

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

Minutes
Regular Board Meeting

June 17, 2021
1:00 p.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: Dr. Charles Sharps, Bob Dillard and Melissa Cribbins. Board members absent: None. 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. Media present: None. Dan Draper and Ed Cope of Coos Watershed Association were present. Chair Solarz opened the meeting at 1:00 p.m. and asked Mr. Whitty to lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the June 3, 2021, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Ms. Cribbins and passed unanimously.

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

Regarding adoption of the FY2021-22 financial budget, Mr. Thomas stated the Budget Committee recommended a 3.87% rate adjustment in general water rates, fire services and fire hydrants as shown in Exhibit "A" of proposed Resolution No. 389, and a 6.02% rate adjustment in System Development Charges, and asked the Board if they had any modifications or comments.

After a brief discussion, Dr. Sharps moved to adopt FY21-22 budget as recommended by the Budget Committee and approve Resolution No. 389, as amended to reflect the 6.02% increase in System Development Charges. The motion was seconded by Mr. Dillard and passed unanimously. The Resolution read as follows:

RESOLUTION NO. 389

**ADJUSTMENTS TO GENERAL WATER RATES
FIRE SERVICES, FIRE HYDRANTS
AND
SYSTEM DEVELOPMENT CHARGES**

WHEREAS, by and pursuant to the authority vested in the Coos Bay-North Bend Water Board (Water Board), pursuant to the respective charters of the Cities of Coos Bay and North Bend, Oregon, and the laws of the State of Oregon, said Water Board has the right and authority to fix rates to be paid by users of water from the Water Board system, to make and determine reasonable classifications of various rates, and to promulgate and make effective regulations and service fees in connection with the operation of said water system; and

WHEREAS, Water Board has reviewed current rates and charges in relationship to the operational and capital needs of the utility and found them insufficient to meet Water Board's goals; and

WHEREAS, Water Board has determined that the needs of the utility must be appropriately funded;

NOW, THEREFORE, BE IT RESOLVED, that general water rates, fire services, fire hydrants, and System Development Charges for all classifications of water users within and without the corporate limits of the Cities of Coos Bay and North Bend, Oregon, established by duly adopted resolutions of Coos Bay-North Bend Water Board, shall be amended by the attached Exhibit "A" to be effective July 1, 2021, for all bills rendered on or after July 1, 2021.

Adopted this _____ day of _____, 2021.

COOS BAY-NORTH BEND WATER BOARD

By: _____
J. Gregory Solarz, Chair

EXHIBIT "A" to RESOLUTION NO. 389

GENERAL WATER RATES

Rate per 100 cubic feet for all consumption over 300 cubic feet			Minimum charge for consumption metering from 0 to 300 cubic feet per month		
<u>Classification</u>	<u>Inside</u>	<u>Outside</u>	<u>Meter Size</u>	<u>Inside</u>	<u>Outside</u>
Residential	\$3.601	\$4.793	Meter Surcharge	\$0.00	\$5.00
Multiple-residential	2.825	4.117	5/8-inch	24.47	34.18
Commercial	2.866	4.179	3/4-inch	25.97	36.36
Industrial	2.486	3.329	1-inch	32.08	44.90
Public/Other	2.604	3.789	1 1/2-inch	47.33	66.30
Untreated		0.426	2-inch	70.24	98.34
			3-inch	123.70	173.23
			4-inch	200.11	280.13
			6-inch	391.05	547.47
			8-inch	620.17	868.25
			10-inch	887.51	1,242.52

FIRE SERVICES

To be charged monthly at the rate of \$6.17 per inch of diameter of service pipe in addition to any meter rate

<u>Fire Service Line Size</u>	<u>Monthly Fee</u>
2" or less	\$ 12.34
3"	18.51
4"	24.68
6"	37.02
8"	49.36
10"	61.70

SYSTEM DEVELOPMENT CHARGES

METER SIZE	(ME) Meter Equivalent	SDC
5/8"	1.0	\$ 4,187
3/4"	1.5	\$ 6,280
1"	2.5	\$ 10,467
1.5"	5.0	\$ 20,934
2"	8.0	\$ 33,494
3"	16.0	\$ 66,988
4"	25.0	\$ 104,668
6"	50.0	\$ 209,336
8"	80.0	\$ 334,938
10"	115.0	\$ 481,474

