

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

Minutes
Regular Board Meeting

March 15, 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: Greg Solarz and Melissa Cribbins. Board members absent: Bob Dillard. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Bryan Tichota, Customer Relations Supervisor; Bill Hagan, Operations Manager; Matt Whitty, Engineering Manager; Jerre Cover, Water Treatment Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. 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 February 1, 2018, Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously. Chair Sharps asked if there were any corrections or additions to the February 14, 2018 Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Water Treatment Supervisor Jerre Cover stated the heating and air conditioning units at Pony Creek Water Treatment Plant have undergone numerous repairs over a short amount of time. The coils in the heating unit are bad and would cost approximately \$15,000 to replace. Currently, there is no heat at the treatment plant. The air conditioning unit was installed in 1990, the outside of the unit is starting to rust and will be in need of replacement soon.

Staff requested quotes for one new heating and air conditioning unit and received the following quotes:

Vendor	Quote Amount
Comfort Flow	\$55,000
Pacific Air Comfort	\$29,300
Mechanical Heating and Air	\$29,000

Mechanical Heating and Air would replace the units with a heat pump to do the job of both. Mr. Cover stated this project was not included in the current fiscal year's budget; however there is sufficient funding in the 2018 fiscal year reserves to cover these costs. After a brief discussion,

Mr. Solarz moved to authorize the General Manager to enter into an agreement with Mechanical Heating & Air, Inc. in the amount of \$29,000 for installation of a new heating and air conditioning system at Pony Creek Water Treatment Plant. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding telemetry upgrades at the Flanagan Pump Station, Mr. Thomas stated staff proposes to replace the existing S & B remote telemetry unit (RTU) with a new Mission Communications RTU to monitor and control the Flanagan Pump Station.

The Flanagan Pump Station is automatically controlled through the supervisory control and data acquisition (SCADA) system from the reservoir level it receives from the Flanagan Reservoir RTU.

In 2011, the utility experimented with their first Mission Communication's RTU at Flanagan Reservoir. Because of the remote location of the reservoir, lack of power and phone service at the site, it was decided to use a solar powered, cellular Mission RTU. S & B integrates the values it receives from Mission into their SCADA system. There is a Mission RTU at the reservoir and an S & B RTU at the pump station.

This system performed well for years. Somehow by integrating the Mission and S & B SCADA systems, intermittent control glitches occur which could cause overflows and the potential for complete reservoir draining. The Mission dialer function has alerted Water Board staff before things got to this point.

It is in staff's best interest to eliminate the existing S & B equipment and replace it with Mission Communication's equipment. Staff proposes using Correct Equipment as the sole source for the Mission Communications RTU and pressure transmitters as they are the regional distributor. Mission Communications is a cellular based telemetry provider which the utility has used at eight other Water Board facilities with a good success rate.

Approximate costs for this upgrade would include a new Mission M852 RTU with tank and well service - \$5,284; new suction and discharge pressure transmitters - \$1,870; electrician labor - \$750; and in-house labor and mileage - \$1,000. The total cost for all equipment, labor and contingencies is approximately \$9,500. This telemetry project is included in the current fiscal year's budget in the amount of \$17,600. After a brief discussion, Ms. Cribbins moved to authorize the purchase of Mission Communications equipment from Correct Equipment and installation of the equipment by Water Board staff at the Flanagan Pump Station in the total amount of \$9,500. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding the North 8th Street and Hemlock Water Main Replacement Project, Engineering Manager Matt Whitty stated Knife River has completed construction and the project went very well. Final project costs are as follows:

Original Bid and Contract Price	\$659,852.00
Change Order for Extra Work	\$ 11,071.31
Bid Schedule Quantity Overages	<u>\$ 14,006.83</u>
Final Project Cost	\$684,930.14

The bid schedule quantity overages include additional concrete sidewalk, concrete curb and asphalt trench patching. Payments made to date to Knife River total the amount of \$650,683.63. The remaining amount to be paid includes only the 5 percent retainage of \$34,246.51.

The project budget was divided between FY2017 and FY2018. The total project budget included in-house design, bidding, construction management and full-time inspection in addition to contractor work. After a brief discussion, Mr. Solarz moved to accept the North 8th Street and Hemlock Main Replacement Project as complete and authorize the General Manager to make final payment to Knife River in the amount of \$34,246.51. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the proposed update to Section III F (Administrative Leave) of the utility's Personnel Policies, Mr. Thomas stated Water Board's Management staff who are exempt from overtime receive six (6) days of administrative leave per fiscal year. The current Personnel Policies do not allow other employees who are exempt from overtime to receive any administrative leave.

While researching, staff located Resolution No. 184 which was adopted on May 11, 1989. Resolution No. 184 states that all other non-management exempt positions shall receive administrative leave not to exceed three days per year. Dr. Sharps inquired as to who the employees are that this would pertain to. Mr. Thomas stated the Administrative Assistant is the only non-management exempt position. Mr. Thomas stated staff proposes to update the Personnel Policies to reflect Resolution No. 184. After a brief discussion, Ms. Cribbins moved to adopt the proposed updates to Section III F of the Water Board's Personnel Policies complying with Resolution No. 184, allowing exempt non-management employees to gain three (3) days of administrative leave per fiscal year. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Thursday, April 5, 2018, at 7:00 a.m.

Updates were given as follows:

- Parking Lot Lighting Project – Parts were ordered 3 to 4 weeks ago; staff will follow up with Reese Electric as to status.
- Joe Ney Dike – Staff have been making regular site visits and to date the leak has not become worse. This project will be included in FY2018-19 budget. Staff will make contact with Cornforth Consultants to obtain approximate costs to repair the leak.
- Chlorine Conversion – The Dyer Partnership is in the process of developing plans.

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). They returned to open session at 7:34 a.m.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 7:34 a.m.

Approved: _____, 2018

By: _____
Chair Charles J. Sharps, Ph.D.

ATTEST: _____