

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

Minutes
Regular Board Meeting

December 3, 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; Jeff Howes, Finance Director; Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Present via teleconference were John McKeivitt, Water Treatment Supervisor; and Dave Livesay of GSI Water Solutions, Inc. Media present: None. Chair Solarz opened the meeting at 7:00 a.m. and asked Jeff Howes to lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the November 5, 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 Amendment to Isler CPA's contract, Finance Director Jeff Howes stated the Water Board submitted a Request for Proposals in 2018 for financial auditing services to a number of firms across Oregon. After review, the Water Board selected Isler CPA as its auditor, entering into a contract for the next three fiscal years.

Isler's original contract has expired and staff proposes to amend the original contract with Isler, extending it for three years through fiscal year 2023. Isler CPA has proven to be competent and reliable in their field work and financial audits completed in the last three years.

The amended contract includes a 3% rate adjustment in each of the upcoming years of the new contract. The FY 2020 fee of \$20,500 would increase as follows:

FY2021 by	\$	615.00	Total Invoice of:	\$	21,115.00
FY2022 by		633.45	Total Invoice of:		21,748.45
FY2023 by		<u>652.45</u>	Total Invoice of:		<u>22,400.90</u>
For a total increase of:	\$	<u>1,900.90</u>			

Paul Neilson with Isler has reviewed and has verbally agreed to the terms in the amended contract. Board's legal counsel Jim Coffey has reviewed the amended contract.

After a brief discussion, motion was made by Dr. Sharps approving the General Manager to execute the amended contract for auditing services with Isler CPA for the next three fiscal years. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the Water Board's Surface Water Monitoring Plan & Special Use Permit Renewal with the US Department of Agriculture - Forest Service, in December 1999, the Water Board and the US Department of Agriculture Forest Service (Forest Service) executed a Special Use Permit (SUP) for operating and maintaining the municipally owned dunes water system that is located in the Oregon Dunes National Recreation Area north of Coos Bay. The permit was set to expire in December of 2019 but mutually extended to an expiration date of December 31, 2020.

In September 2020, the draft Surface Water Monitoring Plan (SWMP) was presented was approved by the Board of Directors to be negotiated with the Forest Service with the expectation that it would be completed by the year-end deadline.

Water Board staff in concurrence with GSI Water Solutions, Inc. have worked with the Forest Service since September to prepare a modified version of the SWMP and SUP to meet expectations of both parties. Once renewed, the SUP is extended for another 20 year period of time. The main objective of the SWMP and SUP is to provide the Water Board and Forest Service with the necessary data to monitor the hydrologic conditions near the wellfield while the Water Board continues to maintain pumping operations in the wellfield. The final drafts of the SWMP and SUP will take into consideration environmental and regulatory concerns of the Forest Service while giving the Water Board continued access to pump water from the dunal aquifer.

Mr. Thomas stated he and Mr. Livesay met with the Forest Service yesterday and they have agreed to a major portion of the language supplied to them as feedback to the draft plan. An updated plan was given to the Board members at this Board meeting.

Dave Livesay of GSI commented staff is getting very close to a final draft and stated new language was inserted in Sections 2.2 and 2.3 by Angie Morris of the Forest Service's permit division. The new language requires more detailed management actions and any proposed changes to the terms and conditions of the special use permit, such as an increase in the maximum allowable daily withdrawal rate of 3 mgd, would need to be submitted as a proposed amendment. A proposal for amending the permit is to be submitted to the U. S. Forest Service Permit Administrator on an SF-299 form. The amendment proposal must meet U.S. Forest Service screening criteria.

Dr. Sharps inquired if a customer requests an increased pumping amount over 3 mgd, has there been a time limit set by the Forest Service for this to be accomplished. Mr. Livesay stated there were discussions on this, however they could not commit to a time limit.

The Forest Service will keep a close watch on all the data that is collected - lake levels, rainfall and salt water. Mr. Livesay stated this plan is much more streamlined than the past 20 years. The last small detail which is currently being worked out is a Forest Service groundwater group from Denver is asking for a more accurate and finite way to measure chlorides long term. This would entail the Water Board purchasing a new probe which will measure much lower parameters than we are getting now with the current test kit being used.

After a brief discussion, motion was made by Dr. Sharps approving the General Manager to coordinate and execute the final draft of the Special Use Permit renewal with the Forest Service. The motion was seconded by Ms. Cribbins and passed unanimously.

The Board's next regular meeting was set for Thursday, December 17, 2020, at 7:00 a.m.

Updates were given as follows:

- Operating Revenue – Residential sales are about the same as October last year, with Industrial sales slightly increased for October. As for cash in the door, many customers have called and made payment plans to bring their accounts current. For the time period of April through October the utility is down by \$12,700, a big improvement from September when the utility was down by approximately \$80,000.00 due to the pandemic state of emergency. This is due to collection activities resuming on October 1, 2020.
- Capital Reserves – As of October the amount of active capital improvement funds are \$2,706,000; if all projects were completed now this would leave a balance of \$706,000 in reserves
- Timber Services RFP-The request for proposals should be ready to be sent out within the next couple of weeks.
- Tank Maintenance – Isthmus Heights tank is complete. SUEZ will sanitize, disinfect and fill Isthmus Tank back up within the next couple of weeks and get it back on line.
- Master Planning – The selection committee consisting of Ivan Thomas, Matt Whitty, Jeff Page, Ralph Dunham and Jennifer Wirsing met yesterday. The two consultants that were selected, RH2 Engineering and Murray Smith and Associates, will go through an interview process.
- Customer Service Lobby Repairs – A number of contractors have been contacted to make repairs where a customer hit the building, and to date no quotes have been received. Currently, due to the pandemic, customers are not allowed in the building. Staff would like to increase the size of the lobby area to give the Customer Service Representatives more room and possibly make a walk up window on the north wall. The Board feels staff should look into the costs involved in hiring an architect.

At 7:35 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 8:17 a.m.

Ms. Cribbins moved to suspend the enforcement of door hanger fees/shut-off service fees until the eviction moratorium has been lifted. The motion was seconded by Dr. Sharps and passed unanimously. At 8:18 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: _____