

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

Minutes  
Regular Board Meeting

August 19, 2021  
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 Dr. Charles Sharps presiding. Other Board members present: Greg Solarz and Melissa Cribbins. Board members absent: Robert Dillard. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; John McKeivitt, Operations Manager; 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 July 1, 2021, 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.

Operations Manager John McKeivitt presented staff's request for renewal of the Hach Service Contract. Mr. McKeivitt stated the utility has had a service partnership contract with Hach since 2011 and the contract has been renewed on an annual basis. This year's service covers the maintenance, calibration and priority support of 9 online turbidimeters, 6 controllers, 2 online total chlorine analyzers, and 1 bench top instrument, each of which are produced by Hach. The proposed FY 2021-22 contract reflects 3 new turbidimeters purchased at the end of the fiscal year, as well as an additional 3 new turbidimeters that are included in the current fiscal year's budget. These instruments are critical for measuring water quality parameters used for compliance to meet federal and state drinking water rules. It is important to have technicians trained by Hach to perform these services and ensures the devices are working properly.

The proposed contract has several functions to include the following: A Hach field service technician performs the required quarterly calibrations of all online turbidimeters, repair parts, repair labor, free technical support, one preventative maintenance and calibration of the bench top instrument, field service of turbidimeter controllers, field service and two onsite calibrations of the two online total chlorine analyzers. The total cost of the proposed contract is \$14,274, an increase of \$3,210.42 over last year. This increase is due to the purchase of two pieces of equipment during the contract year. The bench top analyzer DR3900 was pro-rated at \$476.00 and is now under the full year's maintenance agreement itemized at \$916.00. The purchase of the Streaming Current Monitor AF7000 was pro-rated at \$1,326.00 at the time of purchase and is now under a full year's maintenance agreement in the amount of \$2,506.00. The remainder of the annual cost increase is due to expendable item cost increases such as calibration reagents, seals, gaskets, 'O' rings and other miscellaneous materials. All items included in the service contract are Hach instruments and all technical support would be directed through Hach. Hach is the sole provider of such a service.

After a brief discussion, motion was made by Ms. Cribbins to authorize renewal of the Hach Service Contract for Fiscal Year 2021-2022 in the amount of \$14,274.00. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the proposed purchase of one new Merit Concrete Saw, Operations Manager John McKevitt stated the water distribution field staff routinely uses a "Concrete Cutting Saw" on projects to repair and or replace water lines of all sizes and types. The saw is used to cut either the asphalt or concrete surfaces that were used over the pipe when it was originally installed. The saw provides for a "clean cut" allowing the field staff to then excavate down to the pipe and affect the repair or replacement. The cuts are made in a "T" configuration that provides for the strongest asphalt repair as required by the Oregon Department of Transportation for the most durability of any road surface that requires opening. "T" cuts cannot be performed by conventional backhoe buckets or jackhammers with any degree of acceptable result.

Distribution Supervisor Rick Abbott researched available suppliers of this type of equipment and found only one in the area, P.R. Diamond Products Inc. Mr. Abbott did request a quote from United Rental of Coos Bay, Oregon whom declined to bid.

This mobile saw is self-propelled by a 23-horsepower gas engine used to position the unit as you walk behind it, powering the blade which is diamond tipped. Staff has researched these devices and finds this one to be of high quality, very durable with a fully-welded frame. It will give them a maximum cutting depth of 10 inches which is adequate for their needs.

With United Rental declining, the only responsible bid came from P.R. Diamond Products Inc. quoting \$7,167.00 for the Merit M250-23G-SP. P.R. Diamond is providing the 20-inch Multi-Purpose Blade, part # 999-20 free of charge. The blade guard, part #201BG will cost \$416.00 and freight has been quoted to be \$550. 00. Total cost for this piece of equipment will be \$7,583.00 plus freight. This proposed purchase is included in the current fiscal year's budget in the amount of \$10,000.00.

Dr. Sharps inquired if the old saw will be kept or declared surplus. Mr. McKevitt stated it still has value and will be declared as surplus.

Mr. Solarz moved to authorize the General Manager to direct staff to purchase the Merit Walk Behind Concrete Saw in the amount of \$7,583.00 plus freight. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the proposed IMS Cap Replacement Project, Operations Manager John McKevitt stated during routine backwashing (filter cleaning) water was discharging out of each filter 6-inch diameter air vents and onto the filter decks. This is unusual and after a full investigation it was determined that the IMS<sup>®</sup>200 retainer caps separating the filter media from the underdrain troughs were nearly completely plugged with manganese coming from the source water.

