

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

Minutes
Regular Board Meeting

July 18, 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 Cribbins presiding. Other Board members present: Greg Solarz and Dr. Sharps. Board members absent: Bob Dillard. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Jeff Page, Operations Manager; Rick Abbott, Distribution Supervisor; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Steve Lee, Crew Leader; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was absent. Media present: None. Dan Draper of Coos Watershed Association was present. Chair Cribbins opened the meeting at 7:00 a.m. and asked Mr. Solarz to lead the Board and assembly in the Pledge of Allegiance.

Chair Cribbins asked if there were any corrections or additions to the June 19, 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 Cribbins asked if there were any public comments, and there were none.

Regarding election of Board Officers, Mr. Solarz moved they follow the regular rotation of officers to commence immediately. The motion was seconded by Dr. Sharps and passed unanimously. Officers for the following year are as follows: Chair – Bob Dillard; Vice-Chair – Greg Solarz; Secretary – Dr. Charles Sharps; and Member – Melissa Cribbins.

Mr. Thomas stated the Board has contracted with Coos Watershed Association (CWA) for its environmental monitoring needs on many different projects and requirements. The Water Board's fiscal year 2020 budget includes an exclusive scope of work with Coos Watershed for environmental monitoring and regulatory monitoring requirements rather than being routed through a separate consultant.

The scope of work includes continued streamflow gauging to maintain water rights for Tenmile Creek, required vegetation monitoring and fish sampling at Matson Creek, and completion of the 2019 fisheries management plan that must be submitted to Oregon Department of Fish and Wildlife. The scope of work, including a 10% contingency, totals \$44,974. This amount is included in the utility's fiscal year 2020 budget.

Mr. Thomas welcomed Dan Draper from Coos Watershed Association and asked if the Board had any questions or comments. Dr. Sharps asked why the mileage to Matson Creek was listed as 20 miles in one budget graph, and 15 miles in another budget graph. Mr. Draper stated the

difference may be if the crew needs to drive to the maintenance building to pick up supplies en route to Matson Creek.

After a brief discussion, Ms. Cribbins moved to approve the General Manager to enter into the FY 2020 contract with Coos Watershed Association for the proposed environmental monitoring and reporting in the amount of \$44,974. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the proposed 6th Avenue Main Replacement Project, Engineering Manager Matt Whitty stated the City of Coos Bay will install sidewalks along 6th Avenue and D Street utilizing funds from an Oregon Department of Transportation Safe Routes to School infrastructure grant. Staff has been working with the City of Coos Bay staff and the City's consultant, Civil West, regarding impacts on water infrastructure from the City's project. This coordination has resulted in some modification of the City's design for new storm drain infrastructure to avoid conflicts with existing water mains.

The installation of sidewalks on the block of 6th Avenue between D and E streets requires a widening of the street template and installation of large retaining walls on both sides of 6th Avenue. The retaining wall on the west side of 6th Avenue conflicts with the existing 6-inch water main and three water services. Replacement of the main and water services would result in service lines that pass beneath the new retaining wall.

In anticipation of main replacements resulting from the City's project, staff included necessary funds in the approved budget for FY2020 in the amount of \$389,000.

Mr. Whitty stated in examining options for replacement of the main, staff considered retirement of the water main between D and E Street and relocation of the service lines serving the three homes on the West side of 6th Avenue. This retirement would have a negative impact on hydrant flows in the area of Eastside around the grade school and middle school. To assess the scale of this negative impact and determine appropriate mitigating measures staff utilized a hydraulic model of the affected area prepared by The Dyer Partnership.

The hydraulic model confirmed the negative impact on fire flows due to retirement of the 6-inch water main between D and E Street. To offset this impact, staff looked at replacement of the 6-inch water main on 6th Avenue between E and F Street with a larger diameter main. The model indicated upsizing the main to an 8-inch diameter main would result in an improvement of flows to the area, more than compensating for the negative impact of the proposed retirement between D and E Street.

