COOS BAY-NORTH BEND WATER BOARD
P O BOX 539 – 2305 Ocean Boulevard
Coos Bay, Oregon 97420

Minutes
Regular Board Meeting

April 20, 2023
7:00 a.m.

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: Carmen Matthews, Bill Richardson, and Rob Kilmer. Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Rick Abbott, Distribution Supervisor; Jeff Howes, Finance Director; Bryan Tichota, Customer Relations Supervisor; Jeff Page, Operations Manager; Jeff Miller, Water Treatment Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Melissa Cribbins was present. Media present: None.

Chair Solarz opened the meeting at 7:00 a.m. and led the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the April 6, 2023, Regular Board meeting minutes. Mr. Matthews moved the minutes be approved as written. The motion was seconded by Mr. Kilmer and passed unanimously.

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

Regarding the proposed Professional Services Contract with Crow/Clay & Associates Inc, for Architectural Design Services for improvements needed at the Pony Creek Treatment Plant, Mr. Thomas stated staff has identified three specific structural and security improvements over the last several months at the Pony Creek Water Treatment Plant. These improvements include roof replacement, redesign and replacement of an HVAC unit, and security improvements to the treatment campus.

The treatment plant roof has leaked in several places over the rainy season. Staff solicited quotes for repair of identified leaks and contractor expertise on what the next steps may be for the western roof section. After consultation with roofing experts and consideration of the age and condition of the roof, it was determined that replacement of the entire roof is needed. The replacement would also include installation of improved roof slope, additional roof drains, and overflow drains to prevent ponding that is occurring in some sections of the roof.

The HVAC system at the treatment plant is served by two main rooftop unit systems. One unit was replaced approximately five years ago, and the second unit is now in need of replacement. The Board budgeted for the replacement of this unit in FY 2023. As staff planned for the replacement, it was discovered the unit footprint needed redesign as HVAC manufacturers no longer offer the same base units. This made getting quotes from HVAC vendors challenging with only one quote being received for 30% over budget. The unit base needs to be part of a redesign with the roof with purchase and installation of a more modern HVAC unit.

The identified improvements also include door replacements at the main and south entrances and security improvements at the northern entry gate. The door and gate improvements also include installation of a FOB access system to enhance security of the treatment plant. This would be the same FOB access system that was installed at the Water Board's Service Center in late 2022.

Staff has been in discussions with Crow/Clay & Associates Inc. concerning the projects and has determined that consolidating the projects under one general contractor to meet redesign and upgrade criteria would be the best path forward. Crow/Clay has provided the Water Board with a proposal to design the projects and manage the process of obtaining a contractor to complete the beforementioned treatment plant upgrades. The quote for these design and project management services is not to exceed $26,500.

This project was not included in the current fiscal year's budget. The overall project cost is estimated to be approximately $250,000 to $280,000. Mr. Thomas stated $100,000 has been earmarked in the current FY active capital reserves for this project, and the remaining funds coming from FY 2024 capital improvement dollars ($180,000). Once quotes are received, they will be brought back to the Board of Directors for consideration of award.

Mr. Matthews commented if the roof will be redesigned it may be a good time to discuss potential solar upgrades if the Board has any interest in this. Mr. Thomas stated if the Board wishes to do so he could ask Crow/Clay their thoughts on solar power.

After a brief discussion, Mr. Kilmer moved to authorize the General Manager to enter into a Professional Services Contract with Crow/Clay & Associates in the amount of $26,500 for architectural design services for Roof, HVAC, and security improvements to the Pony Creek Water Treatment Plant, check with Crow Clay regarding their suggestions on use of solar power at the treatment plant and bring this information back to the Board. The motion was seconded by Mr. Richardson and passed unanimously.

