

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

Minutes  
Regular Board Meeting

7:00 a.m.  
August 20, 2015

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, Richard Vigue, and Greg Solarz. Board members absent: None. Water Board staff present: Rob K. Schab, General Manager; Ron Hoffine, Operations Director; Matt Whitty, Engineering Supervisor; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jim Kaylor, Treatment Plant Supervisor; Jason Mills, Distribution Technician; Vince Stonesifer, Field Services Technician; 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.

Chair Cribbins asked if there were any corrections or additions to the August 6, 2015 Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Operations Director Ron Hoffine advised the Board the Ocean Boulevard Main Replacement Project was complete and ready for final payment and final project acceptance. Change Order No. 5 is also proposed which is a no cost change order that extends the Substantial Completion dates to July 31, 2015. Laskey-Clifton has submitted an affidavit certifying all work is complete and all contractors and suppliers have been paid in full. The bid amount for the project was \$814,075.75. There were five change orders totaling \$54,179.75, resulting in a final construction cost of \$868,255.50. Final payment to Laskey-Clifton would be the 5% retainage for the full project, \$43,412.78. After a brief discussion, Mr. Vigue moved to approve Change Order No. 5, accept the project as complete, and authorize final payment to Laskey-Clifton in the amount of \$43,412.78. The motion was seconded by Dr. Sharps and passed unanimously.

Finance Director Jeff Howes presented Resolution No. 340 "Banking Signature Authorizations" stating due to changes in staffing, this requires updating signing authority for various banking and investment accounts. Proposed Resolution No. 340 will update signing authorization for financial activities at Umpqua Bank. After a brief discussion, Dr. Sharps moved to adopt Resolution No. 340 as proposed. The motion was seconded by Mr. Vigue and passed unanimously. The resolution read as follows:

**Resolution No. 340**

**BANKING SIGNATURE AUTHORIZATIONS**

WHEREAS, the Coos Bay-North Bend Water Board (hereinafter "Water Board"), requires banking services to efficiently carry out its collection and payment functions; and

WHEREAS, the Water Board issued a request for proposals for banking services in January 1998 and subsequently accepted the proposal of Security Bank at its February 26, 1998, regular Board meeting; and

WHEREAS, the Cities appoint new members to the Board at various times;

WHEREAS, the Water Board deems it necessary to authorize Board Members to sign banking checks;

WHEREAS, Umpqua Bank (formerly Security Bank) requires a Corporate Authorization Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Water Board authorize Monica Kemper to sign on payroll and petty cash accounts and have access to information on all accounts. Furthermore, to remove Debra Manning as evidenced by attached signature letters on file with Umpqua Bank.

Regarding Clearwell Cleaning quotes, Operations Director Ron Hoffine said the Clearwell was last cleaned and inspected in 2012 and this is usually conducted every 3 years. Staff required a lump sum quote, with an hourly rate for leak repair. Five quotes were received as follows:

| Bidder  | Quote Amount | Leak Repair Rate |
|---|--------------|------------------|
| Potable Divers, Inc.; Vernal, Utah                                  | \$9,000      | (\$200/hr)       |
| Inland Potable Services, Inc.: Centennial, Colorado                 | \$9,790      | (\$350/hr)       |
| LiquiVision Technology Diving Services;<br>Klamath Falls, Oregon    | \$10,650     | (\$375/hr)       |
| Midco Diving and Marine Services, Inc.; Rapid City,<br>South Dakota | \$18,654     | (\$400/hr)       |
| U.S. Underwater Services; Mansfield, Texas                          | \$92,000     | (\$500/hr)       |

The cleaning work involves one or two divers. Inspection of all the cleaned surfaces is recorded on video and a written report is also provided.

The Clearwell will remain in continuous service while the cleaning and inspection are performed. The work will take approximately one week to complete. The Request for Quotes required extensive qualification from the bidders such as required company experience with large tanks, lead diver experience, report of satisfactory performance from previous customers, and copies of required licenses and training certificates for each dive team member.

