

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

Minutes
Regular Board Meeting

August 18, 2022
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 Vice-Chair Greg Solarz presiding. Other Board members present: Dr. Charles Sharps, Carmen Matthews and Bob Dillard, virtually. Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director (virtually); and Karen Parker, Administrative Assistant. Board Legal Counsel Melissa Cribbins was present. Media present: None. Bridget from Consolidated Supply Company was present (virtually).

Chair Dillard abstained from Chairing the meeting since he was attending virtually and Vice-Chair Solarz opened the meeting at 7:00 a.m. and asked Dr. Sharps to lead the Board and assembly in the Pledge of Allegiance.

Vice-Chair Solarz asked if there were any corrections or additions to the August 4, 2022, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Matthews and passed unanimously.

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

Regarding consideration of award for inspection and cleaning of water storage reservoirs, Mr. Thomas stated bids for this specialized work were solicited from Potable Diving, LiquidVision and Advanced Diving Services Inc. Potable Diving and LiquidVision were non-responsive. Advanced Diving Services, Inc. has responded with a comprehensive work program to accomplish all of the tasks in the amount of \$23,342.00. Staff anticipates there may be more sediment in the tank than found in the previous cleaning. At a rate of \$300.00 per hour for repairs if needed, a 1-day labor fee for repair would amount to \$2,400.00 and an estimated epoxy cost of \$960.00 for material. Staff would estimate that we may incur an additional amount of \$8,208.00 to complete the work for a total project cost estimated to be \$32,100.00.

The project involves inspection and cleaning of the clearwell, as well as inspections of both the Pony Creek and Merritt intake structures. Staff is looking for any evidence of build-up of sediments around the intakes and any wooded debris that may be present as well as documentation of the structural integrity of the screens and supporting materials. Additional tasks to be performed are Inspection and cleaning of the Chlorine Contact Chamber and inspection of the Low Lift Pump Sump chamber. Staff is interested to see if any sediment, manganese buildup is occurring at the discharge of the filters into a baffle chamber prior to finished water entering the pump sump area.

Dr. Sharps commented he thought the clearwell was inspected every two years. Mr. Thomas stated the clearwell has not been inspected in quite some time. Dr. Sharps asked if this was by choice. Staff was unable to find anyone who was able to do the work and then the pandemic hit. There wasn't much leakage from the clearwell but overtime issues were appearing. Mr. Dillard asked how long it had been since this has been done on the other basins and tanks. Mr. Thomas stated he wasn't sure but most likely not since the treatment plant upgrades in 2012.

Dr. Sharps moved to authorize the General Manager to enter into the contracted agreement with Advanced Diving to accomplish the work as described in the budgeted amount of \$32,100.00. The motion was seconded by Mr. Dillard and passed unanimously.

Bryan Tichota, Customer Relations Supervisor, presented staff's request to purchase the second round of Mueller water meters and AMR meter interface units from Consolidated Supply Company.

It has been about a year since staff started installing the first go around on the pilot program consisting of approximately 870 meters in the Englewood area. The AMR is still functioning great. What used to take the meter readers three days to read now takes approximately 1 ½ hours, so it has performed very well. Staff is looking at continuing on with this process with the combination of replacing aging meters along with the AMR.

Staff has identified the next area for the water meters and AMR's in the areas of Empire Boulevard, Barview, and Charleston. Meter reading cycle 11 consists of 1,242 water meter replacements. The area is one of the more time consuming for manually reading and is challenging due to rural landscape, meter access issues, and narrow safety corridors. Once installed, we will realize the same level of efficiencies experienced in our pilot program.

Dr. Sharps asked how many meters the utility has. Mr. Tichota stated approximately 13,700 meters. Dr. Sharps inquired what the estimated cost of savings will be after all the new meters have been installed. Mr. Tichota stated he believes the Board's savings are going to be in manual labor, increased safety factor, less run time on vehicles, customer usage inquiry, fewer re-reads, less staff dependent systems, and more.

To date, the Board has been able to take advantage of efficiencies in manual labor of eighteen times the normal hours it takes to read those particular water meters. This equates to a huge safety feature in there being less chance for accidents in manual labor, and gas and carbon footprint savings that would be equally efficient. The customer usage inquiry has been utilized several times to identify customer side leaks, detailed usage history, and customer follow up with less research time for staff. The benefits are clear that a more effective and efficient option is to continue to include the AMR technologies as our meter change out program progresses.

Dr. Sharps inquired as to the amount budgeted for the AMR system. Mr. Thomas stated The AMR project has been budgeted over the last three years. There are funds remaining from fiscal year 21-22 in the amount of \$211,000, and \$231,000 is included in the current fiscal year for this second phase. Mr. Solarz asked what the Board's total savings would be overall. Mr. Thomas stated staff has estimated to save between 1 and 2% in non-revenue water just from the meter replacement standpoint, which is over \$200,000 a year as a conservative estimate.

The Board previously entered into a contract with Consolidated Supply Company to supply water meters that utilize a meter interface unit with AMR technology in FY 2021. The contract cited increases in cost would be no more than 3% from one fiscal year to the next. Consolidated has given the Board a quote for purchase of 1,240 water meters with AMR meter interface units honoring the FY22 rate, 3% above the FY21 rate. The total quote is \$248,050 for the Mueller water meters and AMR meter interface units.

After further discussion, motion was made by Dr. Sharps authorizing the General Manager to purchase the second round of Mueller water meters and AMR meter interface units from Consolidated Supply Company for \$248,050. The motion was seconded by Mr. Matthews and passed unanimously.

The Board's next regular meeting was set for Thursday, September 8, 2022, at 7:00 a.m.

Updates were given as follows:

- 2019 Timber Sale – Northwest Management has completed their work. A draft of their report is expected to be received by August 31, 2022.
- IT Services – A contract has been signed. Executech has been on board and have been very responsive.
- Service Center Renovations – The Customer Service Lobby is complete and the Customer Service Representatives have moved back in. The drive through is open. The lobby is currently open. The customer walk-up window is closed until the printers are operable. The new security doors will be installed sometime in October.
- Parking Lot Paving Project – Knife River has completed the project and did a good job. A change order will be submitted for approval by the Board for additional material cost.
- McDaniel Street – The water main has been installed, passed the pressure test and should be completed next week.

Dr. Sharps commented the Water Board grounds look good and asked if someone could be responsible to maintain the grounds for 2 to 3 hours per day. Mr. Thomas stated we are shorthanded so at this time it is hard to do inhouse. Mr. Matthews stated the Water Board does a great job groundskeeping but if it would make the job easier for staff then it may be wise to hire a landscaping company. Mr. Thomas stated we could look into contracting it out.

At 7:30 a.m. Vice-Chair Solarz directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h); personnel issues pursuant to ORS 192.660(2)(a); and performance evaluation of General Manager pursuant to ORS 192.660(2)(i).

They returned to open session at 8:02 a.m. Dr. Sharps moved to allow the General Manager to temporarily shift the currently vacant Utility Crew Leader position to the Utility Worker position. The motion was seconded by Mr. Matthews and passed unanimously. There being no other business to come before the Board, Vice-Chair Solarz adjourned the meeting at 8:06 a.m.

Approved: _____, 2022

By: _____
Greg Solarz, Vice-Chair

ATTEST: _____