Regarding staff's request to solicit Request for Qualifications for Professional Services for developing a SCADA (Supervisory Control and Data Acquisition) System Master Plan, Operations Manager Jeff Page stated the Water Board currently utilizes two separate SCADA systems; one for the Pony Creek Water Treatment Plant and one for the water distribution system. A SCADA system is a computer-based system that helps to manage and control the water supply and distribution systems at a water utility. It does this by:

- Collecting Data: The SCADA system collects data from sensors and other devices located throughout the water supply and distribution systems, such as water levels, pressure, and flow rates.
- Monitoring and Controlling: The SCADA system monitors and controls the water supply and distribution systems in real-time, making adjustments as necessary to ensure that the water supply is stable and reliable.
- Alerting: The SCADA system alerts operators when there is an issue or a potential problem, such as a leak or low water pressure, so that they can take action to address it.
- Recording Data: The SCADA system records data on system performance over time, allowing operators to analyze trends and make data-driven decisions about system upgrades, repairs, and maintenance.

A SCADA system helps to ensure that the water supply and distribution systems at a water utility are operating effectively and efficiently, providing a reliable and safe water supply to customers.

Our SCADA systems are critical components of our operations and are intertwined in just about every aspect of our treatment and distribution of water. As technology progresses, more of our systems will become automated, monitored, and controlled through our SCADA systems. Like our other infrastructure, SCADA systems and their components have lifecycles and vulnerabilities and need updating. Because of the complex nature of SCADA systems and their components, a roadmap is needed to guide staff in the right direction to make the best decisions and increase the value of our service to the ratepayers. Often this is achieved through a SCADA system master plan, which the Water Board does not currently have.

A SCADA system master plan is a strategic document that outlines how our SCADA system will be designed, implemented, and maintained over time. It is a guide for ensuring that our SCADA system meets our operational needs and evolves with changing technologies and requirements. As such, detailed SCADA system planning is an essential function of an efficiently operated water utility. A SCADA system requirements analysis was conducted by experts with the firm Industrial Systems as part of our ongoing Water System Master Planning work. They concluded that a comprehensive SCADA system Master Plan is needed by the Water Board.

Some of the key reasons why having a SCADA system master plan is essential for the Water Board are:

- Improving Operational Efficiency: A well-designed SCADA system master plan can help us to streamline our operations, reduce downtime, and optimize resource utilization. It can help us ensure uninterrupted real-time monitoring and control of critical processes, allowing us to identify and respond quickly to potential issues before they become major problems.
- Enhancing System Reliability: A SCADA system master plan can help us to enhance our system reliability and resilience. It can provide early warning of potential system failures or breakdowns, allowing us to take corrective action before significant damage occurs.
- Enabling Data-Driven Decision-Making: A SCADA system master plan can help us to make more informed and data-driven decisions. By providing expert guidance, it can help us to identify trends, track performance metrics, and make informed decisions about system upgrades, repairs, and maintenance.
- Improving System Security: A SCADA system master plan can help us to improve our system security and reduce the risk of cyber-attacks. It can provide guidance related to secure access control, intrusion detection, and threat management capabilities, ensuring that critical infrastructure remains protected.

The Water Board desires to enter into a professional services contract with a qualified firm that can demonstrate competency and experience in SCADA system Master Planning. This is a Qualification Based Selection (QBS) Request for Qualifications (RFQ). This RFQ process will be used to select the most qualified firm or individual. Price, hourly rates, pricing policies and number of hours proposed, and/or overhead will be negotiated per the Water Board's Public Contracting Rules.

Staff has prepared a draft RFQ for SCADA system Master Planning for the Board of Director's consideration and approval to solicit quotes. The amount of $80,000 is included in the current fiscal year's budget for this project. Staff will bring this back to the Board of Directors for approval of this project once qualifications are received.

Mr. Solarz commented over the last 5 to10 years it seems staff has kept the SCADA system up and running. Mr. Page stated staff has spent time fixing the system, however what is really needed is a forecasting plan to make things smoother. Mr. Thomas stated staff has spent a lot of time and effort into the Mission SCADA system which is primarily the distribution system. Staff is still experiencing issues with the SCADA system at the water treatment plant. With a Master Plan in place one of the major items will be selection of an integrator, and what instrumentation and SCADA parts need to be replaced at the water treatment plant. This could be expensive depending on what system is selected. Currently, the Water Board has one integrator who has sole proprietary access and is located in Washington and this is an issue at times. Mr. Page commented when the SCADA system is not functioning and we have only one person who can log in and work on the system but is out of the area it makes it difficult. Staff would like to have local qualified vendors to work on the system.

