

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.  
November 20, 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 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; 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. Joe Colo of Hough, MacAdam, Wartnik, Fisher & Gorman, LLC, 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 6, 2014 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 proposed Task Order No. 7 for engineering services by The Dyer Partnership related to evaluation of the Flanagan Street Pump Station and Bay Park Reservoir, Mr. Schab said the Bay Park Reservoir Replacement Project was budgeted for Fiscal Year 2015. Subsequent discussions lead to proposing a system analysis prior to sizing and design of the reservoir. Staff solicited The Dyer Partnership for system evaluation services. This proposed Phase 1 will determine the required sizing for the Bay Park Reservoir, main line piping, and Flanagan Street Pump Station. Fire flow demands will be analyzed in a fire flow model of the Bay Park Reservoir service area. The results will be evaluated and used to assist with infrastructure sizing. The feasibility of replacing the existing Flanagan Street Pump Station with a new station will be evaluated at a planning level. Mr. Vigue asked when construction would begin. Mr. Schab stated construction would begin in June of 2015 and the project would most likely be split between two fiscal years. After a brief discussion, Mr. Vigue moved to approve Task Order No. 7 with The Dyer Partnership in an amount not to exceed \$30,000. The motion was seconded by Mr. Solarz and passed unanimously.

Joe Colo of Hough, MacAdam, Wartnik, Fisher & Gorman, LLC, was present to review the contents of the completed financial audit of the Board's accounting system for the fiscal year ended June 30, 2014. Mr. Colo said the utility's accounting systems are adequate and the accounting records are properly maintained. The internal controls for the Board are operating as designed and regulations are being complied with. The utility has a good system of checks and balances. Mr. Colo reviewed the Schedule of Operating Revenues – Budget to Actual and the Statement of Net Position. He stated the utility is in very good financial position and complimented the Board and staff on their planning and leadership.

At 7:50 a.m. Mr. Solarz asked for a brief recess to enable the appointed audit committee, consisting of Mr. Vigue and Dr. Sharps, to meet privately with Joe Colo to go over the annual financial audit. At 8:00 a.m. the Board reconvened to open session. Mr. Solarz moved they accept the annual financial audit as presented. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the proposed Fish Passage Waiver Agreements for Upper Pony Creek Dam and Lower Pony Creek Dam, Mr. Schab said these agreements would reduce the amount of water required to be released from storage for Pony Creek fish habitat and provide a waiver from fish passage on Lower Pony Creek Reservoir. The waiver on Lower Pony Creek Reservoir would provide relief from future mitigation for the dam's operation. The waivers are contingent on the utility providing fish habitat mitigation at the Matson Creek site. Mr. Schab said the Oregon Fish & Wildlife Commission will consider the utility's waiver applications at their December 5, 2014 meeting. After a brief discussion, Dr. Sharps moved they adopt the Fish Passage Waiver Agreements for Lower Pony Creek Dam and Upper Pony Creek Dam, contingent upon adoption by the Oregon Fish & Wildlife Commission. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, December 4, 2014, at 7:00 a.m.

Mr. Hoffine updated the Board regarding the Ocean Boulevard Main Replacement Project. There are 2 tie-ins remaining to be made, one in the existing water main in Woodland Drive, and the other into the 8-inch water main that continues up Ocean Boulevard. Paving also remains to be completed. The tie-in to the Woodland Drive connection has a vertical and horizontal difference between the existing and new main. The horizontal deflection is the issue that needs to be resolved. Staff will be meeting with The Dyer Partnership to discuss the alternatives. November 30, 2014 is the substantial completion date.

Mr. Schab updated the Board regarding the Glasgow Reservoir Roof Replacement Project stating temporary water was set up on November 17<sup>th</sup> and the contractor, DSL Builders, LLC, was scheduled to begin the project on November 19, 2014.

At 8:25 a.m. Chair Sharps directed they go into executive session for the purpose of discussing personnel issues pursuant to ORS 192.660. They returned to open session at 9:09 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 9:10 a.m.

Approved: \_\_\_\_\_, 2014

By: \_\_\_\_\_  
Chair Charles J. Sharps, Ph.D.

ATTEST: \_\_\_\_\_