As these IMS<sup>®</sup>200 caps became plugged over time, pressure builds up underneath the retainers as water is pumped thru them for backwash cleaning. The acceptable maximum pressure allowed during backwashing is 2 psi (pounds per square inch). At this time the pressure during backwashing is 12 psi (pounds per square inch). If pressure were to exceed the holding property of the grout that currently holds the retainers in place they would break free. Water would lift the retainers as it passes through the filter cell leaving no media support rendering the filter inoperable. This project is critical for the continued reliable operation of the Pony Creek Water Treatment Plant.

Since the 2012 treatment plant expansion project, the manufacturer has improved the cap with a 200 series, a laser cut cap. The ones that are being used now are thermally pressed which creates the ferocity that they need to prevent the sand and coal from going through them. In that the consistency of thermally pressing the plastic has caused some distortion, the ferocity is not as uniform as the laser cut and that has caused the organic material to get plugged. Dr. Sharps asked if this was a mistake when they were purchased in 2012. Mr. McKeivitt stated it was not a mistake, there are other utilities having the same issues.

It is proposed that staff proceed with the project by purchasing the all of materials directly from the specific suppliers that provided them during the Pony Creek Water Treatment Plant 2012 plant expansion. The engineers design and specifications for the Leopold media retainers' sole sources these specific items. This will allow the Board to purchase the specialized materials while the Board works through the bid advertisement and contractor selection prior to the actual work. This will accommodate any costly delays in manufacturing or procurement. There would be two separate material orders and one labor contract to complete the work:

**Material Order number 1)**

Xylem/Leopold Molded Thermoplastic I.M.S.<sup>®</sup> 200 Media Retainers, the required stainless-steel screws and 3M sealant to attach them to the existing underdrain block. Included with the retainers are the nylon braided flexible PVC hose and adjustable stainless-steel band hose clamps to attach to the existing air header piping.

To assure the proper installation technique of the *filter media retaining equipment* is carried out a qualified Leopold Technical representative will be on site to instruct the contractors' personnel about proper installation. The technician will be provided for a period of 6 days (8 hr/day) plus 4 days travel to and from the job-site in 2 trips. Order number 1 has been quoted to cost approximately \$110,000.00.

**Material Order number 2)**

Filter media of the specification and quantity of the existing configuration as specified in the original 2012 expansion contract. The filter sand 0.55-0.65 mm UC 1.3, 10.56 cubic feet and anthracite 1.10 – 1.30 mm, UC 1.5, 42.624 cubic feet for one filter would be required. The original material during the plant expansion was supplied by Beaver Equipment LLC and the installation supervised by Beaver Equipment. As the regional filter media supplier and experienced with the Pony Creek Water Treatment Plant staff recommends sole sourcing this material with them. This material in Order number 2 has been quoted by Beaver Equipment to be approximately \$39,148.40.

**Labor Cost 3)**

The engineers estimate for the contracted labor is \$40,000.00. Staff has sent a Request for Written Quotes to Replace 5 Filter Bay IMS<sup>®</sup> Filter Media Retainer Systems in the Pony Creek Water Treatment Plant to 5 contractors with specific experience with filter media replacement.

Staff recommends that the Board authorize Mr. Thomas, General Manager to direct staff to coordinate, proceed and to complete the replacement of the IMS<sup>®</sup>200 filter media retainer systems as soon as possible.

Dr. Sharps inquired if the materials to be purchased would be for a total of \$189,000, plus the cost of labor in the amount of \$40,000.00, and asked for clarification of the cost of the project. Mr. McKeivitt stated staff has estimated the labor at \$40,000. Mr. Thomas commented the entire project, including labor, is estimated at \$189,000. Ms. Cribbins asked if this is a manganese related problem, and if utility's that do not have high manganese are having these same issues. Mr. McKeivitt confirmed this problem is related to manganese buildup.

Dr. Sharps asked if this project is included in the budget. Mr. Thomas stated the project is in the budget. Mr. Solarz moved to authorize the General Manager to direct staff to coordinate, proceed

and to complete the replacement of the IMS<sup>®</sup>200 filter media retainer systems as soon as possible. The motion was seconded by Ms. Cribbins and passed unanimously.