FIRE HYDRANT RATES

- a. Hydrants inside the Cities of Coos Bay and North Bend which are owned by the Cities of Coos Bay and North Bend - NO CHARGE
- b. Hydrants owned and maintained by private parties or by other public bodies within the Cities of Coos Bay and North Bend, per month in advance - \$12.74
- c. Hydrants owned and maintained by organized fire districts, private parties, or by other public bodies outside the corporate limits of Coos Bay and North Bend, per month in advance - \$17.69

NOTE: THE ABOVE GENERAL WATER RATES, FIRE SERVICES, FIRE HYDRANTS, AND SYSTEM DEVELOPMENT CHARGES SHALL BE IN EFFECT FOR ALL CHARGES MADE AND BILLED AS OF THE JULY 1, 2021, BILLING DATE.

Mr. Thomas presented proposed Resolution No. 390 titled "Resolution Extending Workers' Compensation Coverage to Volunteers of Coos Bay-North Bend Water Board for Policy Year 2021-2022. Insurance will be provided by SAIF Corporation. The estimated premium for coverage is \$2.85 per year. Dr. Sharps moved they adopt Resolution No. 390 as proposed. The motion was seconded by Ms. Cribbins and passed unanimously. The resolution read as follows:

Resolution No. 390

**A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO
VOLUNTEERS OF COOS BAY-NORTH BEND WATER BOARD FOR POLICY YEAR
2021-2022**

WHEREAS, ORS 656.031 provides that workers' compensation coverage will be extended to the classes of volunteer workers;

NOW, THEREFORE, be it resolved that Coos Bay-North Bend Water Board elects to provide workers' compensation coverage as listed below:

1. Unpaid volunteer Board Members will be provided with workers compensation based on providing administrative duties and hours volunteered. The assumed hourly wage for unpaid volunteer Board Members will be the assumed minimum wage filed by the National Council on Compensation Insurance for the year in which the volunteer services are provided.
2. A roster of active volunteers (non-public safety) will be kept monthly for reporting purposes. It is acknowledged that SAIF may request copies of these rosters during year-end audit; and
3. Unanticipated volunteer projects or exposure not addressed herein will be added to Coos Bay-North Bend Water Board's coverage agreement (1) by endorsement, (2) with advance notice to SAIF, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated and must be pre-approved; and
4. This resolution will be updated annually.

Adopted this _____ day of _____, 2021.

COOS BAY-NORTH BEND WATER BOARD

By: _____
J. Gregory Solarz, Chair

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 2022 budget includes an exclusive scope of work with Coos Watershed for environmental monitoring and regulatory monitoring requirements.

The scope of work includes continued streamflow gauging to maintain water rights for Tenmile Creek, required vegetation monitoring and control, fish sampling, and photo monitoring at Matson Creek, and completion of the 2021 fisheries management plan. These results and reports must be submitted in a timely manner to the associated regulatory authority (ODFW) within the next year. The scope of work including a 10% contingency totals \$74,657 and is included in the 2021-2022 fiscal year's budget.

Mr. Thomas welcomed Dan Draper and Ed Cope from Coos Watershed Association and asked them if they would like to elaborate on the scope of work and some options relating to elk exposure and planting survival rates (The highest option rate is included in the \$74,657).

Mr. Draper gave a breakdown of the total projects for the FY2021-2022 and explained each item:

Subtotal:	\$67,870
10% Contingency:	<u>6,787</u>
Total Project:	\$74,657

Mr. Draper stated there is an increase in the Tenmile and Eel Creek Gauging Stations as the older data logger and modem (installed in 2005) will be upgraded to new equipment so that the data collection can continue. The data logger stores data from the Sontek Argonaut SW and the modem sends data in real-time to Coos Watershed Association's office.

Vegetation monitoring and invasive control is like they have done in the past, continue to monitor the trees, control some of the invasive species with herbicide/chemicals.

Wildlife control and supplemental planting – Mr. Draper and Mr. Cope met with ODF&W to get a real feel to be able to satisfy the Board's mitigation obligations as far as planting at Matson Creek. There are at least 40 elk almost every day focusing on the south side, more so than the north, as a lot of wetland plants have started to establish on the north. The elk are browsing and have impaired tree survival. Coos Watershed has put together a proposal for the Board to consider one of three options.

