

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

Minutes
Regular Board Meeting

January 9, 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 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; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Page, Operations Manager; John McKeivitt, Water Treatment Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Luke Reese of Garrett, Herman and Robertson was present. Media present: None. 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 December 5, 2019 Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Dr. Sharps and passed unanimously.

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

Water Treatment Supervisor John McKeivitt reviewed the bids received for water treatment chemical purchases to be made during calendar year 2020. Eight suppliers submitted quotes for five chemicals. All products meet the specifications outlined in the Request for Quotes. Based on estimated quantities, water treatment chemical expenses for the upcoming year are anticipated to decrease by approximately \$33,000. This is due to a \$21,000 savings in lime cost, a \$1,500 savings by being fully stocked with powdered activated carbon, and lower overall liquid polyaluminum chloride costs. After a brief discussion, motion was made by Mr. Solarz to accept all quotes and award the chemical quotes to the supplier with the low quote for each chemical type. The motion was seconded by Mr. Dillard and passed unanimously. The suppliers with low quotes were as follows:

Treatment Chemical	Bidder	Price
Liquid polyaluminum chloride	California Aluminum Chemical	\$ 502.00/ton
Anhydrous ammonia	Airgas Specialty Products, Inc.	2,300.00/ton
Sodium hypochlorite (12.5%)	HASA, Inc.	1.31/gallon
Sodium Fluoride	Cascade Columbia	1,875.00/ton
25% Sodium Hydroxide	Univar USA, Inc.	197.25/ton

Engineering Manager Matt Whitty presented staff's request to replace 360 feet of 2-inch diameter asbestos cement pipe with 360 feet of 2-inch diameter PVC pipe on 5th Avenue, north of "D" Street in Eastside.

The main is 60 years old and has experienced 5 leaks since 2008, with 2 of them being in the past 2 years. This existing main is also in conflict with planned storm drain improvements associated with Coos Bay's Safe Routes to School Project. This project is included in the current fiscal year's budget in the estimated amount of \$41,700. Replacement of the water main will be performed by the utility's crew with a proposed start date in February and completion by mid-March.

After a brief discussion, Dr. Sharps moved to authorize replacement of 360 feet of asbestos cement water main in 5th Avenue with 360 feet of new PVC water main at an estimated cost of \$41,700. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding proposed Resolution No. 375 – Resolution of the Board of Directors of Coos Bay-North Bend Water Board, Acting in its Capacity as its own Local Contract Review Board, Exempting the Emergency Repairs on the Streaming Current Monitor for Coagulation Process from Competitive Bidding and Authorize the Emergency Procurement for Replacement of Streaming Current Monitor, Operations Manager Jeff Page stated the utility's streaming current monitor has failed and has been inoperable since December 4, 2019. This unit is used at the Water Treatment plant to ensure optimization of the chemical coagulant feed. An investigation was completed to see if the unit could be repaired. After finding the existing unit could not be repaired as parts are obsolete, staff trained on proper methods of manually monitoring the coagulant feed and started a search for quotes to replace the monitor.

On December 15, 2019, the utility began to receive water quality complaints from its customers in different areas of the distribution system. Staff responded to the complaints and troubleshooted the complaints as necessary. As a part of the troubleshooting process, staff investigated the streaming current monitor being down as one of the potential causes of the water quality complaints. Although not related to the water quality complaints, Mr. Thomas made the decision to move forward with the sole source emergency procurement of the Hach streaming current monitor to eliminate the streaming current monitor as one of the reasons for the water quality complaints. This was prior to solving the water quality complaints and prior to obtaining an adequate number of quotes needed for the standard purchasing process. Mr. Dillard inquired as to the reasons for the water quality complaints. Mr. Page stated he suspects it is due to the lack of rain in the month of December and warmer weather than usual.

The utility currently has an annual maintenance contract with Hach for other instrumentation at the Water Treatment plant. It was determined that the Hach unit could be added to the maintenance and warranty contract for maintenance purposes, regulating service and maintenance with another purchase of Hach equipment.

The Hach streaming current monitor was procured on December 16, 2019 and installed on December 22, 2019 by Water Board staff. The Hach unit was purchased at a cost of \$11,893.20. The Hach service contract for this product was purchased at a cost of \$2,130. Second day freight

for the unit was \$475.73. Total cost for the unit with maintenance contract and freight is \$14,498.93. There is adequate funding in the active capital fund to cover the cost of this purchase. After a brief discussion, Ms. Cribbins moved to adopt Resolution No. 375 approving the emergency procurement of a Hach streaming current monitor at a total cost of \$14,498.93. The motion was seconded by Dr. Sharps and passed unanimously. The resolution read as follows:

RESOLUTION NO. 375

RESOLUTION OF THE BOARD OF DIRECTORS OF COOS BAY-NORTH BEND WATER BOARD, ACTING IN ITS CAPACITY AS ITS OWN LOCAL CONTRACT REVIEW BOARD, EXEMPTING THE EMERGENCY REPAIRS ON THE STREAMING CURRENT MONITOR FOR COAGULATION PROCESS FROM COMPETITIVE BIDDING AND AUTHORIZE THE EMERGENCY PROCUREMENT FOR REPLACEMENT OF STREAMING CURRENT MONITOR

WHEREAS, the Board of Directors of the Coos Bay-North Bend Water Board (hereinafter Water Board), pursuant to ORS 279A.060 is the local contract review board (hereinafter LCRB) for the Coos Bay - North Bend Water Board; and

