

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.
February 18, 2015

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, and Greg Solarz. Board members absent: Melissa Cribbins. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Matt Whitty, Engineering Supervisor; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present and Jane Stebbins, Stebbins & Coffey, was present. Aaron Speakman from The Dyer Partnership was present.

Chair Sharps asked if there were any corrections or additions to the February 4, 2015 Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Vigue and passed unanimously.

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

Regarding the Main Service Center-Second Floor Interior Remodel Project, Mr. Schab stated final closeout documents and warranty information have been submitted by Tom E. Gayewski Construction. The total cost of construction was \$49,170.35, which includes one change order in the amount of \$4,270.35 for Koos Environmental to contain and remove asbestos in the paneling glue. Final payment in the amount of \$5,740.77 is due to Tom E. Gayewski Construction. After a brief discussion, Mr. Solarz moved to accept the Main Service Center-Second Floor Interior Remodel Project as complete, and authorize final payment to Tom E. Gayewski Construction in the amount of \$5,740.77. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the South Empire Boulevard Water Main Replacement Project, Mr. Hoffine stated staff requested and received a cost proposal from The Dyer Partnership to design a new 10-inch water main and administer its construction in S. Empire Boulevard from Newmark Avenue to Wisconsin Avenue, a distance of 4,000 feet (Task Order 8). This is the replacement alternative that staff determined to be most cost effective, which is a 10-inch main from Newmark to Fulton Avenue and a 16-inch main from Fulton to Wisconsin. Mr. Hoffine added as the design progresses, staff will determine the cost difference between a 10-inch main versus a 12-inch main to see if it is feasible, as the 12-inch would give the pipeline more capacity. He said the new water main will replace the existing 10-inch AC main and will accommodate the City of Coos Bay's proposed street improvement project. The total estimated cost for The Dyer Partnership's work is \$185,000. Staff estimates total project costs to be \$1.3 million.

Aaron Speakman of The Dyer Partnership was present to answer any questions. Mr. Speakman will coordinate with the City's consultants, OBEC and Civil West, to work closely with them to gather as much information as possible to continue with the design. Mr. Sharps inquired why staff is not pursuing the 12-inch water main at this time and what the cost difference is. Mr. Hoffine said

there would be some increase in cost in materials and installation, but staff has been conversing with the City for quite a period of time to replace the existing 10-inch main with the same size pipe, and consistency in comparing alternatives is important.

The design of the water main will be incorporated into contract documents the City is preparing. The anticipated bid date of the City's street project is September 2015. Dr. Sharps inquired if the estimated cost of \$185,000 for The Dyer Partnership's work would be tied in with the Oregon Department of Transportation and if it would be reimbursable. Jane Stebbins stated she has been researching this issue and will update the Board upon gathering more information.

Mr. Vigue asked what the cost breakout would be in proposed Task Order No. 8 if only the design work was considered at this time, suggesting it may be premature to settle on the issue of The Dyer Partnership's construction management on the project. Mr. Schab said this is an issue the Board could consider, and once the design is complete staff should know from the City the cost of integrating the project into their street project. Mr. Vigue asked what the breakout would be for design only. Mr. Speakman said approximately \$96,439 for design. Mr. Solarz expressed concerns regarding timelines. Mr. Speakman said as long as The Dyer Partnership was notified by the beginning of April regarding construction management services, the timeline would be sufficient. After a brief discussion, Mr. Vigue moved to enter into the design phase only with The Dyer Partnership for the 10-inch main to accommodate the City of Coos Bay's street project, omitting staff's recommendation to retain The Dyer Partnership as construction manager at this time, but to revisit this in April. The motion was seconded by Mr. Solarz and passed unanimously. Further, Mr. Vigue moved to list the cost of the design phase in the not to exceed amount of \$100,000. The motion was seconded by Mr. Solarz and passed unanimously.

Finance Director Jeff Howes reviewed the proposed changes within the utility's Accounting and Customer Service Sections. Board members received three job descriptions in their Board packet as follows:

- 1) Clerk-Customer Service (modifying the current Clerk job description);
- 2) Clerk-Accounting (new position); and
- 3) Accounting Technician (modifying the current Accounting Clerk job description)

The current Clerk job description includes both customer service and accounting job duties. Staff has drafted a modified job description for this position and retitled it to "Clerk-Customer Service". The modifications will centralize customer service duties into the Customer Service Section. Staff proposes moving the accounting duties from this position into the accounting section for more efficiency.

The proposed job description titled "Clerk-Accounting" would create a new position to help centralize accounting duties in the Accounting Section. The duties of this position would include the accounting job duties currently performed by the Clerk, plus additional duties creating added support and improved efficiencies within the Accounting Section. The duties of this position are similar in responsibility, skills and needed abilities as the current Clerk's position.

The current position of Accounting Clerk has been held by Debbie Manning, a long-time employee who will be retiring this April. Staff proposes to modify this job description retitling it to Accounting Technician and increasing the minimum experience and education to include an Associate Degree in Business/Accounting. Staff proposes to negotiate a new wage range with the union for the modified job description.

Mr. Howes stated the proposed changes will consolidate duties by section and improve efficiencies within the sections. If accepted by the Board, staff will negotiate wages for the new position of Clerk-Accounting and the modified position of Accounting Technician. After a brief discussion, Mr. Solarz moved to adopt the recommended changes within the Accounting and Customer Service Sections. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the disposal of surplus engineering equipment, Engineering Supervisor Matt Whitty said the engineering section has seven antiquated pieces of equipment. All of the equipment is very old, out of production, and replacement parts are not available from the manufacturer. Staff proposes to declare the pieces of equipment as surplus under Section 6 of the utility's Public Contracting Rules and dispose of this property by transferring it to a waste disposal facility. Following is a list of the proposed items:

OLD INVENTORY

DATE	PRICE	ITEM	LOCATION	RETIRED Y/N
1971	\$ 287.68	GOLDAK PIPE LOCATOR SERIAL# 0T4793	CONST.	Y
1978	\$ 346.40	GOLDAK TR-4 PIPE LOCATOR SERIAL# 7T4028	ENG.	Y
1979	\$ 351.55	DETECTRON 505-TC SERIAL# 1179	ENG.	Y
1979	\$6,805.00	MAC-IH DISTANCE METER SERIAL# 2723	ENG.	N
1986	\$1,555.57	METROTECH 810 PIPE LOCATOR SERIAL# 11004	ENG.	N
NO RECORD		METROTECH 810 PIPE LOCATOR SERIAL# 014274	ENG.	NO RECORD
NO RECORD		METROTECH 810 PIPE LOCATOR SERIAL# 44438	ENG.	NO RECORD

Dr. Sharps asked if these were electronic items. Mr. Whitty confirmed they are, however none of the items work. Dr. Sharps mentioned that the local Goodwill recycles these types of items. After a brief discussion, Dr. Sharps moved to declare the seven pieces of engineering equipment as surplus, and authorize the disposal of this property to Goodwill or to a waste disposal facility. The motion was seconded by Mr. Vigue and passed unanimously.

The Board's next regular meeting was set for Thursday, March 5, 2015, at 7:00 a.m.

At 8:05 a.m. Chair Sharps directed they go into executive session for the purposes of discussing current and potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:45 a.m. Dr. Sharps moved to authorize staff to negotiate with the Union regarding wages for the new Clerk-Accounting position and the modified Accounting Technician position. The motion was seconded by Mr. Solarz and passed unanimously.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:50 a.m.

Approved: _____, 2015

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

ATTEST: _____