

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

Minutes
Regular Board Meeting

August 1, 2019
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 Bob Dillard presiding. Other Board members present: Greg Solarz and Dr. Sharps. Board members absent: Melissa Cribbins. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; Rick Abbott, Distribution Supervisor; Jeff Page, Operations Manager; Karen Parker, Administrative Assistant; Board Legal Counsel Jim Coffey was present. Media present: None. Chair Dillard opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Dillard asked if there were any corrections or additions to the July 18, 2019, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Dr. Sharps and passed unanimously.

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

Regarding the proposed changes and updates for job descriptions, Mr. Thomas stated the utility has completed a pay equity analysis and a classification and compensation survey to ensure job and pay equality for all employees. As a part of those analyses, all Water Board employees were asked to review their job descriptions and provide comment and feedback so the consulting firm had the most up to date information available for each position.

To complete the work on the survey, the Water Board will now utilize the feedback from its employees, its management review team, and the consultant to update the job descriptions. Board members were given the recommended changes for consideration within each job description for the Administration Division and Distribution Division in their Board packets. The updated job descriptions for the Customer Service Division and Treatment Plant Division will be brought to the Board at a future meeting. Recommended job description updates for the Operations Manager, Administrative Assistant, Distribution Supervisor, Crew Leader, Distribution Specialist, Distribution Technician, Utility Worker, and Laborer are the focus for this update. The proposed updates are a result of grammatical error, shift or addition in job duties, cultural and technological change, and for clarification purposes. Final drafts of the updates to each job description were given to each effected employee and to the Union President for review and feedback.

After a brief discussion, motion was made by Dr. Sharps authorizing the General Manager to finalize and distribute the changes and updates to the job descriptions for the Administration and Distribution Divisions. The motion was seconded by Mr. Solarz and passed unanimously.

Operations Manager Jeff Page stated the open storage building located southwest of the service center and adjacent to the upper parking area is in need of a new roof as well as modifications to the existing flat-roof drain system. The storage building houses the valve maintenance trailer, a mobile generator, and various water system fittings and appurtenances.

The existing asphalt shingle roofing materials have deteriorated beyond their useful life and the underlying wooden structure could be susceptible to water damage. The drain system as currently designed, fails to allow water to escape in some areas by allowing significant pooling to occur during rain events. This is particularly evident on the northeast corner of the building which is sagging due to the weight of standing water during the wet months.

Estimates were solicited in January of this year from seven local contractors for the replacement and repair of the roof and drain system. Only three estimates were received. Staff recently contacted the three contractors and confirmed each estimate is still valid. Estimates received were as follows:

Roof Replacement of Open Storage Building Located on Campus:

Contractor	Proposed Work	Amount
Northwest Building Specialists	Existing roofing to remain in place and covered in fan fold foam, installation of a new 50mil white PVC roof membrane. New drains and downspouts, new perimeter flashing. Repair of wood rot found.	\$11,889.00 + additional for labor and materials for wood rot repair; to be specified in written orders
Rich Rayburn Contracting, LLC	Existing roofing to remain in place and covered in fan fold foam, installation of a new 50mil gray PVC roof membrane. New drain-liners to be installed. Repair of wood rot found.	\$17,600.00 + \$65.00/MH and materials for added wood rot repairs
Smooth Rock Contracting, LLC	Existing roofing materials removed and disposed of. Installation of foam underlayment, fire-retardant slip-sheeting, and 60mil TPO roof membrane. New drains installed at each corner. Repair of wood rot found.	\$20,625.00 + \$50.00/MH and materials for added wood rot repairs

Replacement of Service Center Roofing:

Rich Rayburn Roofing, LLC	Existing roofing to remain in place and covered in fan fold foam, installation of a new 50mil gray PVC roof membrane. New drain-liners to be installed. Repair of wood rot.	\$32,860.00 + \$65.00/MH and materials for added repairs
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Maintenance of Service Center Roofing:

Northwest Building Specialists	Remove and replace existing perimeter flashing, clean all debris from roof, inspect and seal seams, clean and reseal around vents and other protrusions	\$4,989.00 + additional for uncovered needed repairs; to be specified in written orders
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The lowest estimate was provided by Northwest Building Specialists. Dr. Sharps questioned the work specified in Northwest Building Specialists' estimate asking why the existing roofing wouldn't be replaced if it is rotten. Mr. Page commented the existing roof is in danger of leaking but not rotting. There is only dry rot visible on the fascia boards.

Mr. Page noted the two different types of roofing membrane materials quoted. In researching, it reveals the two materials have their merits but it appears the PVC membrane may be the more reliable in the long run and in addition the estimates for the PVC membrane provide the least expensive options.

Staff requested each contractor to provide their opinion of the condition of the roofing on the service center. Two of the contractors provided responses. One response provided an estimate for a completely new roof in the amount of \$32,860.00 indicating they believe the roof should be replaced. The second response indicates the existing roofing life can be extended by performing the proposed maintenance at this time at a cost of \$4,989.00. Dr. Sharps asked how long would the life of the roof would be extended when they would the work begin. Mr. Page stated the life of roof would be extended for at least another 5 years and most likely work would begin in the fall of this year.

After a brief discussion, motion was made by Mr. Solarz to accept the estimates of the open storage building roof repair, and maintenance of the service center roofing, and to award the work to Northwest Building Specialists in the amounts of \$11,889.00 for the replacement of the open storage building roof, and \$4,989.00 for the proposed maintenance work to be performed on the service center roof plus additional costs associated with the repair of damage discovered during the course of the project and to be approved by the General Manger. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Thursday, August 15, 2019, at 7:00 a.m.

Updates were given as follows:

- 6th Avenue Main Replacement Project – Over 400 feet of pipe has been put in, and the crew will pressure test that section; if the pressure test passes then paving would be next week.
- Tank maintenance – Not much news since the last update. Still in the process of coordinating with SUEZ to schedule the Isthmus Heights tank.
- Coos River Highway Main Replacement Project – Waiting for the 6th Avenue Project to be completed before beginning this project as there will be in-house crew involvement. Will schedule with Roto Rooter for the last half of August.
- Marshfield Junior High Water Main Relocation – Staff is working with their engineer regarding relocation of the water main.

At 7:22 a.m. Chair Dillard directed they go into executive session for the purpose of a performance evaluation of the General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 7:33 a.m. Chair Dillard stated the Board had conducted a performance review of the General Manager and moved they renew his contract for the coming year, amending the current contract authorizing an annual salary increase from \$128,928.44 to \$135,438.00 retroactive to July 1, 2019 and commence payment of \$50.00/monthly for cell phone allowance retroactive to July 1, 2019. The motion was seconded by Mr. Solarz and passed unanimously. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 7:35 a.m.

Approved: _____, 2019

By: _____
Chair Robert Dillard

ATTEST: _____