

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

Minutes  
Regular Board Meeting

December 5, 2019  
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: Melissa Cribbins, Greg Solarz and Dr. Charles Sharps. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jeff Page, Operations Manager; John McKeivitt, Water Treatment Supervisor; Vince Stonesifer, Field Services Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Jim Pex of Flagline Engineering was present; Chair Dillard opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Dillard asked if there were any corrections or additions to the November 21, 2019, 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.

Mr. Thomas introduced Jim Pex of Flagline Engineering. Mr. Pex is present on behalf of Red Moon Development who is currently working on developing a 450-unit mobile home park located off of Lindy Lane in Coos Bay. Red Moon Development is requesting that a master meter be placed for the mobile home park in lieu of constructing a water main extension per the Water Board's rules and regulations.

Section II. A. 8. B. of the Water Board's Rules and Regulations states: "Master metering shall not be allowed for mobile home parks with non-transient sites except when the mobile home park owner and the Water Board jointly agree that a designated section of the mobile home park may be used by transient-type units such as campers, overnigheters, camp trailers, etc. Master metering of that portion of the park will be allowed, providing that permanent mobile home installations are not allowed in that section."

Water Board staff have communicated with the developer's representative, Jim Pex of Flagline Engineering on the requirement. The developer and Mr. Pex now wish to appeal the requirement and ask the Water Board of Directors for an exception to this rule.

Mr. Pex stated Red Moon Development retained Flagline Engineering to finish the design and work on final placement. Currently they are working on the water modeling. The Water Board's

property is on the southern boundary of the development. Red Moon Development retains ownership of the lot spaces and has four model homes to choose from for purchase, as they do not allow individuals to bring in their own mobile home. The park will be built in approximately three phases depending upon how many homes are purchased. Their office will be in North Bend with home models on site. In lieu of constructing a water main extension and installing individual meters for each home site per the Water Board's rules and regulations, the owner has requested a master meter to be installed stating it is easier for them to have an upfront cost and then divide it equally amongst their individual home owners. Mr. Pex stated from their standpoint it would be more economical and they could be the direct source rather than the Water Board billing each individual owner. In addition, the lots cannot be sold as they are under one ownership and are leased.

Mr. Dillard asked if the lots are individual tax lots. Mr. Pex stated it is one tax lot. On an average the minimum size for a home site is 55 X 75. Dr. Sharps inquired if the owner is local. Mr. Pex stated the owner is not local but as indicated will have a local office. Dr. Sharps asked who is installing the water lines. Mr. Pex stated a private contractor will install the water lines to meet Water Board standards, and all design, placement and utilities will be installed in accord with all jurisdictional entities. Mr. Thomas asked if the sewer will be private as well, and Mr. Pex stated this is correct and they have approval from the City of Coos Bay. Dr. Sharps inquired how the billing would be handled. Mr. Thomas stated this is something the Water Board would have to work out with the City. Mr. Pex stated they are anticipating submitting final plans for review to the Water Board and the City of Coos Bay by the end of December.

Ms. Cribbins asked what the timeframe is for construction. Mr. Pex stated in the spring of 2020. If approved for installation of a master meter this would be more economic for both the Water Board and Red Moon Development. Dr. Sharps commented what would happen if in years to come things don't work out and the State requires the Water Board to take over, the Water Board would then be responsible to install individual water meters at each home. Mr. Pex stated each unit will be stubbed. It was the Board's consensus to take this under advisement and take action at the next Board meeting scheduled for January 9, 2020. Mr. Pex thanked the Board members for their consideration.

Regarding the Coos Bay School District's appeal of the Water Board's rules and regulations regarding Cross Connection Control, Dr. Sharps stated he went to the Eastside School and looked at the backflow assembly that was installed below ground in a vault, and he is of the opinion the backflow device needs to be reinstalled above ground to meet the requirements of the Board's rules and regulations. Mr. Solarz asked Mr. Thomas if he spoke with Chris Giggy, the project manager, about turning the valves horizontally so that a smaller hot box could be used. Mr. Thomas stated he did advise them of other options. After a brief discussion, motion was made by Dr. Sharps to deny the request from Coos Bay School District for appeal of the Board's rules and regulations, Section V.K., Cross-Connection and that the previously installed backflow preventer at the Eastside School be reinstalled above ground per Water Board specifications. The motion was seconded by Mr. Dillard and passed unanimously.