Board Attorney Jim Coffey stated the Board needs to act on the memo written by John McKeivitt regarding the fact that Material Order No. 1 and No. 2 are both sole source solicitations, being the only supplier that can supply the utility with what is needed. Under the Local Contract Review Board, which the Board is governed by, states that the determination that goods or services or a class of goods or services are available from only one source shall be based on written findings that may include, but are not limited to, the following:

- (A) Efficient utilization of existing goods requires the acquisition of compatible goods or services; or
- (B) The goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
- (C) The goods or services are for use in a pilot or experimental project; or
- (D) Any other findings that support the conclusion that the goods or services are available from only one source.

Motion was made by Mr. Solarz to adopt the July 21, 2021 memo regarding the IMS Cap Replacement Project written by John McKeivitt as the written finding in support of the sole source solicitation. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the proposed Lead Water Treatment Plant Operator position, Mr. Thomas stated the reengineering of the Operations Section of the Water Board was discussed during the FY2021-22 budget. In the FY 2022 budget, an upgraded position was budgeted for the fiscal year. It is prudent to re-engineer the currently open laborer position to a Lead Water Treatment Plant Operator.

The utility has historically employed four Water Treatment Plant Operators. The Water Treatment Plant Supervisor currently supervises these operators. John McKeivitt is currently the Operations Manager, and is also performing functions as the Treatment Plant Supervisor until this position is filled. History shows the four-person operation at the Water Treatment Plant is fragile when operators are not at a full staffing level. Currently, water demand is high, 4.5 to 5 million gallons per day with a maximum peak between 6 to 7 million gallons per day. History also shows that without succession, the Water Treatment Plant Supervisor has no direct subordinate to coordinate tasks within his or her absence. With a seven-day per week workload and multiple work shifts per day, scheduling and timing assignments alongside managing daily production peaks can be tricky. When the treatment plant is short one operator, this also puts at least one operator in the position to be required to work alone for the majority of one or two shifts, which is a safety concern.

The main duties of the position include: operation of the water treatment plant in a lead capacity; manage and coordinate work load for shift operators; help to maintain lab operations for second and third level regulatory checks, coordination of required operator lab work in the absence of the lab technician, operate the plant in absence of water treatment plant operators, and fill in for the Water Treatment Plant Supervisor in his or her absence.

The fiscal impact for FY 2022 would be an additional \$18,922 in salary. The following pay scale is recommended for the Lead Water Treatment Plant Operator:

Class	Range	Position Title	1	2	3	4	5	6
231	56	Lead Water Treatment Plant Operator	26.60	27.93	29.33	30.78	32.34	33.96

The job description for the Lead Water Treatment Plant Operator considers methodology used in the comprehensive market study completed in 2019. The General Manager and the SEIU Local 503 employees union have reviewed the job description. The new Lead Water Treatment Plant Operator job was provided to the Board of Directors. The SEIU Local 503 Employee Union has been provided with the proposed job description and pay scale. At this time, staff is awaiting final approval from the SEIU Local 503 Employee Union.

After a brief discussion, Ms. Cribbins moved to accept the addition of the Lead Treatment Plant Operator job description and pay schedule pending the approval of the SEIU Local 503 Employee Union and if necessary, allow the General Manager to negotiate reasonable terms with the Union concerning the job description and pay schedule. The motion was seconded by Mr. Solarz and passed unanimously.

The Board’s next regular meeting was set for Thursday, September 2, 2021, at 7:00 a.m.

Updates were given as follows:

- Timber cruising – The field work is complete, the data is being analyzed. A complete analysis should be provided in September or October. The project is on schedule and will go until the end of the year.
- Tank Maintenance – Radar tank is complete and back on line. No water quality issues have been reported. This is the last of the steel reservoirs that needed to be completed.
- Phone System Server Replacement – Installation of the new phone system is complete. Still working on some details. The system is user friendly and staff has not received any complaints to date. The system has additional functions and staff is in the process of learning.
- 2<sup>nd</sup> and “A” Street Main Replacement Project – There are a few services to switch over. Knife River has completed their portion of paving. The trench patch has not yet been paved. Knife River has submitted a quote for that paving and they will be doing the job.

At 7:30 a.m. Chair Sharps directed they go into executive session for the purpose 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 7:32 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 7:32 a.m.

Approved: \_\_\_\_\_, 2021

By: \_\_\_\_\_  
Chair Charles Sharps, Ph. D.

ATTEST: \_\_\_\_\_