

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

Minutes
Regular Board Meeting

7:00 a.m.
July 21, 2016

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Vice-Chair Vigue presiding. Other Board members present: Greg Solarz and Dr. Charles Sharps. Board members absent: Melissa Cribbins. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Shannon Souza of Sol Coast Consulting & Design was present. Media present: None. Vice-Chair Vigue opened the meeting at 7:00 a.m.

Vice-Chair Vigue asked if there were any corrections or additions to the June 16, 2016 Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Vice-Chair Vigue asked if there were any public comments, and there were none.

Regarding the proposed changes to the job description for the Operations Manager, Mr. Thomas stated the current job description includes language that specifies a new employee will need to obtain Oregon Water Treatment and Distribution Grade Level III Certifications within 6 months from the date of hire. Staff is proposing to increase this from 6 months to 18 months from date of hire. In-state applicants most likely would not have problems getting their certification. An individual who is hired from out of state may or may not have issues within the first year depending on which state they have their certifications in. If the state is an ABC state, as is Oregon, the certifications are transferable. ABC is a company that conducts certification testing. Oregon Health Authority (OHA) guidelines make it difficult to obtain two certifications within the 6 month's timeframe. Staff feels increasing the length of time a newly hired Operations Manager has to obtain the OHA Grade III water treatment certification, as well as the Grade III distribution certification, will be beneficial to current and future recruitment efforts. After a brief discussion, Mr. Solarz moved to approve the proposed modification to the job description for the Operations Manager as discussed. The motion was seconded by Dr. Sharps and passed unanimously.

Coos Watershed Association has completed environmental monitoring for the Water Board for several years. Environmental consultant Shannon Souza of Sol Coast Consulting & Design, LLC in conjunction with Coos Watershed Association, have submitted the proposed scope of work and memorandum for environmental services for fiscal year 2017. The scope of work includes three sections of environmental compliance work and includes a 10% contingency:

Tenmile Creek and Eel Creek Flow Monitoring	\$12,176
Vegetation Monitoring at Matson Creek	5,592
Aquatic Habitat Survey at Matson Creek	2,967
10% contingency	<u>2,073</u>
Total:	\$22,808

Ms. Souza stated 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. After a brief discussion, Dr. Sharps moved to approve the proposed fiscal year 2017 Professional Services Contract with Coos Watershed Association in the amount of \$22,808 and authorize the General Manager to execute the Professional Services Agreement. The motion was seconded by Mr. Solarz and passed unanimously.

Ms. Souza gave an overview of the proposed Fiscal Year 2017 Environmental Services Contract with Sol Coast Consulting & Design, LLC. The proposed scope of work includes three sections of environmental compliance work as follows:

Over-site, Sampling and Reporting: Surface	
Water Management Plan	\$21,798
Certified Water Rights Services	23,370
Management of Wildlife, Wetland, and	
Fisheries Projects	<u>14,815</u>
Total:	\$59,983

The Surface Water Management Plan is ongoing. Sol Coast will continue to prepare and submit annual monitoring reports and management recommendations in accord with requirements of the Special Use Permit.

Water Rights Services are increasing this fiscal year due to the renewal/update of the Water Management and Conservation Plan which is due in July 2017. This includes working with Oregon Water Resources' staff to enhance timeline logistics in order to avoid an untimely future update trigger event.

With regards to Management of Wildlife, Wetlands and Fisheries projects, additional monitoring will be needed for Matson Creek. The monitoring plan has been developed with Oregon Department of Fish and Wildlife (ODF&W) with years 1 through 5 requiring more intensive monitoring to show ODF&W what the installation is doing and another check back at year 10. Dr. Sharps moved to authorize the General Manager to enter into the Fiscal Year 2017 Environmental Specialty Services Contract with Sol Coast Consulting & Design in the amount of \$59,983. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding election of Board Officers, Dr. Sharps moved they follow the regular rotation of officers to commence at the August 4, 2016 Regular Board Meeting. The motion was seconded by Mr. Vigue and passed unanimously. Officers for the following year are as follows: Chair – Richard Vigue; Vice-Chair – Greg Solarz; Secretary – Charles Sharps, Ph.D.; and Member – Melissa Cribbins.

Mr. Vigue informed the Board he was approached by some individuals regarding the lake level at Tenmile Lake. The individuals commented that Tenmile Lake was 15 feet below the normal level for this time of year, and the channel between north lake and south lake was very shallow, not allowing boat access between the two lakes. The individuals inquired as to the Water Board's position on a bladder dam to restrict the water. Mr. Vigue stated the Board holds a water right on Tenmile Creek. Mr. Vigue was informed a meeting to discuss these issues would be scheduled soon. Ms. Souza stated she and Mr. Schab had met a couple of years ago with some individuals on this topic. During those discussions the individuals were made aware they would need to involve Oregon Water Resources Department if they were planning to build a reservoir. The Board's water right is down stream and has a priority. It would be on these individuals to prove they would not be impacting the Board's water right. Ms. Souza stated the plan with the Board's water right is not to use any type of a reservoir or dam; it is to extract the water from underneath the streambed. The Board members agreed staff should provide further data if requested by the interested parties.

Finance Director Jeff Howes advised the Board that signatures need to be updated for Alliance Bernstein, the firm that provides investment services of the Board's pension funds, and also AXA Equitable who is responsible for issuing payments to retirees. Updates consist of deleting Rob Schab and adding Ivan Thomas, Jeff Howes and Monica Kemper. Dr. Sharps moved to authorize staff to execute the necessary documents to update signature authorizations as discussed for Alliance Bernstein and AXA Equitable. The motion was seconded by Mr. Solarz and passed unanimously.

At 7:30 a.m. Vice-Chair Vigue directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:45 a.m. There being no other business to come before the Board, Vice-Chair Vigue adjourned the meeting at 7:45 a.m.

Approved: _____, 2016

By: _____
Vice-Chair Richard Vigue