Customer Relations Supervisor Bryan Tichota presented staff's request to convert to a Smart Phone Meter Reading system. Mr. Tichota stated each of the utility's three meter readers read approximately 300 meters a day. The individual readings are entered into handheld computers (HHD's). The readings are then downloaded daily to the Billing Clerk's computer utilizing on premise hardware and software.

The HHD's currently in use are 5 years old and reaching the end of their functional lives. The vendor, Sensus, recently notified staff that repair support for these units will no longer be available after January 1, 2020. Existing software would continue to be utilized. The current fiscal year's budget includes the estimated replacement cost of \$24,000 for 3 HHD's. Mr. Tichota stated the current system has performed well, although new HHD's would offer little in expanded functionality so other options were considered.

Smart Phone Meter Reading (SPMR) was researched and is the latest in manual meter reading systems. SPMR utilizes cellular smart phones and has an application to be downloaded to the cell phone. Meter readings would be entered into the meter reader's existing smart phones via the SPMR application, uploaded to the cloud through the cell network, and then downloaded to the Billing Clerk's computer from a cloud server. A 30-day pilot was launched in October of this year to allow staff to evaluate the system and was a great success. The meter readers were happy with the trial run. Dr. Sharps asked if the phones are waterproof. Mr. Tichota confirmed they are. Mr. Dillard inquired what the live expectancy of the phone is. Mr. Tichota stated about 5 years.

Some of the benefits of SPMR include GPS, Google Maps integration, real time data acquisition and expanded billing software functions. The smart phones are less costly and less bulky than the HHD's. The system is scalable as the utility transitions in to Automated Meter Reading.

First year start-up costs for the SPMR system are \$8,780.00. Service is renewed annually at a current cost of \$7,080. The estimated total annual cost with phone service is \$8,160. After a brief discussion, Ms. Cribbins moved to authorize the transition to the SPMR meter reading system at an initial cost of \$8,780. The motion was seconded by Mr. Solarz and passed unanimously.

Operations Manager Jeff Page reviewed the quotes received for one new cargo van. Quotes were solicited from vendors through the Oregon Procurement Information Network (ORPIN). Three quotes were received as follows:

Vendor	Make	Model	Price	Quote meets specifications?
Butler Automotive Group; Ashland	Ford	Transit XL 250	\$33,531.40	Yes
Power Ford; Newport	Ford	Transit XL 250	\$33,730.82	Yes
Lithia Nissan; Medford	Nissan	NV 2500 HD	\$32,082.51	No

The two Ford vans are 2020 models and are special order to meet the quote solicitation specifications; delivery of a van is 3-4 months out from the date of order. The Nissan is a 2019

model and currently in dealer stock; it does not meet specifications as it is white, and not equipped with running boards or a tow-package. Since the Lithia Nissan quote did not meet the Water Board specifications, the quote can't be accepted or considered for an award of the contract to purchase the cargo van. Dr. Sharps inquired if the current flushing van would be declared as surplus. Mr. Page stated it would be repurposed for use by the new Distribution Technician.

After a brief discussion, Dr. Sharps moved to accept the two valid quotes and award purchase of one new Ford Transit XL 250 from Butler Automotive Group in the amount of \$33,531.40. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the proposed updates to the utility's Personnel Policies and Procedures Manual, Section IX-Non-discrimination and Harassment, and proposed Resolution No. 374, Board Attorney Jim Coffey explained Senate Bill 479 requires public employers to have and adopt a written policy that seeks to prevent workplace harassment to include definitions of types of harassment; procedures for staff and management on how to report harassment and how reporting, investigation, and follow through shall occur; and for employers to enter into an agreement with employees as a condition of employment or continuing employment that contains a nondisclosure provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment. Mr. Dillard inquired if staff will provide training on these updated procedures. Mr. Thomas stated staff had training last year, but will provide another training to review the updates.