Mr. Hoffine said this project is included in the current year's fiscal budget in the amount of \$14,000. Cleaning and inspection of the Clearwell is important to maintain water quality in the distribution system. After a brief discussion, motion was made by Mr. Vigue to award the Clearwell cleaning and inspection to the low bidder, Potable Divers, Inc. in the amount of \$9,000. The motion was seconded by Mr. Solarz and passed unanimously.

Mr. Schab reviewed a proposed amendment to the utility's Rules and Regulations regarding avoidance of Water Board policies in receiving water service from the utility, to include selling or

supplying the utility's water through direct or indirect means, where a legitimate service connection could reasonably be made. Mr. Schab said this is not intended to regulate temporary emergency situations, but rather where the intent is to utilize the utility's water on an ongoing basis in an effort to avoid service policies, rates, fees and charges.

Mr. Vigue expressed his concern regarding this proposed amendment for a number of reasons. One issue mentioned being the current system in Eastside, "The Water Stop". He said this has been in place for a number of years and is used by a large part of the community. Mr. Schab said this amendment is not meant to shut down a business that is supplying water to individuals on a temporary or emergency basis and cannot obtain water due to the fact they are not in the vicinity of the Water Board's system and are not trying to avoid connection fees. After a brief discussion, Dr. Sharps moved to adopt the proposed amendment to Water Board Rules and Regulations Section III C Service Application Contracts, to be incorporated as Paragraph 6. The motion was seconded by Mr. Solarz and passed with Dr. Sharps, Ms. Cribbins and Mr. Solarz voting in favor and Mr. Vigue casting a no vote. The amendment is as follows:

6. No customer receiving water service from the Water Board shall allow any other potential water user to connect to the Water Board's service line, or to the customer's water supply system. Further, no customer shall provide water to a potential water user in an effort to avoid the Water Board's service policies, rates, fees and charges. Any customer who permits or allows another potential water user to connect to his water supply system and/or supplies the potential water user with Water Board water is subject to having the customer's water service terminated upon notice from the Water Board. Any potential water user who receives water supplied by the Water Board through a connection to another customer or by means supplied by a customer of the Water Board water supply system shall be liable for the cost of the water received and all other applicable fees and charges. The Water Board reserves the right to refuse service to potential customers who willfully avoid complying with Water Board Rules and Regulations governing the application for and receipt of for water service.

Mr. Hoffine advised the Board a request had been received from Ralph Dunham of Stuntzner Engineering and Forestry, on behalf of Benny Hempstead, to use a private engineer for design and a contractor for installation of a water main in West Mill Lane in Coos Bay. The proposed engineer is Stuntzner Engineering and proposed contractor is Benny Hempstead Excavating, Inc. The project consists of 1,200 feet of new two-inch water main westerly from the end of the existing main in West Mill Lane. A fire hydrant exists on West Mill Lane about 100 feet westerly of Millington Frontage Road (about 1,000 feet easterly of the end of the existing water main in W. Mill Lane). Mr. Solarz inquired if the Millington Fire Department has been contacted. Mr. Hoffine said a letter has been sent to the Millington Fire Chief to see if a new fire hydrant is needed, but a response has not yet been received. After a brief discussion, Dr. Sharps moved to approve the request for Stuntzner Engineering and Forestry to design and Benny Hempstead Excavating to construct the project described. The motion was seconded by Mr. Solarz and passed unanimously.