Staff has completed a design for the replacement of the 6-inch water main on 6th Avenue. The proposed replacement runs from the 6th Avenue bridge South of F Street to the intersection of 6th Avenue and E Street. The three homes affected by the retirement will be served from 5th Avenue.

Staff proposes using the utility's crew for the installation of 780 feet of 8-inch diameter ductile iron water main on 6th Avenue and 160 feet of 2-inch diameter PVC for the three service relocations. Based on the recently completed design, staff estimated the cost for this work at \$267,000.

After a brief discussion, motion was made by Ms. Cribbins authorizing the utilization of the utility's crew for the installation of 780 feet of ductile iron water main on 6th Avenue at an estimated cost of \$267,000. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the proposed Springbrook Maintenance Contract, Finance Director Jeff Howes stated the utility transitioned to Springbrook for over 28 years. Springbrook was purchased by Accela. The software is utilized as the Water Board's primary billing, collection, and financial software.

The Contract for FY2020 is in the amount of \$25,890, which is a 5% increase over last year's contract and consistent with past increases. Board attorney Jim Coffey will review the contract prior to execution by the General Manager. Dr. Sharps inquired if the contract will continue to increase by 5% each year. Mr. Howes stated he does not know at this time. After a brief discussion, Dr. Sharps moved to approve the General Manager to sign the FY2020 contract with Springbrook/Accela in the amount of \$25,890 pending review by the Board attorney. The motion was seconded by Ms. Cribbins and passed unanimously.

The Board's next regular meeting was set for Thursday, August 1, 2019, at 7:00 a.m.

Updates were given as follows:

- 2019 Audit – Auditors will be in the second week of August to begin their preliminary field work.
- Tank Maintenance Project – Staff is working with SUEZ to schedule the Isthmus Heights tank. Terramar and Millington tanks are back in service and no taste/odor complaints have been received.
- Coos River Highway Main Replacement Project – No responses were received from contractors. Roto Rooter quoted \$14,900 and staff will be scheduling soon.
- Madrona Street Main Replacement Project – Bid documents are ready, however staff is coordinating with the City of North Bend and therefore may wait to solicit bids in late Summer .
- Barham Terrace Main Replacement Project – Project is complete and went well.
- Marshfield Jr. High Water Main Relocation Project – Staff became aware that the building will be built on top of the utility's existing water main. There is a pre-construction meeting scheduled next Monday and staff will be present to discuss this issue.

Mr. Thomas stated staff received a leak adjustment request from Shore Pines Bay Village as they had a substantial leak in March and they repaired it timely. Shore Pines has requested an adjustment of \$1,210.86, which is 50% over the utility's normal adjustment rate. The General Manager is authorized to approve up to \$1,000 and asked the Board what their thoughts are on this issue. Dr. Sharps asked Mr. Thomas what his recommendation is. Mr. Thomas stated he would recommend the full adjustment of \$1,210.86. Ms. Cribbins agreed if this is what the policy states. Ms. Cribbins moved to approve the leak adjustment of \$1,210.86 submitted by Shore Pines Bay Village. The motion was seconded by Dr. Sharps and passed unanimously.

Mr. Thomas advised the Board there was a substantial water main leak on South 10th Street early Friday morning, July 12th. Staff went door to door hanging a door hanger notifying residents of a boil order and also posted the water main leak on the utility's website and the City of Coos Bay's facebook page.

Mr. Thomas stated staff was approached by ORCCA and met with them to discuss possible options regarding setting up a program for individuals who are unable to pay their water bill and how it would be funded. ORCCA would be the one who determines is eligible for help. Staff would need to discuss this with the cities of Coos Bay and North Bend and will keep the Board informed.

At 7:35 a.m. Vice-Chair Solarz directed they go into executive session for the purpose of discussing performance evaluation of the General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 8:18 a.m.

There being no other business to come before the Board, Vice-Chair Solarz adjourned the meeting at 8:18 a.m.

Approved: _____, 2019

By: _____
Vice-Chair Greg Solarz

ATTEST: _____