

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

Minutes
Regular Board Meeting

August 2, 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 Cribbins presiding. Other Board members present: Dr. Charles Sharps, Greg Solarz and Bob Dillard. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Bill Hagan, Operations Manager; Rick Abbott, Distribution Supervisor; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jerre Cover, Water Treatment Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Cribbins opened the meeting at 7:00 a.m. and asked Dr. Sharps to lead the Board and assembly in the Pledge of Allegiance.

Chair Cribbins asked if there were any corrections or additions to the July 19, 2018, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

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

Mr. Thomas presented staff's request to increase staffing in the Customer Service Section with the addition of a fifth Customer Service Representative position. The estimated initial annual cost for this position is \$57,000, including benefits. This is included in the current fiscal year's budget.

Customer Relations Supervisor Bryan Tichota stated the utility currently has 4 Customer Service Representative (CSR) positions. Currently approximately 60% of his time is utilized performing CSR functions including answering phones, receiving and processing customer payments, opening/closing accounts and other related duties. Adding an additional CSR will aid in the realignment of his duties allowing him to increase his focus on the automated meter reading pilot program, meter change outs, Cross Connection program management, and field staff management while maintaining current front end office staffing and service levels. After a brief discussion, Mr. Dillard moved to authorize posting and solicitation for an additional Customer Service Representative and the awarding of the position to a qualified candidate. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the McCullough Bridge 16-inch Steel Pipe Painting project, Engineering Manager Matt Whitty stated the Oregon Department of Transportation has prepared a bid package for the recoating of the steel portion of the McCullough Bridge. Staff was contacted by ODOT when they were preparing the design and they offered to repaint 1,708 feet of the utility's

16-inch steel water main within the limits of their project. This would include sandblasting to bare metal and painting with a state-of-the-art multi layer coating.

The pipe under the concrete that approaches to the steel portion of the bridge has been coated with a zinc coating in conjunction with previous cathodic protection worked performed by ODOT. This project would complete the preservation of this important transmission main.

ODOT has provided a cost estimate of \$219,000 for the pipe coating work. This estimate includes replacement of pipe support components and weld repairs to the pipe. The cost for coating is based on ODOT's estimated cost per square foot for coating the larger bridge superstructure. The cost per square foot will be the same for the bridge work and the pipe. This provides a significant cost benefit to the Water Board due to economies of scale in addition to fixed costs for temporary access infrastructure which will be spread across the entire bridge coating project. Dr. Sharps inquired what the cost would be if the utility performed the work. Mr. Whitty stated considering all factors it would be approximately \$1 million.

This project is included in the current fiscal year's budget in the amount of \$232,300, which includes staff time and a 5% contingency. After a brief discussion, motion was made by Dr. Sharps to authorize the General Manager to sign an agreement with ODOT for recoating of the 16-inch diameter steel pipe under the McCullough Bridge superstructure in an amount not to exceed \$232,300. The motion was seconded by Mr. Solarz and passed unanimously.

Engineering Manager Matt Whitty stated the drain line at Brights Mill tank crosses a public road and outfalls at the edge of the right-of-way. The direction the water drains goes across private property that was undeveloped until 2011 when the owner began development of a building lot. The water eventually enters a natural stream channel and drains toward Coal Bank Slough.

After initial development, draining the tank for maintenance caused some erosion on the owner's driveway. The utility's crew repaired the minor damage to the driveway. Maintenance performed subsequent to this has required staff to place a temporary line across the property on the surface of the ground to avoid erosion damage. Dr. Sharps asked how often the tank needs drained. Mr. Whitty stated every two years.

Staff's goal is to extend the drain line to the stream near the outfall of a culvert that carries the stream under Brights Mill Road. The initial survey map research indicates the preferred route crosses neighboring land, rather than the affected property owner's land. The neighboring land is owned by Rayonier.

Mr. Whitty stated he intends to contact Rayonier for permission to conduct a property line location and drain line design survey across their land. Staff has had discussions with the affected landowner as well as another owner whose property is adjacent to the proposed route. Both land owners have expressed their cooperation. After a brief discussion, motion was made by Mr. Solarz to authorize staff to move forward with a survey, easement and installation of the drain line at an estimated total cost of \$13,800. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the Upper Pony Creek Dam Earthquake Induced Seismic Deformation Analysis, Mr. Whitty stated the draft report prepared by AECOM included a concern regarding the location of a 10-inch diameter vent pipe within the dam structure. The report made an assumption that the vent pipe would shear off in the event of a large earthquake, and if a crack developed in the dam structure at that location, the sheared off pipe could be a path for uncontrolled release of water through the dam resulting in erosion of the dam. The report recommended filling the existing 10-inch vent pipe with grout and rerouting the air vent and hydraulic lines down the upstream face of the dam as originally designed.

After review of the draft report, staff expressed concern to AECOM over the necessity to fix the vent pipe now. After giving the matter more consideration AECOM has modified their report. The report now states that if the pipe does shear off in an earthquake it could cause limited erosion until the knife gate at the outlet can be shut. Mr. Whitty stated the dam structure is expected to survive a large earthquake, and the report recommends remediating the drain line if significant repairs to the dam are necessary following an earthquake. Mr. Whitty stated he agrees with the content of the report. To date, the utility has paid \$28,401.25 with one outstanding invoice in the amount of \$1,875. Some additional costs are anticipated for final edits and publication of the report. Dr. Sharps inquired as to the amount of future costs. Mr. Whitty has emailed AECOM asking what future costs may be for finalization of the report, however he has not received a reply. To date, the project is under budget and Mr. Whitty estimates the final costs may include an additional \$2,000. Dr. Sharps moved to accept the final report and authorize payment of the outstanding invoice in the amount of \$1,875 plus additional costs that are within the original project budget not to exceed the total amount of \$36,875. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday August 16, 2018, at 7:00 a.m.

Updates were given as follows:

- Heating Unit at Pony Creek Water Treatment Plant – The disconnect for the new heating unit is being shipped.
- Tank Maintenance Project – SUEZ is scheduled to do a follow-up dry inspection of the Terramar Tank.
- Joe Ney Dike – There are a couple of preliminary ideas for repair of the dike. Remove 50 feet on top of the dike and replace it or trench down the centerline of dike and install a slurry cutoff wall. The joint permit application has been submitted and the County has signed off on it. Estimated completion date is October 1, 2018.
- Hemlock/Juniper – The crew is in the process of installing new pipe.
- McCullough Bridge – New pipe has been ordered.
- Sodium Hypochlorite System – Forms for the new concrete pads for the chemical tanks are done and concrete will be poured next week. The new chemical tanks should be delivered in August.
- The high service pump drive has been installed. The representative came on site to do the startup, and discovered a part is missing. The part has been ordered.
- McCullough Bridge Main Replacement – A meeting was held and a final decision has been agreed upon as to placement of the water main. This will be a night project. New pipe has been ordered.

At 7:28 a.m. Chair Cribbins directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h) and performance evaluation of General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 8:17 a.m.

Chair Cribbins said the Board had conducted a performance review of the General Manager. Mr. Solarz spoke on behalf of the Board and moved to increase the General Manager's annual compensation to include a 4% step increase, plus a 2.5% COLA, (from \$120,946.00/annually to the amount of \$128,928.44/annually) both being retroactive to July 1, 2018, and to accept the performance evaluation form as submitted. The motion was seconded by Dr. Sharps and passed unanimously. At 8:20 a.m., there being no other business to come before the Board, Chair Cribbins declared the meeting adjourned.

Approved: _____, 2018

By: _____
Chair Melissa Cribbins

ATTEST: _____