Distribution Supervisor Rick Abbott reviewed quotes received for 3 new Rammer Compactors. Quotes received were as follows:

| Dealership                  | Model              | Quote Amount |
|-----------------------------|--------------------|--------------|
| Cessco, Inc., Portland, OR  | Weber SRV650       | \$ 8,655     |
| Cessco, Inc., Portland, OR  | Multiquip MTX60HD  | \$ 6,675     |
| United Rental, Coos Bay, OR | Multiquip MTX60HD  | \$ 7,935     |
| INNOVATECH, Everett, WA     | Bartell BR68 GX100 | \$ 9,990     |

Low quote is from Cessco, Inc. in the amount of \$6,675. Mr. Abbott stated this would be for 3 compactors, one for each Crew Truck. The current budget includes \$9,600 for this purchase. After a brief discussion, Dr. Sharps moved to award purchase of 3 Rammer Compactors to Cessco, Inc. of Portland in the amount of \$6,675. The motion was seconded by Mr. Solarz and passed unanimously.

Distribution Supervisor Rick Abbott reviewed quotes received for one new Tack Trailer. Quotes received were as follows:

| Dealership                  | Model        | Quote Amount |
|-----------------------------|--------------|--------------|
| PAPE Machinery, Tangent, OR | LEEBOY L150T | \$16,900     |
| PAPE Machinery, Eugene, OR  | LEEBOY L150T | \$16,290     |
| PAPE Machinery, Medford, OR | LEEBOY L150T | \$16,750     |

The amount of \$16,500 is included in the current year's budget for this purchase. Dr. Sharps asked why the amounts varied if all quotes were from PAPE Machinery. Mr. Abbott said it was due to the delivery fee. After a brief discussion, Dr. Sharps moved to award purchase of one new LEEBOY L150T Tack Trailer from Pape Machinery of Eugene in the amount of \$16,290. The motion was seconded by Mr. Solarz and passed unanimously.

Distribution Supervisor Rick Abbott reviewed quotes received for a 20D Towmaster Equipment Trailer. Quotes received were as follows:

| Dealership                  | Model           | Quote Amount |
|-----------------------------|-----------------|--------------|
| PAPE Machinery, Tangent, OR | T-20D Towmaster | \$10,650.50  |
| PAPE Machinery, Eugene, OR  | T-20D Towmaster | \$10,208.06  |
| PAPE Machinery, Medford, OR | T-20D Towmaster | \$12,500.00  |

Mr. Abbott said staff budgeted \$25,000 for a 40T Equipment Trailer, however the 20D Equipment Trailer will better fit the utility's needs. After a brief discussion, Dr. Sharps moved to award purchase

of a T-20D Towmaster Equipment Trailer from PAPE Machinery of Eugene, Oregon in the amount of \$10,208.06. The motion was seconded by Mr. Solarz and passed unanimously.

Engineering Supervisor Matt Whitty advised the Board regarding the proposed Minnesota Avenue 2-inch Main Replacement Project. Staff responded to a low pressure complaint in December of 2014 and determined the main has limited flow. There are two services affected by the low flow condition. Staff proposes the installation of 150 feet of 2" PVC pipe to replace the 150 feet of 70 year old 2-inch diameter galvanized iron pipe on Minnesota Avenue. The main was installed in 1945 and is on private property. The Water Board will need to obtain an easement for the proposed new main. This project is included in the current year's budget in an estimated amount of \$17,600. After a brief discussion, Dr. Sharps moved to authorize staff to prepare an easement for the landowner's signature, and to design and install the Minnesota Avenue Main Replacement Project at an estimated cost of \$17,600. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the proposed Terramar Pump Station Telemetry Project, Distribution Technician Jason Mills stated staff proposes to install new telemetry and motor control equipment at the Terramar Pump Station and Reservoir site. Bids were solicited separately for a telemetry provider, a motor control manufacturer, and an electrical contractor.

