

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

Minutes
Regular Board Meeting

February 25, 2021
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, Bob Dillard and Melissa Cribbins. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Page, Operations Manager; Rick Abbott, Distribution Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Present via teleconference was Bryan Tichota, Customer Relations Supervisor; John McKeivitt, Water Treatment Supervisor; Brian Ginter and Heidi Springer of Murraysmith and Associates. Media present: None. Chair Solarz opened the meeting at 7:00 a.m. and asked Mr. Abbott to lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the February 4, 2021, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

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

Distribution Supervisor Rick Abbott presented staff's request for a roof replacement at the Newmark and Ash Street Pump Station. Mr. Abbott stated the Newmark and Ash Street Pump Station roof is in poor condition. This project was included in FY 20 budget in the amount of \$22,100.

The estimated replacement cost was based on costs incurred for the Pigeon Point Pump Station roof replacement. These costs included complete replacement of the roof including the trusses. Based on a current inspection of the existing roof, staff has determined the roof trusses do not need replacement, and most of the sheathing is in good condition.

Staff proposes replacement of the existing composite roof with a standing seam metal roof installed with Water Board labor. In-house staff on the distribution crew have experience in roof replacement including standing seam metal roofing. The estimated cost for replacing the roof is \$10,000 including a 15% contingency. After a brief discussion, Dr. Sharps moved to authorize the replacement of the Newmark and Ash Street Pump Station roof using Water Board labor at an estimated cost of \$10,000. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding consideration of award of a Professional Services Agreement for Water System Master Planning, Mr. Thomas stated in late 2020, the Water Board solicited Request for Qualifications for firms who have expertise in creating and updating Water Master Plans (WMP). Proposals were received from RH2 Engineering and Murraysmith & Associates. Both firms and proposals met minimum qualifications and were reviewed by a WMP selection committee comprised of Water Board staff and P.E.'s from both the Cities of Coos Bay and North Bend. After review of the proposals and interviews with both firms, the committee selected Murraysmith & Associates to perform the Water Board's next WMP.

The Water Board currently operates under a Water Master Plan that was submitted to the Oregon Health Authority on February 22, 2012. This Water Master Plan consists of the compilation of six prepared documents dating back to 1996.

- Water Management and Conservation Plan – 2011,
- Distribution System Rehab and Replacement Financial Strategy – 2012
- Water Distribution System Hydraulic Study – 1996
- Distribution System Condition Assessment and Replacement Plan – 2012
- Pony Creek Treatment Plant Expansion Project- Concept Design Report – 2010
- The Water Board's Annual Report and program budget dating back to 2011 (CIP).

While some of these documents are still very relevant, the Water Distribution System Hydraulic Study, the Distribution System Condition Assessment and Replacement Plan, and Water Board long term CIP is in need of a major update. An updated WMP would meet the Oregon Health Authority's compliance for water system WMP's.

Over the last 30 days, staff has worked with Murraysmith to create a scope of services for the WMP. The Scope of services includes detailed planning and analysis for water supply, current and future water demand, water treatment, distribution, SCADA, seismic analysis, a complete and robust water hydraulic model, and a 20-year Capital Improvement Plan. The complete scope of services, along with the professional services agreement that would be used for the WMP, was provided to Board members. Staff expects the project to be completed in the proposed 15 month time frame May/June 2022.

The scope of work provided by Murraysmith came in at \$288,149. The FY 2020 and FY 2021 CIP budgets include adequate funding for the project. Water Board legal counsel has reviewed the professional services agreement.

Heidi Springer, Project Manager and Brian Ginter, Principal of Murraysmith and Associates were present via telephone and Mr. Thomas asked if they would like to provide any additional information on the project. Ms. Springer asked if the Board members had any questions. Ms. Cribbins stated she didn't have any questions but inquired if they had anything particular to highlight. Ms. Springer stated the scope contains a balance between what is required to do for a Water Master Plan for the state of Oregon. One of the requirements for the State of Oregon is a seismic resilience evaluation, and even though it is known that some of the utility's facilities are not going to be survivable in an earthquake, this analysis is required and it can help support prioritization of where the Board wants to make investments. This plan will not only meet the requirements from the State of Oregon, but also gives a roadmap and some guidelines for where the utility's best value investments are over the next 20 years. Mr. Coffey inquired, other than seismic issues, what other state requirements will be addressed. Ms. Springer stated the guidelines for the State of Oregon are fairly broad. You are asked to evaluate future growth, your service area and your distribution and supply from a capacity standpoint, and do a review of water quality, as well as water rights. Mr. Coffey asked what administrative rules are being referenced.