Matson Creek – This year is the 5-year habitat surveys and photo monitoring. These surveys will census the fresh water rearing habitat of Matson Creek during summer low flow conditions. This task includes the summer field work, data management, data synthesis, analysis, and report. Photo monitoring is a monitoring task that occurs annually to track restoration recovery/success of the Matson Creek channel mitigation project. The photos allow tracking and to evaluate bedload transport, natural wood recruitment, riparian corridor growth, and channel aggradation/degradation over time.

Fisheries Management Plan – The Fisheries Monitoring Report contains monitoring strategies/plans outlined in the Water Board's 2008 Adaptive Management Update to the Fisheries Management Plan as well as monitoring components of the Memorandum of Understanding (MOU) for the Waiver of Fish Passage at Lower Pony Creek Dam (ODF&W 2015) and Amended MOU for the Waiver of Fish Passage at Upper Pony Creek Dam (ODF&W 2015). The Fisheries Plan is a comprehensive document that reflects various commitments made by the Water Board pursuant to receipt of permits required to implement the Water Supply Expansion Project. This information is shared with the State's fish passage coordinator and ODF&W.

Mr. Cope discussed the three options for the Matson Creek supplemental planting. Mr. Cope stated they are seeing success but it is not instantaneous as the elk browse is very heavy. All

three options include 2 days of applying liquid elk repellent to the existing trees. The trees have had several years to build up root mass, and one year of relief would help them grow in height. If the trees can get 7 to 8 feet or so they will likely be able to endure whatever browse pressure the elk throw. Based on monitoring this year, a lot of those trees are getting close to the 5 to 6 foot range. A good summer's growth should give them what they need to cross that threshold, so at a minimum this is suggested.

Additionally, Mr. Cope stated they want to get some shade on the stream. Success has been seen with planting fascines, which are big bundles of willows that would be planted against the bank of the creek. Option 3 is light willow planting which is the less expensive (includes liquid elk repellent). They would strategically place the willows in areas that are hard for the elk to reach. Option 2 is full willow planting along the entire stretch of the creek with liquid elk repellent. Option 1 is the most expensive but gives the best protection. This entails putting in 8 foot exclosures and plant trees inside. Mr. Cope stated they have built these on past projects and the results have been outstanding. After 3 to 4 years, the trees inside the exclosures will be 12 to 20 feet tall, and 3 to 6 feet tall trees outside of them. This option also includes a light supplement of willow fascines to help fill the gaps between the exclosures. Mr. Coffey asked how many exclosures are included. Mr. Cope stated there would be 4. Dr. Sharps inquired if the elk repellent works well. Mr. Cope stated he has checked with other land managers and they had positive results. Mr. Draper added it is also in the timing when you put the repellent on the young growth to lessen the browsing and allow the trees to grow. Mr. Thomas stated the cost of Option 3 (Elk exclosures, light willow planting and elk repellent - \$19,066) is included in the \$74,657.

After a brief discussion, Dr. Sharps moved to approve the General Manager to enter into the FY 2022 contract with Coos Watershed Association for the proposed environmental monitoring and reporting, to include Option 1, in an amount not to exceed \$74,657. The motion was seconded by Ms. Cribbins and passed unanimously.

Mr. Thomas reviewed a letter from Board Attorney Jim Coffey requesting an adjustment in legal fees effective July 1, 2021 based on the Consumer Price Index, Seattle Area, percentage of 3.4% (as of April 2021). There are sufficient funds in the Fiscal Year 2021-2022 budget for legal expenses to accommodate this increase. Legal fees would be increased by 3.4% as follows: Jim Coffey and Mike Stebbins from \$188.41/hour to \$194.82/hour; Jane Stebbins from \$176.16 to \$182.15; and paralegal services from \$66.89 to \$69.16. The last attorney fee increase was July 1, 2020. After a brief discussion, Ms. Cribbins moved to approve the attorney fee increase as outlined in Mr. Coffey's letter effective July 1, 2021. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, July 1, 2021, at 7:00 a.m.

Updates were given as follows:

- Springbrook Upgrade – Staff has been working with Springbrook and has made some improvements. The upgrade should be completed in late July or August.
- Phone System Server Replacement – The contract has been signed. Pacific Office Automation will be assigning a project manager. Completion date should be in July.
- Timber Cruising Services – The ground survey is proceeding. The flight cruise has been completed. The data should be received in September as there is quite a bit of modeling work to do.

At 1:35 p.m. Chair Solarz directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 1:52 p.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 1:52 p.m.

Approved: _____, 2021

By: _____
Chair Greg Solarz

ATTEST: _____