

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

Minutes
Regular Board Meeting

July 19, 2018
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 Sharps presiding. Other Board members present: Melissa Cribbins, Greg Solarz and Bob Dillard. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Bill Hagan, Operations Manager; Rick Abbott, Distribution Supervisor; Matt Whitty, Engineering Manager; Jerre Cover, Water Treatment Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Frank Williams was present. Chair Sharps opened the meeting at 7:00 a.m. and asked Mr. Howes to lead the Board and assembly in the Pledge of Allegiance.

Chair Sharps asked if there were any corrections or additions to the June 13, 2018, Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

Chair Sharps asked if there were any public comments. Frank Williams, President of Coos Community Media Center, introduced himself and stated they currently have 9 subscribers and asked the Board to consider subscribing as it would be a great asset for the Board to have their meetings by video and put on the website for the public. The Board members asked the General Manager to collaborate with Mr. Williams on this matter.

Mr. Williams commented he has been asked by many citizens how the City of North Bend raised their public safety fees but are being billed through the Water Board's billing system. Mr. Solarz stated the Water Board has been billing fees for the cities of Coos Bay and North Bend, at the cities' requests, for numerous years which in turn save the customers money.

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

Regarding the proposed Accela software upgrade, Finance Director Jeff Howes stated the utility's accounting/billing data software (Progress), used behind Springbrook, no longer has customer support from Springbrook. The proposed upgrade from Version 7.15 to 7.18 will change the database software from Progress to Microsoft SQL. Accela is partnering with Microsoft to provide customer support for its clients. The anticipated upgrade will take place in December. Board members were provided with a copy of the proposed contract. Mr. Solarz questioned the

contract on page 2 where it stated the number of hours to perform the upgrade in the “estimated” amount of \$8,250 and the fact that Accela could charge additional hours if needed to complete the upgrade. After a brief discussion, Dr. Sharps moved to approve the Accela upgrade Version 7.15 to 7.18 at a cost not to exceed \$8,250. The motion was seconded by Mr. Dillard and passed unanimously.

Water Treatment Supervisor Jerre Cover presented staff’s request for renewal of the Hach Service Partnership Contract. Mr. Cover stated the utility has had a service partnership with Hach since 2011 with the contract being reviewed and renewed annually. The proposed contract covers quarterly calibrations of all online turbidimeters, repair of parts, labor, free technical support, one preventative maintenance and calibration of the bench top instrument, field service of turbidimeter controllers, field service and two onsite calibrations of the two only total chlorine analyzers. This is a sole source contract as all items in the service partnership are Hach instruments and all technical support would be directed through Hach. The total cost of the proposed contract is \$11,412. Mr. Coffey commented the contract states venue for any litigation is in Colorado. Even though there have been no problems, staff may want to speak with Hach Service Partnership to inquire if they could change venue to Oregon and include arbitration and attorney fee clauses. After a brief discussion, Mr. Solarz moved to authorize the General Manager to renew the Hach service contract beginning July 8, 2018 through July 7, 2019 in the amount of \$11,412.00. The motion was seconded by Dr. Sharps and passed unanimously.

Coos Watershed Association has completed environmental monitoring for the Water Board for several years. Coos Watershed Association has submitted the proposed scope of work and memorandum for environmental services for fiscal year 2018-2019. The scope of work includes the following sections of environmental compliance work and includes a 10% contingency:

Vegetation monitoring for the north and south valley at Matson Creek	\$ 5,133
Flow monitoring on Eel and Ten-mile Creeks	20,001
10% contingency	<u>2,513</u>
Total:	\$27,647

Coos Watershed has historically performed these services in a timely manner and has done an excellent job. The proposed scope of work for these required services is to ensure compliance with all regulatory agencies including Oregon Department of Fish and Wildlife and Oregon Water Resources Department. Funds for these projects are included in the current fiscal year’s budget. Mr. Dillard questioned the cost for flow monitoring on Eel and Ten-mile Creeks. Mr. Thomas stated the cost was previously based on a 12 month period, however the current cost reflects an 18 month period. After a brief discussion, Dr. Sharps moved to approve the proposed fiscal year 2018-2019 Professional Services Contract with Coos Watershed Association in an amount not to exceed \$27,647.00, and authorize the General Manager to execute the Professional Services Contract. The motion was seconded by Mr. Solarz and passed unanimously.

Mr. Thomas stated an additional customer service representative (CSR) position is included in the current fiscal year’s budget. Currently, Bryan Tichota, Customer Relations Supervisor, is in the same area as the CSRs but does not have a private office. Mr. Thomas asked for the Board’s confirmation for staff to begin getting bids for a small office renovation which

would allow Mr. Tichota to have his own office. The amount of \$30,000 is included in the current fiscal year's budget. It was the Board's consensus for staff to move forward in obtaining bids for the small office renovation.

Dr. Sharps stated funds have been budgeted for repair of the tunnel and questioned why it needs to be filled in or repaired on one end when it is currently functioning with no problems. Mr. Thomas said the primary concern is that the main transmission main runs through the tunnel and the far end has had a collapse. Staff is concerned if something is not done where the collapse happened that it may collapse in another area. Dr. Sharps commented if the tunnel is solidified there would be no way to get inside to make any future repairs. Mr. Thomas stated one of the recommendations given to staff in a study was to put a sleeve through the tunnel and then fill the tunnel with a flowable fill and install a carrier pipe in the tunnel. Mr. Thomas stated he is comfortable waiting to start this project until the utility's Master Plan has been completed, which is scheduled for next fiscal year.

The Board's next regular meeting was set for Thursday, August 2, 2018, at 7:00 a.m.

Updates were given as follows:

- Heating Unit at Pony Creek Water Treatment Plant – The heating unit is being installed today.
- Tank Maintenance Project – There have been some water quality complaints (taste and odor) in the Terramar service area. The Terramar Tank has been emptied, flushed and refilled a couple of times, and the distribution system flushed, however complaints are still being received. The tank has been emptied again and SUEZ will be coming to look at the internal coating. Bacti tests, chlorine tests and VOC tests have been performed with all results coming back within regulatory limits.
- Joe Ney Dike –A geotech made a site visit. A dye test was repeated to confirm the location where water is going into the dike which is about 15 feet from the spillway. The utility's Engineering Section has performed a topography survey. Repair will consist of removing approximately 50 feet on top of the dike and replacing it. Estimated completion date is October 1, 2018.
- Sodium Hypochlorite System – Both of the former chemical tanks have been removed. The new chemical tanks should be delivered in August and the pump skid in September.
- The high service pump drive should be delivered within a week.
- McCullough Bridge Main Replacement – Part of the cathodic protection is conflicting with where staff planned on placing the water main. A meeting was held and a final decision has been agreed upon as to placement of the water main. This will be a night project. New pipe has been ordered.
- Juniper and Hemlock project – The crew is saw cutting today.
- Financial Audit – Isler was on site to perform pre-field work in June. Dr. Sharps met with the auditors and stated they were very professional.

At 7:45 a.m. Chair Cribbins directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h) and performance evaluation of General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 8:58 a.m.

There being no other business to come before the Board, Chair Cribbins adjourned the meeting at 8:58 a.m.

Approved: _____, 2018

By: _____
Chair Melissa Cribbins

ATTEST: _____