After a brief discussion, motion was made by Mr. Solarz authorizing staff to advertise the Request for Qualifications for SCADA system Master Plan. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding proposed Dyer Partnership Task Order No. 29 for Professional Services related to Brights Mill Pump Station Improvements, Operations Manager Jeff Page stated the Brights Mill Pump Station is an above-ground prefabricated assembly installed in 1978. It is located on Brights Mill Road, about a quarter mile south of Shinglehouse Road at the Brights Mill Reservoir site. It supplies water to 70 homes and provides a maximum flow rate of 664 gallons per minute. Recent Water Master Plan studies indicate that a flowrate capacity increase is necessary to produce adequate fire hydrant flows. A properly maintained and operated prefabricated pump station can reasonably last anywhere from 20 to 30 years. Once a pump station has exceeded its lifecycle, it becomes less efficient, less reliable, and more prone to breakdowns and failures. Given our mission to ensure that the water supply is reliable and safe for our customers and the guidance to increase fire flows, a complete replacement is warranted.

The benefits of completing this project include the following:

1. Improved efficiency: A new pump station will likely be more energy-efficient, using less electricity to pump the same amount of water. This can result in lower operating costs.
2. Increased reliability: An aging pump station is more likely to experience breakdowns and require frequent repairs, leading to disruptions in the water supply. A new pump station will be more reliable and require fewer repairs, ensuring a stable and consistent water supply for customers.
3. Improved safety: An aging pump station may present safety risks to operators and maintenance personnel, such as electrical hazards or the risk of equipment failure. A new pump station can be designed with modern safety features to minimize these risks.
4. Reduced maintenance costs: A new pump station will require less frequent maintenance and repair than an aging one, leading to lower costs over time.
5. Opportunity for innovation: A new pump station presents an opportunity to incorporate innovative technologies and practices that can improve the overall efficiency and sustainability of the water utility's operations. This may include smart sensors and controls or other advanced technologies.

Staff contacted The Dyer Partnership for guidance to include: Determining the best configuration and capacity of the new pump station; analyzing if the current piping meets the flow requirements of the new installation; determining the size of the emergency backup generator and transfer switch needed in power failure events; providing cost estimates to complete the project; and coordinating engineering documents review with our regulating agency, the Oregon Health Authority (OHA).

Mr. Matthews inquired if the $32,000 for Task Order No. 29 is included in the $130,000. Mr. Page confirmed it was included. Mr. Matthews asked if $130,000 will be enough to cover this project. Mr. Thomas stated an additional $50,000 has been earmarked out of the active capital reserve fund for this project.

Staff will return to the Board of Directors for approval of project construction once all the information is received. After a brief discussion, motion was made by Mr. Matthews authorizing the General Manager to sign Task Order 29 from The Dyer Partnership Engineers and Planners for Professional Services related to improvements of the Brights Mill pump station for an amount not to exceed $32,000. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding proposed Resolution No. 397 "Revisions to Rules & Regulations – Operating Policies, adding Section XI Adopting a Policy for The Coos Bay-North Bend Water Board Budget Committee Selection and Appointments, Mr. Solarz asked the Board members if they had a chance to review this and all members confirmed they had reviewed the document. Proposed Section XI reads as follows:

SECTION XI

COOS BAY – NORTH BEND WATER BOARD
BUDGET COMMITTEE SELECTION AND APPOINTMENTS

The Water Board is legally chartered under ORS 225.050 that allows joint construction, ownership, and operation of waterworks in the state of Oregon. Under ORS 294.316(7), the provisions of ORS 294.305 (Sections constituting Local Budget Law) to 294.565 (Failure to file copy of required budget, reports or other documents) do not apply to the Water Board because there is an exemption for municipal public utilities (Municipal public utilities operating under separate boards or commissions, authorized under ORS chapter 225 and city charters, and people's utility districts organized under ORS chapter 261, both operating without ad valorem tax support during the ensuing year or ensuing budget period.)

Because of this exemption, the Water Board is not required to follow the provisions of 294.414, Budget Committee, which sets out the composition of the Budget Committee for municipal corporations and other public bodies. The Water Board adopts the following policy.

