

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

Minutes
Regular Board Meeting

August 4, 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 Chair Bob Dillard presiding. Other Board members present: Greg Solarz and Dr. Charles Sharps. Board Members absent: Carmen Matthews. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jason Mills, Distribution Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Melissa Cribbins was present. Media present: None. Chair Dillard opened the meeting at 7:00 a.m. and asked Dr. Sharps to lead the Board and assembly in the Pledge of Allegiance.

Chair Dillard asked if there were any corrections or additions to the July 21, 2022, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Regarding renewal of the Hach Service Partnership Contract, Interim Water Treatment Supervisor Bob Backman presented staff's request to renew the annual Hach Service Partnership Contract for fiscal year 2022-2023. Mr. Backman stated the utility has had a contract with Hach since 2011, renewing on an annual basis.

Hach's service covers the maintenance, calibration, and priority support of 9 online turbidity meters, 2 online total chlorine analyzers, 1 online streaming current meter, and 1 bench top instrument, each of them produced by Hach. This year reflects the 6 new turbidity meters, and self-cleaning head units. These instruments are critical for measuring water quality parameters used for compliance to meet state and federal drinking water rules. It is for this reason that it is important to have technicians trained by Hach perform these services and ensure the devices are working properly.

The contract has several functions including the following: A Hach field service technician does 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 two total chlorine analyzers. One preventative maintenance and calibration of the streaming current meter. The total cost for the proposed agreement is \$13,590.00, a decreased cost of 684.00 from last year. This is due to the new turbidity meters.

All items to be included in the service partnership 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 Mr. Solarz authorizing the General Manager to renew the annual Hach service contract for fiscal year 2022-2023. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the invoice for the Tank Asset Management Program for Fiscal Year 2023, Mr. Thomas stated this will be the 6th year the utility has been in the tank maintenance program which includes refurbishing and maintaining the steel welded water storage reservoirs.

To date, all seven reservoirs have been refurbished and put back into service with new epoxy coating systems.

The tank asset management program allowed the Water Board to work with SUEZ to cover the cost over several years rather than paying for the program up front. SUEZ makes annual inspection visits to all tanks, ensures the coatings and structural environment at each tank is adequate, and cleans each of the tanks every three years. This is in addition to the repairs that have been completed to refurbish the tanks to like new condition.

The total due for fiscal year 2023 is \$242,352.39. This balance is down by approximately \$70,000 due to the installation of a tank mixer not being required at Radar Reservoir and SUEZ issuing a credit for this. (The original balance including the tank mixer was \$312,155.)

Staff has reviewed the invoices and work that SUEZ has completed to date and it is on schedule and satisfactory.

Dr. Sharps asked if the ongoing balance with SUEZ will continually decrease. Mr. Thomas reviewed SUEZ's annual cost summary schedule. The balance due for FY2024 is \$314,198; balance due for FY2025 is \$293,488. At this point, this pays for all the work that has been completed to date. The following year the balance is \$116,796 if the Board desires to stay in the tank maintenance program. Dr. Sharps commented there is most likely no reason why staff would not want to be in the program. Mr. Thomas agreed as the tank coatings are maintained for life so if they need to be recoated in the future SUEZ will recoat them.

After a brief discussion, Dr. Sharps moved to approve the FY2023 payment for the tank asset management program to Utility Service Co., Inc. for \$242,352.39. The motion was seconded by Mr. Solarz and passed unanimously.

Distribution Specialist Jason Mills presented staff's request for replacement of the fuel management system with magnetic card reader. The existing card lock unit is over 20 years old. Its technology is obsolete and replacement parts are no longer available. In addition, a new card reader system would be more reliable for the accounting department for tracking fuel use.

Staff proposes the purchase and installation of a new card lock system for the Water Board's bulk fuel management need.

Staff has solicited quotes from three qualified vendors for OPW's Petro Vend 100 system for two hoses with magnetic card strip reader.

Quotes received are as follows:

- Northwest Pump \$5,397.29
- John W. Kennedy Company \$5,566 plus shipping
- JME Ellsworth did not provide a bid

Only one qualified installer for this equipment could be identified by staff. Johnson Petroleum submitted a quote of \$3800.00 for the installation, start-up, and meter calibration.

Electrician installation costs for this project are estimated at \$300.00.

Staff labor for this project is estimated at \$500.00.

The fiscal year 2022 budget includes \$6,000 for this fuel management system. The total cost for this project is estimated at \$9,997.29. There is adequate funding in the Water Board's active capital fund to cover the remaining cost over the budgeted amount.

Dr. Sharps inquired when a staff member currently gets fuel has to use a card and the system identifies who is getting fuel. Mr. Mills stated there is a card for each vehicle it only identifies the truck number. Dr. Sharps asked how the fuel is currently tracked. Mr. Mills stated it is printed out on a thermal tape. Dr. Sharps commented staff may want to know who is using the card. Mr. Mills stated there has not been any evidence of fuel abuse. Mr. Whitty added the mileage is also tracked. Mr. Thomas added he feels comfortable with this system.

After a brief discussion, motion was made by Dr. Sharps authorizing staff to purchase the new fuel management system from Northwest Pump with installation by Johnson Petroleum for a total cost of \$9,997.29. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, August 18, 2022, at 7:00 a.m.

Updates were given as follows:

- 2019 Timber Sale – Northwest Management has completed their work. Michael Scott is working on a report of their findings and recommendations of actions to take.
- IT Services – A contract is being negotiated and should be complete by the end of the week.
- Service Center Renovations – The Customer Service Section should be complete in a few weeks. The new security doors will be installed sometime in October.
- Parking Lot Paving Project – Knife River has been awarded the contract. Waiting for the signed contract and have requested a time schedule for the work to be completed.

At 7:24 a.m. Chair Dillard 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 Dillard adjourned the meeting at 7:32 a.m.

Approved: _____, 2022

By: _____
Bob Dillard, Chair

ATTEST: _____