

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.
December 15, 2016

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Solarz presiding. Other Board members present: Melissa Cribbins, Greg Solarz, Dr. Charles Sharps, and Bob Dillard. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jerre Cover, Water Treatment Supervisor; Bill Hagan, Operations Manager; and Bryan Tichota, Customer Relations Supervisor. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Solarz opened the meeting at 7:00 a.m.

Chair Solarz asked if there were any corrections or additions to the November 14, 2016 Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Ms. Cribbins and passed unanimously.

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

Regarding the proposed option to renew the Site Lease Agreement with PacifiCorp, Mr. Thomas stated in 2001, the Water Board signed a property lease agreement with PacifiCorp (Pacific Power) to lease property for utilities located on Water Board owned property. In 2006 and 2011 the Water Board and PacifiCorp renewed the agreement per the terms and conditions in the original lease agreement for five year extensions. The last extension period is scheduled to end December 20, 2016. Mr. Thomas and PacifiCorp have been corresponding in efforts to draft a proposal for a Third Amendment to the original lease agreement which would renew through December 20, 2021. The proposed terms and conditions of the third amendment to the lease agreement will allow PacifiCorp to renew for an additional five year period commencing December 21, 2021.

PacifiCorp has paid all invoices from previous years. Last year's payment totaled \$4,367.68 and was timely. Future invoices will include an annual increase based on the December Portland CPI. After a brief discussion, Ms. Cribbins moved to approve renewal of the Site Lease Agreement with PacifiCorp through December 20, 2021 under the terms and conditions in the Third Amendment to the Lease Agreement. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, January 5, 2017, at 7:00 a.m.

Regarding the chemical removal quotes, Mr. Thomas stated quotes were received however they were more expensive than expected. Water Treatment Plant Supervisor Jerre Cover is in the process of obtaining additional quotes. In addition, Mr. Cover will be contacting Coos County Environmental regarding an EPA/DEQ site number.

Engineering Manager Matt Whitty stated the 6th Avenue Bridge Crossing (City of Coos Bay Project) is pending and staff is waiting to receive and review the plans.

Dr. Sharps inquired as to the status of the project near Bastendorff. Mr. Whitty stated some preliminary design work has been completed and a meeting is scheduled in mid-January.

Mr. Thomas stated staff is planning to contact SCADA vendors to inquire about scheduling a presentation. Mr. Thomas and Mr. Whitty met with Mr. Moore, representative for Jordan Cove, and they have indicated their willingness to pay a portion of the SCADA System Master Plan Study once costs have been identified and provided in a written agreement.

The Water Management and Conservation Plan update is due in 2017. Staff is currently working with Shannon Souza of Sol Coast Consulting & Design to complete this task.

Mr. Thomas and Mr. Whitty have been reviewing the Upper Pony Creek Dam Seismic Assessment Report and will bring this back to the Board at a later date for final acceptance.

Finance Director Jeff Howes and Customer Relations Supervisor Bryan Tichota have been researching water smart innovations for online billing. The utility's current software vendor Springbrook does online billing/credit card payments, however Springbrook has been purchased by Accela. Accela is requiring approximately \$75,000 for the utility to do online billing. Staff plans to solicit request for quotes for a third party vendor. Dr. Sharps inquired if the \$75,000 for Accela is a one-time fee or deposit. Mr. Thomas stated it is a software upgrade fee. Staff will communicate with banking institutions to begin initiation of the ability to take credit cards.

At 7:37 a.m. Chair Solarz directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:18 a.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 8:18 a.m.

Approved: _____, 2016

By: _____
Chair Greg Solarz

ATTEST: _____