After a brief discussion, motion was made by Dr. Sharps to approve the recommended policy updates and adopt Resolution No. 374 allowing staff to update the utility's Non-Discrimination and Harassment Policy to meet the requirements of Senate Bill 479. The motion was seconded by Ms. Cribbins and passed unanimously. The resolution read as follows:

#### **RESOLUTION NO. 374**

#### **A RESOLUTION ADOPTING REVISIONS TO COOS BAY – NORTH BEND WATER BOARD'S PERSONNEL POLICIES AND PROCEDURES TO PROVIDE FOR UPDATES TO SECTION IX - NON-DISCRIMINATION AND HARASSMENT PURSUANT TO SENATE BILL 479**

#### **RECITALS**

1. **WHEREAS**, In 2019, Oregon legislators passed Senate Bill (SB) 479, relating to workplace harassment; creating new provisions; amending ORS 659.A820, 659.A875 and 659A.885; and prescribing an effective date of January 1, 2020.
2. **WHEREAS**, Senate Bill 479 requires all public employers to establish/adopt a written policy to prevent workplace harassment, discrimination and retaliation which must delineate all rights and remedies provided to public employees and deliver a written or electronic copy of the policy to each employee; and
3. **WHEREAS**, the Water Board now wishes to adopt a policy to protect Water Board employees and comply with Senate Bill 479 and to set forth the policy in the Water Board's Personnel Policies and Procedures.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitals are true and accurate and are incorporated herein by this reference.
2. The Water Board hereby adopts the Water Board's Non-Discrimination and Harassment Policy, identified as Exhibit "A", attached hereto and incorporated herein by this reference, and directs Water Board staff to amend its current Section IX of the Water Board's Personnel Policies and Procedures and insert in its place the text in Exhibit "A".
3. It is the policy of the Board of Directors of the Water Board that Water Board's Personnel Policies and Procedures is to be considered a document which is to be continually updated, to keep current with changes made to Oregon employment law and to provide a coherent framework for teamwork and success oriented attitudes of Water Board employees.
4. The Water Board shall provide each employee of the Water Board a copy of this Resolution and Exhibit "A", and each employee of the Water Board shall sign an Acknowledgement that the employee has received a copy of this Resolution and Exhibit "A".

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

The Board's next regular meeting was set for Thursday, January 9, 2020, at 7:00 a.m.

Updates were given as follows:

- Computer Upgrade and Server – Comp-U-Talk has installed all new computers, with the exception of the new server. Staff is waiting for the contract to be entered into with Springbrook and once that has been completed the Springbrook upgrade will take place.
- Meter Test Bench Installation – The meter test bench has been ordered and Mars is in the process of building it. Once the test bench has been installed final payment will be issued.
- Roof Repair – All insurance requirements have been met and work will begin next Monday.
- Coos River Highway- Roto-Rooter has installed the pipe and services are being switched over. The project should be completed within a week.
- McCullough Bridge – Staff is waiting for the permit from SHPO, and most likely the water main project will be completed next spring.
- Madrone Street Main Replacement – Staff is in the process of getting the contract completed with K & E and the project should start next January or February.
- Pennsylvania Avenue Pump Replacement – Parts are being ordered and the project will begin once parts are received.

Mr. Solarz inquired if staff had gathered information on other sources of investments for the pension plan. Mr. Thomas stated he and Finance Director Jeff Howes had a conference call with Alliance Bernstein and they feel the Board is in good standing with how the funds are being invested.

At 7:50 a.m. Chair Dillard 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 8:35 a.m.

After a brief discussion, motion was made by Mr. Solarz to deny Red Moon Development's appeal of the Board's rules and regulations, Section II.A.8-Trailer/RV or Mobile Home Parks Constructed after January 11, 1974. The motion was seconded by Dr. Sharps and passed unanimously. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 8:36 a.m.

Approved: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Chair Robert Dillard

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