Brian stated they are addressed in OAR Chapters 333, Division 61. Ms. Cribbins asked if all meetings will be held virtually or is there an option for them to be held in person at some point if the pandemic allows for it. Ms. Springer stated yes, although travel time has not been included in the budget. Mr. Dillard inquired if hard copies could be produced rather than just electronically. Ms. Springer said hard copies could be supplied if needed.

Ms. Cribbins moved to authorize the General Manager to enter into a Professional Services Agreement with Murraysmith & Associates in the amount of \$288,149 for Water Master Planning services. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the proposed Professional Services Contract with Crow/Clay & Associates Inc. for Architectural Design Services for Safety and Security Improvements to the Water Board Service Center, Mr. Thomas stated staff has been looking into getting the front wall repaired (previously hit by a customer's vehicle) and has also identified various structural and security improvements over the last several months at the Water Board Service Center. These improvements include installation of a walk up window alleviating customers walking through the drive up, and redesign of the customer lobby to better serve our on foot customers while keeping staff safe in instances where physical distancing requirements and customer walk in scenarios apply, as well as opening up more space for the Customer Service Representatives. The improvements also include design of installation of protection bollards in front of the service center where cars have physically hit the building in the past. Also included is design for replacement of all Water Board doors with a FOB access system. This system would require each Water Board employee, vendor, or volunteer allowed in the building to carry a wireless key FOB for access into the building, not leaving the building fully open at all entrances during the day. The new improvements would allow staff to choose who gets to enter the building instead of having the building fully open to the public. The existing double door entering the Customer Service section would be replaced with a large handicap accessible single door. Mr. Solarz asked if there would be signage for the walk up window otherwise it may be confusing as to what door to use. Mr. Thomas stated signage would be displayed for the walk up window. Dr. Sharps commented on the importance of additional security. Dr. Sharps asked what the cost will be to do this once the design services are complete. Mr. Thomas commented his rough estimates for the door and FOB system to be 40,000 to 60,000 and the walk up window approximately \$25,000 to \$30,000 but will know more once the design is complete. Construction estimates will be provided by the architects after the design is accomplished.

Dr. Sharps asked if this project is included in the current budget. Mr. Thomas stated this project was not budgeted in the FY 2021 budget. Staff proposes \$7,500 be taken from the \$77,000 that is earmarked for parking lot paving in the FY 2021 CIP budget. Ms. Cribbins inquired if this would be incorporated into the budget in the upcoming fiscal year. Mr. Thomas said he believes so.

Crow/Clay & Associates Inc. has provided the Water Board with a proposal to design these items and start any construction processes when the Water Board is ready in the FY 2022 budget. The quote for these design services is \$7,500 total. Dr. Sharps inquired if Crow/Clay & Associates are the utility's architect of record. Mr. Thomas stated staff tried contacting two other architectural firms that have previously performed projects on the building and both have since retired. Staff contacted Crow/Clay and they have been very responsive.

Motion was made by Dr. Sharps authorizing the General Manager to enter into a Professional Services Contract with Crow/Clay & Associates in the amount of \$7,500 for architectural design services for safety and security improvements to the Water Board Service Center. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, March 18, 2021, at 7:00 a.m.

Updates were given as follows:

- Springbrook – A meeting is scheduled for March 4th to discuss scheduling of the service upgrade. The upgrade for financial and utility billing software will probably begin in late March or early April depending on outcome of the meeting. Staff will be moving to Microsoft SQL which requires additional licenses and those have been purchased for this project.
- RFP Timber Services – Request for Qualifications were received from 4 firms: Mason, Bruce & Girard, Farm Unlimited, Stuntzner Engineering, and Barnes and Associates. The Requests will be scored and results will be brought back to the Board for consideration.

At 7:32 a.m. Chair Solarz directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:46 a.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:46 a.m.

Approved: _____, 2021

By: _____
Chair Greg Solarz

ATTEST: _____