

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

Minutes  
Regular Board Meeting

June 29, 2017  
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 Solarz presiding. Other Board members present: Melissa Cribbins, Bob Dillard and Dr. Charles Sharps. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bill Hagan, Operations Manager; Jerre Cover, Water Treatment Supervisor; Jeff Howes, Finance Director; Rick Abbott, Distribution Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Solarz opened the meeting at 7:00 a.m.

Chair Solarz asked if there were any corrections or additions to the June 15, 2017 Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

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

Mr. Thomas stated staff has received the annual proposal for property and liability insurance from Nasburg Huggins Insurance Agency, Inc. for fiscal year (FY) 2017-2018. Nasburg Huggins is the Water Board's current agent for property and liability insurance. City/County Insurance Services (CIS) is the Water Board's current property and liability insurance provider.

The premium for property and liability insurance in FY 2016-2017 will close at \$123,939. The 2017-2018 proposal illustrates a price decrease of \$4,320.14 for a total estimate of \$119,618.86, effective July 1, 2017. The price decrease is due to the multi-line discount pricing the Water Board will realize from CIS. The premium is budgeted accordingly in the FY 2017-2018 budget.

After a brief discussion, Mr. Dillard moved to authorize the General Manager to sign the CIS Property and Liability proposal to secure property and liability insurance service renewals for the 2017-2018 fiscal year at an estimated cost of \$119,618.86. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding renewal of the Hach Service Partnership Contract, Water Treatment Supervisor Jerre Cover stated the utility has had a service partnership contract with Hach since 2011, with the contract being reviewed and renewed annually.

The current contract provides for service and calibration of 9 online turbidimeters, 6 controllers, 1 online total chlorine analyzer and 1 bench top instrument. If renewed this contract would include the addition of a second total chlorine analyzer. These analyzers and turbidimeters are of great importance and measure vital data that is used for compliance with federal and state drinking water rules.

The proposed contract provides for a Hach field service technician to perform the required quarterly calibrations of all online turbidimeters, repair parts, repair 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 online total chlorine analyzers. The total cost for the proposed agreement is \$10,901.

All items included in the service partnership are Hach instruments and technical support would be directed through Hach. Hach is the sole provider of such a service. Other service providers have inquired regarding maintenance and calibration of the instruments, however they have opted not to provide quotes on the scope of work due to the specialized nature of Hach instrumentation.

Dr. Sharps moved to authorize the General Manager to renew the Hach Service Partnership Contract, effective July 8, 2017 to July 7, 2018, in the amount of \$10,901. The motion was seconded by Mr. Dillard and passed unanimously.

Mr. Thomas gave an overview of the proposed FY2018 environmental services contract with Sol Coast Consulting & Design, LLC. The Board is currently in year three of a five year specialty services contract with Sol Coast. The proposed scope of work includes three sections of environmental compliance work as follows:

Over-site, Sampling and Reporting: Surface	
Water Management Plan	\$15,144
Certified Water Rights Services	11,700
Management of Wildlife, Wetland, and Fisheries Management and Monitoring Plans	<u>15,540</u>
Total:	\$42,384

Mr. Thomas stated completion of the proposed scope of work will ensure that all prior agreements with regulatory agencies are completed in a timely manner. After a brief discussion, Ms. Cribbins moved to authorize the General Manager to enter into the FY2018 environmental specialty services contract with Sol Coast Consulting & Design, LLC, in the amount of \$42,384. The motion was seconded by Mr. Dillard 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 2018. The scope of work includes three sections of environmental compliance work and includes a 10% contingency:

Tenmile Creek and Eel Creek Gauging Stations	\$13,334
Matson Creek-Vegetation monitoring/planting/surveys	31,997
Willanch Creek-Monitoring/surveys	11,527
10% contingency	<u>5,686</u>
Total:	\$62,544

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 2018 Professional Services Contract with Coos Watershed Association in the amount of \$62,544 and authorize the General Manager to execute the Professional Services Contract. The motion was seconded by Ms. Cribbins and passed unanimously.

Engineering Manager Matt Whitty stated the Board previously approved staff's request to solicit bids for the North 8<sup>th</sup> Street and Hemlock Main Replacement Project. Bids were opened on June 22, 2017. The following bids were received:

Knife River Materials	\$659,852.00
Johnson Rock Products, Inc.	\$746,356.00
Laskey-Clifton Corporation	\$721,192.50

Knife River's bid is complete and they have submitted documentation satisfying the minimum qualifications for this project. Staff issued Notice of Intent to Award on June 22, 2017, and the 7-day protest period ends on June 29, 2017. Because the protest period extends slightly beyond the date of today's meeting, staff requests the Board authorize the General Manager to issue the Notice of Award pending expiration of the 7-day period without any protest. The anticipated start date is July 17, 2017. The contractor has until October 31, 2017 to achieve substantial completion and until November 10, 2017 to achieve final completion of the project.

After a brief discussion, Dr. Sharps moved they award the North 8<sup>th</sup> Street & Hemlock Main Replacement Project to Knife River Materials in the amount of \$659,852.00, contingent upon the expiration of the 7-day protest period. The motion was seconded by Ms. Cribbins and passed unanimously.

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

The Board's next regular meeting was set for Wednesday, July 12, 2017, at 7:00 a.m.

At 7:20 a.m. Chair Sharps 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 8:05 a.m.

Chair Sharps said the Board had conducted a performance review of the General Manager. Chair Sharps spoke on behalf of the Board stating they had given the General

Manager "excellent and above average" marks on all criteria within the performance evaluation form and renewed his employment contract for the coming year. Ms. Cribbins moved they increase the General Manager's annual compensation from \$116,293.75 to \$120,946.00 (an increase of 4 percent), effective July 1, 2017, and the General Manager shall be credited with an additional 5 days (40 hours) of vacation, in addition to the 90 hours under the standard schedule, bringing total vacation leave to 130 hours. The motion was seconded by Mr. Dillard and passed unanimously.

At 8:15 a.m. there being no other business to come before the Board, Chair Sharps declared the meeting adjourned.

Approved: \_\_\_\_\_, 2017

By: \_\_\_\_\_  
Chair Charles J. Sharps, Ph.D.

ATTEST: \_\_\_\_\_