Mission Control is a cellular based telemetry provider which the utility has previously used for 3 other facilities. Correct Equipment would provide one Mission M800 remote telemetry unit and the annual telemetry service. This unit would monitor and control the Terramar Pump Station and Reservoir. The cost for this unit is \$2,710 with an annual service fee of \$563.40. Additional costs for this project include \$600 to Pump Tech for a 20 gallon surge tank and appurtenances necessary for controlling pressure spikes. A submersible level transducer for monitoring reservoir level is needed and costs approximately \$600. The cost for installation for an electrical contractor is approximately \$3,185 proposed to be done by Kyle Electric, and staff's labor will be approximately \$2,422.86. This project will upgrade the current motor control at Terramar Pump Station to a duplex VFD controller which provides significant energy efficiency improvement opportunities for booster stations. CED of North Bend will supply the control panel in the amount of \$9,650. If a problem occurs, the dialer will call out to alert staff. Mr. Mills stated that there are approximately 300 homes on the Terramar system. The total cost of equipment and labor for this project, including staff labor, is approximately \$19,731.26. This project is included in the current year's budget in the amount of \$52,500. After a brief discussion, Ms. Cribbins moved to authorize the purchase of the upgrades discussed from CED, Correct Equipment and Kyle Electric for the Terramar Pump Station and Reservoir Site in the total amount of \$19,731.26. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the Pump Station Manifold Replacements, Engineering Supervisor Matt Whitty said staff has identified 3 main pump stations having aging fabricated manifolds prone to failure. A leak in one of these manifolds would put the pump station out of service. They also present a potential hazard to staff members should one of them fail while the pump station is occupied.

Fiscal year 2016 budget includes \$19,100 for replacement of the 3 manifolds. This estimate of costs includes the price of the manifolds and crew labor for the installation of the manifolds. The down time is significant for two of the pump stations and could be excessive if the replacement doesn't go as planned.

To prevent loss of service for an extended amount of time staff proposes replacement of the utility's portable pump, as it is out of service and needs extensive work. The pump was purchased used in the 1960's and is well beyond its useful life. Staff proposes replacement of this pump with a new trailer mounted pump. Estimated costs are: \$10,300 for a trailer mounted temporary pump, and

\$7,200 for labor and materials for installation. After a brief discussion, Dr. Sharps moved to authorize the purchase of a new portable pump, and purchase and install 3 new manifolds for California, Ingersoll and Telegraph Pump Stations at an estimated total cost of \$36,600. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the Matson Creek Fisheries Restoration Project, Mr. Schab said the Board previously authorized a contract with ESA Vigil-Agrimis in the amount of \$48,894 for the completion of final design plans, basis of design report and construction specifications for this project. Proposed additional engineering services include contractor submittal review and approval and periodic construction observation to support the successful construction of the project. The total additional contract amount to cover these services is \$10,060. The amount of \$16,000 is included in the current fiscal year's budget for these additional services. After a brief discussion, Dr. Sharps moved to approve additional engineering services as proposed with a budget not-to-exceed \$10,060.

Mr. Schab updated the Board regarding the previously authorized purchase of a tank mixer to be installed in Union Reservoir because of the stratification problem. Distribution Technician Jason Mills stated the Solar Bee mixer was installed in May of 2015. Jason reviewed a graph of the past year of the chlorine residuals from the top and bottom of Union Reservoir, showing a comparison from the past year. The tank mixer has corrected the problem and there is no stratification at this time.

Rob Schab updated the Board on the Matson Creek Project. Dr. Sharps inquired of the estimated completion date. Mr. Schab stated mid-September is the end of the in-water work period and an extension will be applied for an additional 15 days. The job should be complete by mid-October. The only exception to this is if there is no rain, the Contractor may be allowed to come back at a later date to do the planting.

Mr. Schab advised the Board an Emergency Siren Test of the tsunami and Pony Creek Dam warning system is scheduled for Saturday, August 29<sup>th</sup>, at 10:00 a.m.

The Board's next regular meeting was set for Thursday, September 3, 2015, at 7:00 a.m.

At 7:50 a.m. Chair Cribbins directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 8:35 a.m. There being no other business to come before the Board, Chair Cribbins adjourned the meeting at 8:35 a.m.

Approved: \_\_\_\_\_, 2015

By: \_\_\_\_\_  
Chair Melissa Cribbins

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