

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

Minutes  
Regular Board Meeting

December 17, 2020  
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 Greg Solarz presiding. Other Board members present: Dr. Charles Sharps and Melissa Cribbins. Board members absent: Bob Dillard. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Page, Operations Manager; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Present via teleconference was Bryan Tichota, Customer Relations Supervisor. Media present: None. Chair Solarz opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the December 3, 2020 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 water main replacement project on Brussels Street, Engineering Supervisor Matt Whitty stated the City of North Bend has a full depth street replacement project on Brussels Street from State Street north 340 feet. Water Board crews recently replaced 6-inch cast iron water main on State Street due to restricted flow in the unlined cast iron main. Due to the poor condition of the cast iron mains in this area, staff included replacement of the Brussels Street water main in the current fiscal year's budget in the amount of \$177,100.

Staff has coordinated schedules with the City of North Bend staff to allow replacement of the water main prior to the City's project which is planned for the Summer of 2021. Water Board staff proposes to replace 340 feet of 6-inch cast iron water main on Brussels Street, 160 feet of 6-inch cast iron water main on State Street and 440 feet of 2-inch galvanized iron water main on Clark Street with 340 feet of 6-inch PVC C900 water main and 600 feet of 2-inch PVC water main. Staff proposes to do the design and construction for this project in-house.

After a brief discussion, Dr. Sharps moved to authorize Water Board staff to design and install 340 feet of 6-inch PVC C900 and 600 feet of 2-inch PVC on Brussels, State and Clark Streets at an estimated cost of \$177,100. The motion was seconded by Ms. Cribbins and passed unanimously.

Operations Manager Jeff Page stated on October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community (drinking) water systems serving more than 3,300 people to develop or update risk and resilience assessments (RRAs) and emergency response plans (ERPs). The Water Board's existing RRA and ERP do not meet AWIA requirements. Additionally, the existing ERP does not adequately guide staff in the event of an emergency. The time it would take to revise the existing documents would likely equal the time it would take to create new ones which would allow for a higher quality end product.

Upon completion, both documents must be submitted to the U.S. Environmental Protection Agency (EPA) for certification. The certification deadline is dependent upon the population a water system serves. The deadline for Water Board certification of the RRA is June 30, 2021. The ERP must then be completed and certified within six months of RRA certification, but no later than December 31, 2021.

Many water purveyors in Oregon have opted to hire consultants or other external sources to conduct this work. This project, however, can be accomplished in-house. It will give staff an opportunity to work together in achieving an essential goal. The project end goal is to produce an ERP that not only meets AWIA requirements, but can also act as a guide for staff in the event of an actual emergency. The Water Board has ample resources from the American Water Works Association (AWWA) and the EPA, including free specialized software, to ensure the project's success.

A team comprised of representatives from each department has been assembled to work through the requirements of the Act. The team members are Matt Whitty, Rick Abbott, John McKeivitt, Bryan Tichota, Jeff Howes, Jason Mills, Ivan Thomas, and Jeff Page. The first team meeting occurred on November 19<sup>th</sup> to begin the RRA. In completing the RRA, the team will assess:

1. The risk to the system from malevolent acts and natural hazards;
2. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
3. The monitoring practices of the system;
4. The financial infrastructure of the system;
5. The use, storage, or handling of various chemicals by the system; and
6. The operation and maintenance of the system.

The team is using a framework created by the American Society of Mechanical Engineers (ASME) called the Risk Analysis and Management for Critical Asset Protection (RAMCAP). The framework uses a seven-step methodology that enables asset owners to perform analyses of their risks and risk-reduction options relative to specific malevolent attacks and natural hazards.

The first meeting yielded a start in identifying the Water Board's critical assets. As per the AWWA J100 manual *Risk and Resilience Management of Water and Wastewater Systems*, a critical asset is defined as: an asset whose absence or unavailability would significantly degrade the ability of a utility to carry out its mission or would have unacceptable financial or political consequences for the owner or the community. The EPA divides assets into the following categories:

1. Source Water
2. Pipes and constructed conveyances, water collection, and intake
3. Pretreatment and treatment
4. Storage and distribution facilities
5. Electronic, computer, or other automated systems (including the security of those systems)
6. Monitoring practices
7. Financial infrastructure
8. The use, storage, or handling of chemicals
9. The operation and maintenance of the system
10. Physical barriers

The team considered 80 assets from the above categories during the first meeting. Of these, 55 were considered critical. Guidelines for completing the RRA suggest limiting critical assets to the bare essentials. Bundling redundant infrastructure together as a single critical asset is one way of achieving this. Because of this, the final list of critical assets will likely be much lower. As an example, the RRA executive summary for the Eugene Water & Electric Board lists 14 of their assets as critical.

The team's next meeting is scheduled for December 29<sup>th</sup> and will further discuss and work to finalize the Water Board's critical asset list. After that, the team will continue to follow the RAMCAP process steps until the RRA is complete. Going forward, the plan is to hold biweekly meetings after the first of the year and to have the RRA ready for certification sometime in April. A memorandum will be created after each meeting to report the team's progress.

Dr. Sharps inquired as to the length of the meetings. Mr. Page stated their first meeting was 2 hours. Dr. Sharps commented he is impressed that this will be accomplished using in-house staff and it is under good leadership.

The Board's next regular meeting was set for Thursday, January 7, 2021, at 7:00 a.m.

Updates were given as follows:

- Timber Services RFP-The request for proposals is complete. A list of consulting foresters is being compiled and then Mr. Whitty will contact them directly to advise the RFP can be found on Quest CDN.
- McCullough Bridge – The repair and painting is complete. The new water main connection on the north end has been installed and functioning. Pressure testing and bacti samples were good. The piping was placed back into service two weeks ago.

- Master Planning – The selection committee consisting of Ivan Thomas, Matt Whitty, Jeff Page, Ralph Dunham and Jennifer Wirsing interviewed the two consultants that were selected, RH2 Engineering and Murray Smith and Associates. The interviews went well and references are being checked. Once this is complete a consultant will be selected.
- SUP Renewal with Forest Service – The Forest Services accepted the recommended changes last presented to the Board and the permit is signed and complete. The SUP is good for 20 years.

At 7:20 a.m. Chair Solarz directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h); information of programs relating to security pursuant to ORS 192.660(2)(n)(E) and personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:50 a.m.

Chair Solarz congratulated General Manager Ivan Thomas on his 5<sup>th</sup> anniversary with the Water Board. At 7:51 a.m., there being no other business to come before the Board, Chair Solarz declared the meeting adjourned.

Approved: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Chair Greg Solarz

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