol Coast Consulting would be the project coordinator. Mr. Sharps inquired about the stream change stating he thought it had already been done when the bridge was put in. Mr. Schab said it was completed up through the freshwater wetlands portion of the project. Mr. Schab said there are two reaches north and south through what was the pasture, and those are the two areas that would be re-established. Oregon Department of Fish & Wildlife (ODF&W) has said there is going to be a net benefit to the fisheries from this project.

The Oregon Fish & Wildlife Commission is acting on the waiver on December 5, 2014. Staff has reviewed the documents associated with the MOU so when the Commission votes, and if in favor of the project, the utility will have waivers as long as we complete the project. Mr. Vigue asked what cost the utility is looking at. Mr. Schab said approximately \$300,000 to \$350,000 for the actual construction. Mr. Vigue asked by improving the habitat through restoring the fisheries, do we have to have a positive result. Mr. Schab said the positive result is that the utility builds it to its design. There will be some monitoring requirements in the future. Mr. Vigue inquired are we getting into something with no end to it because of results which may not meet ODF&W's satisfaction.

Shannon Souza stated the success criteria do not include fish showing up. Our requirements are the vegetation that will be planted, and that you establish what you said you would reconstruct. The fisheries monitoring that will be occurring is incidental so that ODF&W can get a better track record on exactly what is happening. Once all components are established as planned, this is the success measure. After a brief discussion, Dr. Sharps moved they authorize staff to solicit Fisheries Habitat Restoration Design Services by a final Request for Proposals as presented to the Board of Directors, contingent upon approval of the Passage Waiver Agreement by the Oregon Fish & Wildlife Commission on December 5, 2014. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the proposed purchases of a new valve maintenance trailer and forklift, Distribution Supervisor Rick Abbott reviewed the quotes received. He stated quotes were sent via separate Request for Quotes. The specifications were patterned after E. H. Wachs and quotes were requested on both the Standard LX VMT (diesel) and Grand LX VMT (diesel). The two models are identical except the Grand includes a second valve exerciser with automation. Variations were allowed to the specifications and other manufactures as well. The tabulation for a new valve maintenance trailer is as follows:

| <u>Dealership</u> | <u>Model</u> | <u>Quote Amount</u> |
|---------------------------------|--------------------------------------|---------------------|
| Owen Equipment, Portland | Pacific Tek | \$59,750.00 |
| E. H. Wachs; Harvard, Illinois | E. H. Wachs Standard LX VMT (diesel) | \$63,477.75 |
| E. H. Wachs; Harvard, Illinois | E. H. Wachs Grand LX VMT (diesel) | \$78,965.25 |
| Ditch Witch Northwest; Portland | Ditch Witch FX60 | \$100,279.38 |

Mr. Abbott said low quote was from Owen Equipment for a Pacific Tek unit consisting of a lower horse power gasoline engine, and a manually adjusting operating system. However, the E. H. Wachs Standard LX VMT is the best value and more adequate for the utility's use. The utility's current budget includes \$60,000 for a new valve maintenance trailer.

Regarding the proposed purchase of a new forklift, Distribution Supervisor Rick Abbott said specifications were patterned after Hyster, but variations were allowed to the specifications as well as other manufacturers. The current budget includes \$47,000 for this purchase. The quote tabulation is show below:

| <u>Vendor</u> | <u>Forklift Make/Model</u> | <u>Quote Amount</u> |
|---------------------------------------|----------------------------|---------------------|
| Pape' Machinery, Central Point | Hyster H80FT | \$45,391 |
| Forklift Services of Oregon, Portland | Cat DP40N1 | \$49,875 |

All quotes met or exceeded the minimum specifications. After a brief discussion, Mr. Solarz moved they award purchase of a new valve maintenance trailer to E. H. Wachs in the amount of \$63,477.75. The motion was seconded by Mr. Vigue and passed unanimously. Ms. Cribbins moved they award purchase of a new forklift to Pape Machinery in the amount of \$45,391. The motion was seconded by Mr. Solarz and passed unanimously.

Mr. Schab presented staff's request to consider the job descriptions and wage modifications for Utility Billing Leader and Customer Relations Supervisor. The Board previously approved the concept of moving the Utility Billing Section (Data Processing) and its two employees, along with meter reading employees, into the Customer Service Section. Each of these positions would take on additional responsibilities. Modified job descriptions were given to the Board members in their Board packet. An internal equity wage review was conducted. The Bargaining Unit is in agreement that the appropriate wage for the modified position of Utility Billing Leader would be the same as the Customer Service Representative Leader, Class 133, Range 23 (\$13.85-\$17.67). The proposed change would increase the new position's wage by approximately \$1,750 per year at Step 6 (5%).

Regarding the proposed Customer Relations Supervisor's additional responsibilities, Mr. Schab said the same factor evaluation system was performed on this job as was conducted in 2008 for all exempt positions at the utility. With the Customer Relations Supervisor's added responsibilities, the evaluation scores increased. Adding the new score to the existing evaluation model increased the salary range by approximately \$4,764 per year at Step 6 (7.2%).

Mr. Vigue inquired how these increased wages would affect the overall budget. Mr. Schab said there is adequate funding in the labor budget this fiscal year, but the utility would need to budget more next fiscal year. After a brief discussion, motion was made by Mr. Solarz to adopt the job descriptions for Utility Billing Leader and Customer Relations Supervisor, and further adopt the new wage/salary range for Utility Billing Leader and Customer Relations Supervisor as presented by staff to be effective December 16, 2014. The motion was seconded by Ms. Cribbins and passed unanimously. Dr. Sharps moved they authorize the General Manager to enter into a Collective Bargaining Agreement Amendment with SEIU Local 503, Oregon Public Employees Union, memorializing the adoption of the Utility Billing Leader position and Agreement this position will be compensated at Class 133, Range 23, of the current pay schedule, effective December 16, 2014.

Operations Director Ron Hoffine updated the Board regarding the award to Winter Lake Recycling for purchasing miscellaneous materials from the utility's 2014 Scrap Materials Sales. They were notified of the award on October 2, 2014 and also were requested to provide their insurance certificate(s) and cash deposit as required by the Request for Quotes. Follow-up emails and phone calls have been made to Winter Lake Recycling, but to date the utility has not had any returned calls/emails and has not received the requested items. After a brief discussion, Ms. Cribbins moved they revoke the award to Winter Lake Recycling as of

December 13, 2014 for the purchase of miscellaneous materials if they do not respond to the utility's letter. The motion was seconded by Mr. Vigue and passed unanimously.

The Board's next regular meeting was set for Thursday, December 18, 2014, at 7:00 a.m.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:42 a.m.

Approved: _____, 2014

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

ATTEST: _____