

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
April 17, 2014

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Solarz presiding. Other Board members present: Melissa Cribbins, Dr. Charles Sharps and Dick Vigue. Board Members absent: None. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Matt Whitty, Engineering Supervisor; Jeff Howes, Finance Director; Bryan Tichota, Customer Relations Supervisor; Rick Abbott, Distribution Supervisor; Vince Stonesifer, Field Services Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey 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 April 3, 2014 Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Dr. Sharps. Chair Solarz asked if there was any further discussion. Dr. Sharps suggested that Kortney Johnson of Johnson Rock Products, Inc. be included in the first paragraph, and on page 3, the third paragraph should be edited to read: Mr. Hoffine commented Johnson Rock has performed several jobs for the utility and have performed quality work. Mr. Solarz moved to amend the motion to reflect the two suggestions made. The amendment of the motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the Professional Services Contract with Coos Watershed Association for stream gauging on Tenmile, Eel and Pony Creeks, Mr. Schab said this contract includes professional services rendered in calendar year 2014 and includes the same costs as last year's contract. One significant difference in the contract is the elimination of 3 quarters of Pony Creek gauging. The gauging station is unreliable for daily operations needed to meet mitigation water releases into Pony Creek. A calibrated meter at Merritt Dam will be utilized to adjust and monitor water releases. This change reduces the contract value by \$5,724. After a brief discussion, Dr. Sharps moved they approve the Professional Services Contract with Coos Watershed Association for calendar year 2014 stream gauging services in an amount not-to-exceed \$15,302. The motion was seconded by Ms. Cribbins and passed unanimously.

Mr. Schab presented a proposed updated Attorney Employment Agreement from the Law Firm of Stebbins, Coffey & Collins reflecting an increase in the hourly fee for attorney services from \$157 to \$169 effective July 1, 2014. The last attorney fee increase was July 1, 2011. Mr. Vigue asked what the increase represents percentage wise. Mr. Coffey stated the increase is based on the CPI percentage. After a brief discussion, Mr. Vigue made a motion to approve the updated Attorney Employment Agreement as presented and authorize the General Manager to execute said document. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the proposed Service Center HVAC (First Floor) Project, Mr. Schab advised after the Board approved solicitation of quotes for replacement of the HVAC unit, further analysis of the HVAC system revealed flaws in the function of the system. During the remodel of the first floor, new walls and doors were installed making it more compartmentalized. All areas, except cooling in the Data Processing office, are served by a single HVAC unit and single thermostat. Samuels & Locati Architects assessed the system and have recommended individual heating/air conditioning for the 5 zones on the first floor. Accounting staff have conferred with other local businesses which have these types of units and found them to be an efficient and satisfactory solution.

Samuels & Locati estimate the proposed project to be \$51,140, to include design, permits, construction and the utility's project management costs. This project is not in the current year's budget, and staff proposes to fund it by fiscal year 2014 capital reserves. Mr. Vigue expressed his concern regarding the project cost. Mr. Schab stated when the design process progresses and if it appears the project will exceed the estimated amount of \$51,140, staff will bring this information back to the Board before the bidding process. After a brief discussion, Mr. Vigue moved they approve the design and construction bidding phases of the Service Center HVAC Project. The motion was seconded by Dr. Sharps and passed unanimously.

Engineering Supervisor Matt Whitty presented the proposed North 8th Street Water Main Replacement Project. The Board previously authorized the design and replacement of 2,500 feet of cast iron water main on North 8th Street at an estimated cost of \$750,000. He said recent main breaks on the 14-inch diameter cast iron water main have created concern on the condition of this pipe. Staff designed 4,300 feet of replacement on Pine Street, North 8th Street and Hemlock Avenue. The design estimate for replacement of the 4,300 feet of pipe is \$1.10 million, including engineering and construction management. After reviewing funding for this project, it was the staff's decision to select 2,000 feet of water main as the most critical replacement segment. Mr. Whitty said the design estimate for this segment is \$555,000 and engineering costs and attorney fees to date are approximately \$19,300. Funding for this project will come from Fiscal Year 2015 capital budget (\$332,000) and from capital reserves (\$242,300). After a brief discussion, Dr. Sharps moved they approve staff's request to solicit bids for the North 8th Street Main Replacement Project. The motion was seconded by Ms. Cribbins and passed unanimously.

Finance Director Mr. Howes reported the current water meter reading handheld computers used to record customer meter readings were coming to the end of their useful life due to changes in technology and discontinuance of maintenance support. These handheld devices were purchased in 2007. The current year's budget includes \$15,000 for the replacement of these units. The current software used to pull the meter readings from the handheld computers into the billing software is not compatible with Windows 7 and Springbrook utility billing software. Further research indicates the cost of replacement to be approximately \$25,000 to \$30,000. Staff recommends the Board approve the issuance of a Request for Proposals for the selection and purchase of handheld meter reading devices, associated software, services and equipment. After a brief discussion, Dr. Sharps moved the Board authorize issuance of a Request for Proposals and issue the results once obtained. The motion was seconded by Ms. Cribbins and passed unanimously.

Engineering Supervisor Matt Whitty advised the Board regarding the proposed South Barry Road 2-inch Main Replacement Project. The existing water main has experienced multiple breaks and is in poor condition. This project includes replacement of 212 feet of 2-inch galvanized iron pipe with 2-inch diameter PVC pipe. Staff proposes to postpone the 2-inch main replacement on Woodland Court serving two homes that was in the current year's budget. The Woodland Court main has no recorded main breaks, however was selected based on the condition of an adjacent galvanized main on North 20th Street. The estimated cost of replacement of the South Barry Road water main is \$10,000. Mr. Whitty stated the utility's crew would perform the work. After a brief discussion, Mr. Vigue moved the Board authorize postponement of the Woodland Court main replacement, and instead replace 212 feet of 2-inch galvanized iron pipe with 2-inch diameter PVC pipe on South Barry Road in Bunker Hill at an estimated cost of \$10,000. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the Ingersoll Reservoir Easement, Engineering Supervisor Matt Whitty said the Ingersoll Reservoir property is landlocked from public access and an existing road is currently used to access the tank site. The access road is 0.75 miles long and crosses two parcels of land owned by Yen Fang and Chun-Mei Hong. Mr. Whitty stated it is difficult to access the Ingersoll tank during the winter season because of the grade of the road. In addition, the fence needs to be replaced and staff feels it is important to obtain an easement since contractors would be needing access. Mr. Vigue inquired how often staff needs to access the Ingersoll Reservoir property. Mr. Whitty said the reservoir is cleaned every 12 to 18 months. Mr. Solarz asked if access is available through Elrod Street. Mr. Whitty stated it may be possible, but once that road is cleared the grade would also be approximately 35%. After a brief discussion, Dr. Sharps moved the Board authorize staff to proceed with a request for an easement and proceed with survey work to be done by Stuntzner Engineering. The motion was seconded by Ms. Cribbins and passed unanimously.

The Board's next regular meeting was scheduled for May 1, 2014 at 7:00 a.m.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at 8:15 a.m.

Approved _____, 2014

By: _____
Chair J. Gregory Solarz

ATTEST: _____

