

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.
September 18, 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; Darleen Atkison, Customer Service Representative; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Architect Lon Samuels 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 September 4, 2014 Regular Board meeting minutes. Ms. Cribbins noted a typographical error. Mr. Solarz moved the minutes be approved as amended. The motion was seconded by Ms. Cribbins and passed unanimously.

Mr. Schab advised the Board regarding proposed Resolution No. 336 stating the Oregon Department of Fish & Wildlife has requested the utility provide formal authorization for staff to file an application for fish passage waiver on Merritt Dam and modification of the existing Memorandum of Understanding on Upper Pony Creek Dam. After a brief discussion, motion was made by Mr. Solarz to adopt Resolution No. 336 as proposed. The motion was seconded by Mr. Vigue and passed unanimously. The resolution read as follows:

RESOLUTION NO. 336

COOS BAY - NORTH BEND WATER BOARD

**RESOLUTION TO AUTHORIZE THE FILING OF THE APPLICATION FOR FISH PASSAGE
WAIVER ON MERRITT DAM AND MODIFICATION OF THE MEMORANDUM OF
UNDERSTANDING ON UPPER PONY CREEK DAM**

WHEREAS, The Coos Bay – North Bend Water Board (hereinafter “Water Board”) has previously entered into a Memorandum of Understanding (MOU) with the Oregon Department of Fish and Wildlife (hereinafter ODFW) regarding a waiver of fish passage at Upper Pony Creek dam; and

WHEREAS, the Water Board intends to request a modification of the existing MOU with ODFW and also intends to file an application for the waiver of ODFW fish passage requirements for Merritt Dam; and

WHEREAS, ODFW has contacted the General Manager of the Water Board and has requested that the Board of Directors of the Water Board authorize the proposed modification of the MOU and, further, authorize the filing of the application for fish passage waiver on Merritt

Dam.

NOW THEREFORE, be it resolved by the Board of Directors of the Coos Bay - North Bend Water Board, Coos County, Oregon as follows:

1. The above recitals are true and accurate and are hereby incorporated herein by this reference.
2. The Board of Directors of the Water Board hereby authorizes Water Board staff to negotiate a modification of the existing MOU with the ODFW.
3. The Board of Directors of the Water Board hereby authorizes Water Board staff to file an application for waiver of the fish passage requirement for Merritt Dam.

Regarding the Main Service Center Second Floor Remodel Options, the Board previously authorized staff to proceed with this project, to include new carpet and painting of the second floor of the Service Center. The project budget for this is \$19,000. The Board requested staff to research options and obtain costs to further upgrade the appearance and functionality of the Board Room and reception area. A sub-committee of the Board and staff met with Architect Lon Samuels and reviewed a variety of concepts. Mr. Samuels provided an itemization of options to consider for the Board Room, General Manager's office and the reception area. Mr. Schab asked for direction from the Board on what items they would like to add to the current remodeling project. Some items discussed for the Board Room included an upgrade of the electrical wiring, additional outlets, counter/cabinet, new window coverings and tables. Mr. Vigue commented staff needs to be happy with the Board Room and getting their input is important. Dr. Sharps asked how this project would be funded. Mr. Schab said the project would be funded by capital reserves. Mr. Vigue inquired if the remodel work identified on Lon Samuel's list included labor. Mr. Samuels confirmed labor was included. After a brief discussion, Mr. Vigue moved to authorize staff to work with Architect Lon Samuels and proceed with the Service Center Second Floor Remodel Project in the estimated amount of \$19,000. The motion was seconded by Ms. Cribbins and passed unanimously. Dr. Sharps moved to amend the motion to correct the project amount from \$19,000 to \$22,075. The motion was seconded by Ms. Cribbins and passed unanimously. Dr. Sharps further moved to authorize staff to work with Mr. Samuels and proceed with the Main Service Center Second Floor Remodel Project, to include the Board Room, General Manager's office, and the reception area. The motion was seconded by Mr. Vigue and passed unanimously.

Regarding proposed engineering services for replacement of water main on South Empire Boulevard, Operations Director Ron Hoffine stated the City of Coos Bay, in collaboration with the Oregon Department of Transportation, is designing a street improvement project on South Empire Boulevard between Newmark Avenue and Wisconsin Avenue. The utility is tasked with extending water services and adjusting meters to new grades throughout the project. The Dyer Partnership investigated alternatives for the water main replacement. The utility's proposal is to construct the new main within the new street prism at a grade above the box culvert before the street project begins. Mr. Hoffine said the new main will be shallow, about 20 inches cover, for about 50 lineal feet, less than the Oregon Health Authority (OHA) allowed 30 inch minimum. Staff will pursue a waiver of construction standards from OHA for the shallow cover. This alternative is the least expensive for new construction, and would eliminate the need to construct and maintain temporary water facilities during the street project. The estimated construction cost for the new main is \$200,000. The Dyer Partnership's proposed Task Order No. 6 is to design 400 feet of new water main and administer the work through

bidding and construction. The scope of work includes continued coordination with the City of Coos Bay's consultants. The Dyer Partnership's proposed fee is not to exceed \$43,300. After a brief discussion, Mr. Solarz moved to approve Task Order No. 6 with The Dyer Partnership for the proposed not to exceed fee of \$43,300. The motion was seconded by Ms. Cribbins and passed unanimously.

Mr. Schab reviewed a graph on manganese data in 2014 for the Upper Pony Creek Reservoir. The manganese levels have remained low this year due to operation of the Solar Bee, and active management of Upper Pony Creek and Merritt Reservoir levels.

Operations Director Ron Hoffine updated the Board on the Ocean Boulevard Main Replacement Project stating the project has gone well and completion will be early December.

Engineering Supervisor Matt Whitty updated the Board saying North 8th Street Main Replacement Project was 98% complete, and Madrona Street Main Replacement Project was complete.

Regarding the Juniper Avenue Main Replacement Project, Engineering Supervisor Matt Whitty said he is in the planning phase and has reviewed the project with the fire chief. The project is scheduled for construction by the utility's crew in mid-October.

The Board's next regular meeting was scheduled for October 2, 2014 at 7:00 a.m.

At 8:10 a.m. Chair Sharps directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660. They returned to open session at 8:55 a.m.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:55 a.m.

Approved _____, 2014

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

ATTEST: _____