

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

Minutes
Regular Board Meeting

April 5, 2018
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 Sharps presiding. Other Board members present: Greg Solarz and Melissa Cribbins. Board members absent: Bob Dillard. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Bryan Tichota, Customer Relations Supervisor; Bill Hagan, Operations Manager; Matt Whitty, Engineering Manager; Jerre Cover, Water Treatment Supervisor; Vince Stonesifer, Field Services Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Sharps opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Sharps asked if there were any corrections or additions to the March 15, 2018, Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Chair Sharps asked if there were any public comments, and there were none.

Regarding the proposed updates to the utility's Personnel Policies and Procedures Manual, Section IX-Non-discrimination and Harassment, and proposed Resolution No. 359, Mr. Thomas stated staff recently attended Harassment training provided by a Human Resources Management Specialist, Denise Downs Consulting. As a result of the training, the consultant recommended the Board update its' Non-discrimination and Harassment Policy to include an employee Behavior Agreement, which would be signed by each Water Board employee. The proposed Behavior Agreement has been reviewed by Board attorney Mr. Coffey and the training consultant.

After a brief discussion, motion was made by Ms. Cribbins to approve the recommended policy change adding an Employee Behavior Agreement. The motion was seconded by Mr. Solarz and passed unanimously. Ms. Cribbins moved to adopt Resolution No. 359 allowing staff to update the utility's Non-discrimination and Harassment Policy. The motion was seconded by Mr. Solarz and passed unanimously. The resolution read as follows:

RESOLUTION NO. 359

**A RESOLUTION ADOPTING REVISIONS TO THE COOS BAY-NORTH BEND WATER BOARD'S PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION IX - NON-DISCRIMINATION AND HARASSMENT**

WHEREAS, the Coos Bay – North Bend Water Board (hereinafter “Water Board”) is a joint instrumentality of the Cities of Coos Bay and North Bend, Oregon, organized and operated under the authority granted by the City Charters of Coos Bay and North Bend and ORS 225.050; and

WHEREAS, the Board of Directors of Water Board has the authority to adopt resolutions; and

WHEREAS, the Water Board now finds it necessary to adopt amendments to Section IX – Non-discrimination and Harassment, of the Water Board’s Personnel Policies and Procedures Manual; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COOS BAY – NORTH BEND WATER BOARD AS FOLLOWS:

1. The Water Board’s Personnel Policies and Procedures Manual, Section IX – Non-discrimination and Harassment is hereby revised and amended as follows:

“H. Behavior Agreement-All employees are encouraged to maintain a positive working environment. All employees of the Water Board shall be presented with a Behavior Agreement, which they will be asked to sign as a condition of their employment, acknowledging the employee’s understanding of the behavior the Water Board expects of its employees and confirming their understanding that the Water Board may take disciplinary action for a violation of the Behavior Agreement.”

Section IX H is incorporated herein by this reference, and is hereby adopted as revised. All prior practices and procedures of said Section IX remain in effect, and said amendments in the Board’s Personnel Policies and Procedures shall remain in full force and effect until changed by appropriate action of the Board.

2. It is the policy of the Board of Directors of the Water Board that the Personnel Policies and Procedures Manual is to be considered a document which is to be continually updated, to keep current with changes made to Oregon law and to provide a coherent framework for teamwork and success oriented attitudes of Water Board employees.

Adopted the _____ day of April, 2018.

Regarding the proposed purchase of a new pipe trailer, Operations Manager Bill Hagan stated the utility’s current pipe trailer has held up for many years, however there are safety concerns due to the age and size of the trailer. Staff requested quotes for one new pipe trailer from three vendors. The quote from Western Innovation did not meet the minimum specifications requested. Quotes received were as follows:

Vendor	Quote Amount
Brooks Brothers	\$21,660
Sauber MFG	\$39,000
Western Innovation	\$ 7,918

Dr. Sharps asked why Western Innovation’s quote was so low. Mr. Hagan stated their quote was based on a 7,000 lb. trailer, however staff is requesting a 15,000 to 18,000 lb. trailer.

The amount of \$25,000 is included in the FY2018 Vehicle Replacement Program for a new pipe trailer. After a brief discussion, motion was made by Mr. Solarz to award the purchase of one new pipe trailer to Brooks Brothers in the amount of \$21,660. The motion was seconded by Dr. Sharps and passed unanimously. Ms. Cribbins moved to declare the old pipe trailer as surplus and authorize staff to dispose of it. The motion was seconded by Dr. Sharps and passed unanimously.

Engineering Manager Matt Whitty updated the Board regarding the leak discovered in the Joe Ney Dike in late April last year. A boil near the spillway was documented by video. In May of 2017 a site visit was conducted with a consultant from Cornforth Associates. The Board authorized preliminary design funding in the amount of \$7,000 for Cornforth Associates to develop conceptual repair options for review and a recommendation for design and repair of the dike.

Staff continued monitoring the leak, taking videos in September and December of 2017 with no significant changes being noted. On March 28, 2018, staff inspected the dike and found additional settlement in the downstream face of the dike and possible erosion. The flow through the dike has slightly increased. Mr. Whitty stated when the reservoir is full the boil is heavier, however when the reservoir level is down approximately a foot below where it would be spilling, there is no flow coming out. This indicates the problem is most likely at the top of the dike between where the old dike was and the new materials that were placed on the top of the old dike.

Cornforth reviewed the original plans on their initial investigation. Staff has contacted Cornforth and they are finalizing repair options. Mr. Whitty stated due to the fact additional settlement in the downstream face of the dike was noted and some erosion is occurring, an accelerated repair schedule for the dike is needed. Chair Sharps asked if staff is asking for permission to proceed. Mr. Whitty stated staff is asking the Board for authorization to move forward with the design on a time and materials basis for costs that are beyond the original \$7,000 scope until final scoping and cost estimates are provided. At that time, staff will bring this information back to the Board for further consideration. Mr. Thomas stated if the cost of repair is excessive, there are three initial ways to fund it: Use of emergency funds; delay other projects; or borrow funds. It was the Board’s consensus to allow staff to proceed as discussed and advise the Board at a later date of the total approximate costs to repair the dike.

The Board’s next regular meeting was set for Thursday, April 19, 2018, at 7:00 a.m.

Updates were given as follows:

- Parking Lot Lighting Project – Reese Electric is waiting for some parts to be delivered and will start the project within the month of April.

- Heating Unit-Pony Creek Water Treatment Plant – The Contract has been reviewed by Mr. Coffey
- Tank Maintenance Project – SUEZ has started on next year’s work. They are currently working on Terramar Reservoir.
- 14th and F Reservoir Roof Replacement is complete.
- Chlorine Conversion – The Dyer Partnership has prepared the bid documents. Mr. Coffey will review the documents and then the job will be advertised for bid. The proposed schedule has an estimated completion date of early October.

At 7:35 a.m. Chair Sharps directed they go into executive session for the purpose of discussing personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 8:03 a.m.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:03 a.m.

Approved: _____, 2018

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

ATTEST: _____