

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

Minutes
Regular Board Meeting

July 18, 2024
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: Carmen Matthews, Bill Richardson, and Rob Kilmer. Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Monica Kemper, Finance Director; Jeff Miller, Water Treatment Supervisor and Interim Operations Manager; Matt Whitty, Engineering Manager; Jason Mills, Distribution Supervisor; Bob Backman, Water Treatment Plant Lead; Stacey Parrott, Executive Assistant & HR Specialist; and Vince Stonesifer, Field Service Technician (virtually); Board Legal Counsel Melissa Cribbins was present. Media present: None. Brian Ginter and Chris Young of Consor Engineering were present.

Chair Solarz opened the meeting at 7:00 a.m.

Regarding election of Board Officers, Mr. Solarz moved they follow the regular rotation of officers to commence immediately. The motion was seconded by Mr. Richardson and passed unanimously. Officers for the following year are as follows: Chair – Carmen Matthews; Vice-Chair – Bill Richardson; Secretary – Rob Kilmer; and Member – Greg Solarz.

Chair Matthews asked if there were any corrections or additions to the June 13, 2024, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Kilmer and passed unanimously.

Chair Matthews asked if there were any public comments and there were none.

Regarding adoption of the 2024 Coos Bay – North Bend Water Board Water System Master Plan prepared by Consor Engineering, General Manager Mr. Thomas, introduced Brian Ginter and Chris Young of Consor Engineering to present the Master Plan to the Board of Directors.

Chris Young highlighted the purpose of the presentation, to review the Master Plan and discuss next steps. He assessed the importance of the demand forecast, including population projections and future water production and demand. Analyzed existing system deficiencies and their implications for the 20-year plan. He emphasized the necessity of the plan for regulatory compliance and strategic planning.

Mr. Young reviewed the current infrastructure, including storage, pumping capacity, and the distribution network. He highlighted the deficiencies and planned improvements,

prioritizing projects based on urgency and strategic importance. Mr. Young mentioned the importance of the main clear well project as a priority within the first five years.

He went on to discuss cost assumptions for projects, including contingencies for unknown factors and future decisions. He explained the methodology for analyzing the system's ability to provide FireFlow service and addressed the strategy of replacing old pipes and enhancing the distribution network to improve fire safety.

Brian Ginter then provided an additional detailed breakdown of cost assumptions for major projects. He emphasized the role of the Master Plan in guiding budget and grant applications. He highlighted the balance between infrastructure improvements and financial impact on the Board and stressed the importance of the Master Plan as a long-term planning tool.

Mr. Ginter thanked the Board for their time and reiterated the next steps, including finalizing the plan based on feedback and presenting it to the Oregon Health Authority for certification. He opened the floor for questions and clarified details concerning the Master Plan.

After a brief discussion, Mr. Kilmer moved to approve Resolution No. 407 to adopt the 2024 Coos Bay – North Bend Water Board Water System Master Plan prepared by Consor Engineering. The motion was seconded by Mr. Richardson and passed unanimously. The Resolution read as follows:

RESOLUTION NO: 407

A RESOLUTION ESTABLISHING THE INTENT OF THE COOS BAY - NORTH BEND WATER BOARD TO ADOPT THE 2024 COOS BAY – NORTH BEND WATER BOARD WATER SYSTEM MASTER PLAN PREPARED BY CONSOR ENGINEERING

WHEREAS, the Coos Bay - North Bend Water Board (hereinafter “Water Board”) is a joint instrumentality of the Cities of Coos Bay and North Bend, Oregon, organized and operated pursuant to the provisions of Oregon law; and

WHEREAS, the Board of Directors of the Coos Bay - North Bend Water Board has previously operated under a Water System Master Plan submitted to the Oregon Health Authority on February 22, 2012, which consists of a compilation of six separately prepared documents dating back to 1996; and

WHEREAS, the recommended schedule for updating the Water System Master Plan is approximately every 10 years to ensure its relevance and effectiveness; and

WHEREAS, in late 2020, the Water Board contracted with Murray Smith to prepare a comprehensive Water System Master Plan and a new geographical information systems-based distribution system hydraulic model, and the project was subsequently transferred to Consor Engineering following their acquisition of Murray Smith; and

WHEREAS, despite delays due to changes in ownership, staff turnover, and the COVID-19 pandemic, Consor Engineering has completed the final draft of the Coos Bay-North Bend Water Board 2024 Water System Master Plan; and