WHEREAS, the LCRB has adopted Permanent Public Contracting Rules and Rules of Procedure for Public Contracting for the Coos Bay – North Bend Water Board pursuant to Resolution 287, adopted April 7, 2005; and

WHEREAS, the LCRB has authority under ORS 279B.080, ORS 279C.320 and Section 4.6 of its local public contracting rules to declare the existence of an emergency and authorize entry into an emergency procurement as follows:

WHEREAS LCRB Rule 4.6.3 (A) states the General Manager or his/her designee may declare the existence of an emergency and authorize Water Board to enter into an emergency procurement where the estimated contract price is less than \$100,000; and LCRB Rule 4.6.3 (C); Following the declaration of emergency, the General Manager or his/her designee shall immediately prepare a Resolution for approval of the emergency procurement contract by the Water Board at its next regularly scheduled session, or as soon as practical.

WHEREAS, In making the findings required by ORS 279.015 (b) the LCRB may consider the type, cost, amount of the contract, number of entities available to bid and such other factors as may be deemed appropriate; and

WHEREAS, the Board of Directors of the Coos Bay – North Bend Water Board, acting in its capacity as the Water Board LCRB has determined that emergency circumstances exist which require the Water Board to procure the needed replacement of a Streaming Current Monitor.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The recitals above are true and accurate and are incorporated herein by this reference.
2. The findings contained in the memorandum identified as Exhibit “A” to this resolution, attached hereto and incorporated herein by this reference, document the nature of the emergency and describe the method used for the needed emergency replacement of a Streaming Current Monitor, and are adopted by the LCRB.

3. Based upon Exhibit "A" the LCRB hereby declares an emergency and authorizes the replacement of the Streaming Current Monitor as sited in the proposals, and, further, the contract for said project shall be exempted from the competitive bidding requirements of ORS Chapter 279B and 279C. The LCRB finds that the requirements of ORS 279C.305, ORS 279C.310 and ORS 279C.320, as well as the requirements of LCRB Rule 4.6 are satisfied.

Engineering Manager Matt Whitty updated the Board regarding the City of Coos Bay's replacement of 4th Street from Anderson to Golden Avenue. The project is a full depth street replacement, removing the existing pavement and subgrade to a minimum of 16 inches and a maximum of 24 inches. The existing street grade may be lowered by as much as 8 inches due to an exaggerated crown from past overlay projects.

The Water Board has a 6-inch cast iron water main from Anderson to Elrod, and a 12-inch cast iron water main from Elrod to Golden. The project to replace the 6-inch cast iron water main is identified in the 5-year Capital Improvement Plan with an estimated cost of \$437,900 including in-house design and project management, and installation by a contractor. The 12-inch main is not an identified project, and would need to be protected during construction.

Mr. Whitty stated the Water Board proposes to piggyback with the City making it a more streamlined process. Mr. Solarz inquired who would be inspecting the project and Mr. Whitty stated the Water Board will have a full time inspector on the project.

The City's consultant is Civil West Engineering Services, Inc. The street design is near completion and the City plans to bid the project in March, with construction in the summer of 2020. Civil West has provided a rough estimate in the amount of \$15,000 to \$20,000 to design the water main replacement and incorporate it into the City's project. Civil West will integrate the Water Board's specifications that are provided to them and will prepare a separate bid schedule for the water main work. The bid results would be brought back to the Board for approval. Mr. Whitty stated staff would be meeting with Civil West to define the scope of this project and get a more definite cost estimate. Staff has worked with Civil West on other projects and we have a good working relationship with them.

Mr. Solarz commented if there are two contractors, one for the City's project and one for the water portion, problems may arise. Mr. Whitty confirmed there would be one contractor, but two bid schedules under the same contract. There is a chance we could get an unbalanced bid. Ms. Cribbins asked what happens if it is an unbalanced bid. Mr. Thomas stated the Board would then have a decision to make. Mr. Dillard asked the age of the water main. Mr. Whitty stated it probably originated in the 1940's.

Mr. Coffey commented assuming the Board authorizes the expenditure how will it be memorialized with the City. Mr. Thomas stated since the Water Board is piggybacking with the City, an intergovernmental agreement with the City is not needed.

Ms. Cribbins moved to authorize staff to contract with Civil West Engineering Services, Inc. for the design of the water main replacement on 4th Street and include the project in the City's street replacement project. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Thursday, January 23, 2020, at 7:00 a.m.

Updates were given as follows:

- Computer Upgrade and 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 will be delivered in March.
- Roof Repair – Project has been completed with the exception of painting the soffit and fascia boards.
- Coos River Highway- The project is complete with the exception of a patch on D Street.
- McCullough Bridge – A letter was received from SHPO in response to staff’s application stating the Water Board would need to hire an archeologist to do a study. Staff has been in contact with an archeologist who is willing to do the study and is waiting for a response from SHPO.
- Lead and Copper Rule – Sample results have been received and all came in well under the action levels for lead and copper. The next round of samples will be taken in April of 2020.
- Special Use Permit for Dunes – Mr. Thomas attended a meeting with the USFS and GSI. Permit was due at the end of 2019, however it has been extended until the end of 2020.
- Madrona Street Main Replacement – Notice of Award has been issued. Waiting for certificate of insurance to meet the specified requirements.
- Pennsylvania Avenue Pump Replacement – Parts have been ordered and once received an electrician will be hired.

At 7:37 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 8:04 a.m. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 8:04 a.m.

Approved: _____, 2019

By: _____
Chair Robert Dillard

ATTEST: _____