1. Composition of the Budget Committee:
The Budget Committee shall be composed of the following members: all four (4) members of the Coos Bay North Bend Water Board Directors (Directors), two (2) public members from within the service area as designated by the General Manager based on recommendations from the Directors, and one member from each city, designated by the Mayor of each city, for a total of eight (8) members.

2. **Terms:**
Each member of the Budget Committee shall serve for a one (1) year term and may be reappointed for successive one year terms.

3. **Vacancies:**
If a Budget Committee position remains unfilled and undesignated within thirty (30) days of the first advertised Budget Committee meeting, the Water Board General Manager may, at their discretion, fill the position with a person that is located within the service area of the Water Board.

4. **Meetings:**
The Water Board shall hold Budget Committee meetings as public meetings and will allow members of the public to attend and comment at these meetings during a designated public comment period.

Mr. Solarz commented he felt the wording under No. 3. - Vacancies inadvertently gives the impression the General Manager could select a member which would be approving the Water Board's budget. Ms. Cribbins stated the verbiage could be changed deleting "at their discretion" and replaced with "based on recommendations from the Board of Directors". The Board members agreed with this modification.

After a brief discussion, Mr. Matthews moved to adopt Resolution No. 397 "Revisions to Rules & Regulation/Operating Policies, adding Section XI Adopting a Policy for The Coos Bay-North Bend Water Board Budget Committee Selection and Appointments", with incorporating the modification as discussed. The motion was seconded by Mr. Richardson and passed unanimously. The Resolution as amended read as follows:

RESOLUTION NO. 397
REVISIONS TO RULES & REGULATION/OPERATING POLICIES,
ADDING SECTION XI
ADOPTING A POLICY FOR THE COOS BAY-NORTH BEND WATER BOARD BUDGET COMMITTEE SELECTION AND APPOINTMENTS

WHEREAS, by and pursuant to the authority vested in the Coos Bay-North Bend Water Board (Board) through the respective Charters of the Cities of Coos Bay and North Bend, Oregon, and the laws of the State of Oregon, said Board has the right and authority to make effective regulations and service policies in connection with the operation of said water system; and

WHEREAS, Board has reviewed its Rules & Regulations/Operating Policies and found it prudent and beneficial to make an addition to the Rules and Regulations/Operating Policies, Section XI pertaining to a Policy for Budget Committee Selection and Appointments;

NOW, THEREFORE, be it resolved that Section XI of the Rules and Regulations/Operating Policies of Board be modified as shown on attached Exhibit "A", incorporated herein by this reference, effective immediately.

Said modifications in the Board's Rules and Regulations/Operating Policies shall remain in full force and effect until changed by appropriate action of Board.

Adopted by the Board of Directors this _____ day of April 2023.

EXHIBIT 'A'
SECTION XI

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The Board's next regular meeting was set for Thursday, May 18, 2023, at 7:00 a.m.

Updates were given as follows:

- Staff level credit cards – Credit cards have been issued to Supervisors/Managers and the spending limits have been set in accordance with Water Board's Rules and Regulations

- FY23 Timber Sale – The sale should be advertised next week. The sale covers 71 acres and staff anticipates revenue between $650,000 and 850,000 from the 2 million board feet that will be logged. Stuntzner Engineering is managing the timber sale at an estimated cost of $54,000. Mr. Kilmer asked if this takes into consideration the new Forest Acts that are going to be passed this year. Mr. Whitty stated there may be some additional buffering on two of the small creeks that go through there so that may take a bit of volume out. Mr. Richardson asked if this is all Water Board property and/or the City of Coos Bay. Mr. Whitty stated it is all Water Board property.

- Springbrook Interactive Voice Response Outbound and Update in Shut-off Notification Methods – The IVR Outbound system is an automated call system, allowing staff to notify customers of a potential shut-off or a pending shut-off. Staff has advised customers of this change of notification procedure. The system is in place and staff is able to notify customers either by phone, text or email. Staff anticipates using this system for the first time within the next couple of days with help of the company, Selectron. Door hangers will still be delivered for the next three months in addition to the IVR Outbound system.

At 7:38 a.m. Chair Solarz directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:53 a.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:53 a.m.

Approved: _____, 2023 By: _____
Greg Solarz, Chair

ATTEST: _____