WHEREAS, the Master Plan provides a thorough analysis of the existing system, including water rights, water requirements and supply, planning and analysis criteria, distribution system, seismic resilience, water

quality, and capital improvement, and has already prompted the initiation of projects such as the SCADA system master plan and methodology procedures for pipe material selection; and

WHEREAS, the Master Plan serves as a single point of reference for capital improvement projects and planning purposes over the next 10-20 years; and

WHEREAS, the draft has been reviewed by staff throughout its creation and has recently undergone final review by the Water Board attorney and Board of Directors; and

WHEREAS,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COOS BAY - NORTH BEND WATER BOARD AS FOLLOWS:

- a) The Coos Bay - North Bend Water Board hereby adopts the 2024 Water System Master Plan prepared by Consor Engineering, in which Brian Ginter of Consor Engineering will present at the July 18, 2024, Board of Directors meeting; as the official Water System Master Plan for the Coos Bay - North Bend Water Board.
- b) The 2024 Water System Master Plan prepared by Consor Engineering is hereby made a matter of public record for the Coos Bay - North Bend Water Board, and copies of said document are available for public inspection at the offices of the Coos Bay - North Bend Water Board.
- c) This resolution shall be effective as of its date of adoption.

Adopted this _____ day of _____, 2024.

COOS BAY-NORTH BEND WATER BOARD

By: _____
Carmen Matthews, Chair

Regarding the proposed renewal of Hach service partnership contract for FY 2024-2025, Interim Operations Manager Jeff Miller stated that since 2011, the Coos Bay North Bend Water Board has maintained a service contract with Hach for maintenance, calibration and priority service support on all the Hach instruments associated with the treatment plant. This contract is reviewed and renewed on an annual basis.

This service covers the calibration and service of 9 online turbidimeters, 2 online Total Chlorine analyzers, 1 online streaming current monitor (SCM), and 1 benchtop spectrometer instrument (DR 3900). These instruments and analyzers are critical for measuring water quality parameters used for meeting both federal and state drinking compliance requirements. It is for this reason that it is important to have Hach trained technicians perform these services and ensure these instruments and analyzers are working properly.

This contract would consist of the following: The Hach technician does the required quarterly calibrations of all online turbidimeters, annual maintenance and calibration of the benchtop DR 3900, annual maintenance and calibration of the online SCM and twice a year calibration and maintenance of 2 online total chlorine analyzers. All of this also includes repair parts, labor and free technical support. All items to be included in the service partnership are Hach instruments and all technical support would be

directed through Hach. Hach is the sole provider for such a service. This would be a Sole Source Procurement (ORS 2798.075). The total cost for the proposed agreement is \$ 21,516.00

Mr. Solarz motioned to authorize the General Manager to renew the annual Hach service contract for the fiscal year 2024-2025 for \$21,516.00. The motion was seconded by Mr. Richardson and passed unanimously.

Regarding the approval of the Springbrook Software annual maintenance invoice, Finance Director Monica Kemper stated that the Water Board started their relationship with Springbrook Software in 1992. Springbrook is the provider of the software required to process our Billing, Payroll and Accounting needs. We've been with Springbrook since the DOS days and continue using Springbrook in the cloud as of April 2024.

Our recent migration to the cloud was to facilitate the merging of the Billing and Finance systems, which in turn will allow us to use the Work Order module to gather job costs in a contemporaneous manner. We have received the annual Springbrook Software subscription invoice in the amount of \$63,973.29. This includes 8 different modules, one of which we have not yet implemented, but is forthcoming. The significant increase in cost is due to the migration to the cloud, while there are cost savings in not having a premise server or continual updating from one version to the next, there are costs to the perpetual usage of the cloud platform. This implementation to the cloud was approved by the Board in August 2023. The current invoice is a 7% increase from the amended annual invoice dated August 2, 2023. To give the Board perspective, the US Consumer Price Index: Information Technology, Hardware, and Services for all US cities for April 30 was 7.106%.

After a brief discussion, a motion was made by Mr. Richardson to approve the Springbrook Annual Maintenance invoice of \$63,973.29. The motion was seconded by Mr. Kilmer and passed unanimously.

The Board's next regular meeting was set for Thursday, August 1, 2024, at 7:00 a.m.

At 7:33 a.m. Chair Matthews directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a).

The Board returned to open session at 7:53 a.m. There being no other business to come before the Board, Chair Matthews adjourned the meeting at 7:53 a.m.

Approved: _____, 2024

By: _____
Carmen Matthews, Chair

ATTEST: _____