

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 19, 2013

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Greg Solarz presiding. Other Board members present: Melissa Cribbins, Dick Vigue and Dr. Charles Sharps. Board Members absent: None. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Robert Buras, Treatment Plant Supervisor; Matt Whitty, Engineering Supervisor; Bryan Tichota, Customer Relations Supervisor; Rick Abbott, Distribution Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Attorney Jane Stebbins was present. Media present: None. Chair Solarz opened the meeting at 7:00 a.m.

Chair Solarz asked if there were any corrections or additions to the December 19, 2013 Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Dr. Sharps and passed unanimously.

Chair Solarz asked if there were any public comments and there were none.

Regarding the proposed master contract and Task Order No. 1 for transmission tunnel evaluation engineering services with Jacobs Associates, Operations Director Ron Hoffine said the 18-inch transmission main between Pony Creek Treatment Plant and Clearwell is 4,200 feet long, and through a 270 ft. long tunnel to the Clearwell. The tunnel is supported and lined with lumber, some treated and some untreated. A slough off near the south tunnel entrance has occurred partially blocking the walkway through the tunnel. Mr. Hoffine said this creates a safety issue as well as impairing its long term function. Mr. Solarz asked the condition of the pipe. Mr. Hoffine stated it is in good condition. This project is not in the current year's budget; however capital reserves are adequate to cover this project. Mr. Hoffine said any additional repair work resulting from Jacob's reports would be considered for fiscal year 2015 capital budget. After a brief discussion, Mr. Vigue moved they authorize the Master Contract with Jacobs Associates, and authorize Task Order No. 1 with Jacobs Associates in an amount not to exceed \$23,315. The motion was seconded by Dr. Sharps and passed unanimously.

Attorney Jane Stebbins gave a brief overview of the proposed updated Ethics Policy that complies with the State of Oregon law relating to Government Ethics. The policy defines Board Members and employees as public officials and subject to the policy provisions. After a brief discussion, Dr. Sharps moved they adopt the proposed Ethics Policy, replacing the existing Section VII(c) in its entirety with the newly adopted policy. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the Personal Services Contract with Coos Watershed Association (CWA), Mr. Schab stated the contract is for planning and conceptual design for fish passage mitigation in exchange for in-stream flow releases into Pony Creek. The contract contains 5 Tasks, of which 2 have been

completed. An extension of the contract is needed in order to complete Tasks 3 – 5. The original contract completion date is December 31, 2013. Staff recommends amending the contract to reflect a new completion date of May 1, 2014. This extension does not change the contract budget. After a brief discussion, Dr. Sharps moved they authorize staff to amend the Personal Services Contract with CWA with a new completion date of May 1, 2014. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding Country Club Estates' request for water service to their housing subdivision, Mr. Schab reviewed several proposed contract provisions for the Board to consider. The Board discussed main issues including System Development Charges, minimum monthly charges, outside customer surcharges, service connection installment charges, cross connection control, and rates. After discussion and comments, it was the Board's consensus to wait for a later date to draft a contract pending proof of viable permitting from the Oregon Health Authority – Drinking Water Services.

Regarding the McCullough Bridge Cathodic Protection Contract, Engineering Supervisor Matt Whitty stated staff received a proposal from Great Western Corporation to sandblast and apply a zinc coating to 1,928 lineal feet of 16-inch steel pipe on the northern concrete portion of the McCullough Bridge. During Phase 1 of this project, Great Western's work included coating 600 feet of pipe, replacement of coupler bolts at each pipe joint, and work on each pipe hanger to allow coating of the pipe under each hanger. Great Western identified some corrosion underneath the pipe hangers and performed welding repairs to them. Mr. Whitty said the cost for work in Phase 1 was \$31,094 (\$52 per foot of pipe). Mr. Whitty was contacted by Rich Wanke of Great Western. He advised the actual cost of work in Phase 1 was \$45,000.00 (\$75 per foot of pipe). The current proposal from Great Western is developed to recover their costs from this phase only (\$77 per foot of pipe). Dr. Sharps inquired if staff obtained bids for this project. Mr. Whitty said staff did not go through a bidding process, but piggybacked under the Oregon Department of Transportation. Great Western's proposal is as follows:

Estimated cost to coat 1,928 feet of pipe:	\$ 86,333.76
Cost to replace corroded coupling bolts With galvanized bolts:	\$ 50,400.00
Welding repairs as needed (\$485.00 each)	\$ 9,700.00
Other miscellaneous work:	\$ 1,000.00
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Total Estimated Project Cost:	\$147,433.76

Dr. Sharps asked if this was a budgeted project. Mr. Whitty stated this project was anticipated for fiscal year 2015 and is not a budgeted project. Work may begin prior to the approval of the fiscal year 2015 budget. Any funds due this fiscal year would come from capital reserves. After a brief discussion, Ms. Cribbins moved they approve entering into a contract with Great Western Corporation, subject to approval of Board's attorney, in the estimated amount of \$147,433.76. The motion was seconded by Dr. Sharps and passed unanimously.

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

At 8:30 a.m. Chair Solarz 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 9:15 a.m.

Ms. Cribbins moved they adopt Resolution No. 330 as proposed. The motion was seconded by Mr. Solarz and passed unanimously. The resolution read as follows:

RESOLUTION NO. 330

COOS BAY – NORTH BEND WATER BOARD

**A RESOLUTION BY THE COOS BAY – NORTH BEND WATER BOARD
ADOPTING A POLICY FOR THE RELEASE OF EMPLOYMENT INFORMATION WHEN
EMPLOYEES LEAVE EMPLOYMENT**

WHEREAS, the Coos Bay - North Bend Water Board is a joint instrumentality of the Cities of Coos Bay and North Bend, Oregon, organized and operated pursuant to the provisions of Oregon law, and has the authority to adopt resolutions; and

WHEREAS, the Board of Directors of the Coos Bay - North Bend Water Board now finds that it is necessary to adopt a resolution to establish a policy to govern the release of employment information for employees who leave employment with the Water Board.

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 incorporated herein by this reference.
2. Employees who leave, or who are considering leaving employment with the Water Board, shall execute the Employee Authorization for Release of Employment Information, identified as Exhibit "A" to this resolution and attached hereto and incorporated herein by this reference.
3. For employees who voluntarily leave employment with the Water Board and are not subject to being terminated by the Water Board, the Water Board will provide information requested by the employee in accordance with the terms of the Employee Authorization for Employee Release of Employment Information to prospective employers.
4. For employees who involuntarily leave employment with the Water Board, or may be involuntarily terminated from employment with the Water Board, the Water Board will release to a prospective employer only the following information:
 - a. Dates of Employment; and
 - b. Position held when employment commenced and when employment terminated; and
 - c. Final rate of Pay; and
 - d. In the event that an employee has involuntarily left employment with the Water Board, or an employee may be involuntarily terminated from employment with the Water Board, if the employee was or will be involuntarily terminated for reasons involving a potential threat to public safety or security, then, in the discretion of the Water Board, additional information regarding the potential threat to public safety or security may be released to a prospective employer.
5. This resolution shall be effective immediately upon its passage by the Board of Directors of the Coos Bay - North Bend Water Board and this resolution shall apply to both employees who leave employment with the Water Board in the future, and also to all employees who have previously left employment with the Water Board.

ADOPTED BY THE BOARD OF DIRECTORS OF THE COOS BAY - NORTH BEND WATER BOARD
THIS 19th DAY OF DECEMBER, 2013.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at
9:20 a.m.

Approved _____, 2013

By: _____
Chair J. Gregory Solarz

ATTEST: _____