

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

Minutes
Regular Board Meeting

11:30 a.m.
March 16, 2016

Coos Bay-North Bend Water Board met in open session at Ciccarelli's Restaurant on the above date and time with Chair Cribbins presiding. Other Board members present: Dr. Charles Sharps and Greg Solarz. Board members absent: Richard Vigue. Water Board staff present: Ivan D. Thomas, General Manager; Ron Hoffine, Operations Director; and Matt Whitty, Engineering Supervisor. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Cribbins opened the meeting at 11:46 a.m.

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

Regarding Country Club Estates' (CCE) request for water service, Mr. Thomas advised in recent weeks he has been in touch with other water utilities within the state of Oregon (Medford, Roseburg, Eugene and Portland) on what their master metering policies and system development charges (SDC's) are based on. A set list of questions was asked of each utility and mixed responses were received. Mr. Thomas summarized his discussions with each utility, which was also included in the Board Agenda packet. He stated it appears there seems to be no right or wrong answer as the Board chooses a direction for charging CCE the correct format of SDC's and fees. As long as other future customers are treated in the same fair method moving forward, the Board can feel confident in their decision.

Mr. Coffey stated there are a couple of items that need to be considered. Country Club Estates is not a private developer coming in stating they want to build a housing development and want a master meter. They are a governmental agency, a special district, requesting water service. The Water Board's SDC is charged when there is a connection to the utility's system.

Dr. Sharps inquired how many lots have homes built on them. Mr. Thomas stated Country Club Estates currently has 19 homes with lot capacity for a total of 25 homes.

The Board discussed options for water service to CCE, including one-time charges based on meter size, recurring monthly charges and the pros and cons to each option. These options were previously discussed between Chris Moore of CCE and prior General Manager, Rob K. Schab. Mr. Thomas stated representatives from CCE will be present at a future meeting to review the options in anticipation of an upcoming motion approval by the Board.

Regarding the proposed Contract with Water Quality and Training, LLC, Mr. Thomas stated the Board entered into a contract with Mr. Jim Kaylor of Water Quality and Training, LLC to serve as the utility's Water Treatment Supervisor. To date, Mr. Kaylor has served in that capacity and has

been a very valuable team member. Mr. Kaylor holds several years of experience in water treatment, water plant maintenance and water distribution operations.

In anticipation of Ron Hoffine’s retirement on May 1, 2016, staff has advertised the Operations Manager position twice, with the results being less than anticipated. Without a pool of qualified applicants, the utility would be without one of its’ most critical positions.

Mr. Kaylor has submitted a proposal to fill the Operations Manager position, while continuing to serve as Water Treatment Supervisor until a successful candidate can fill that position. The Water Treatment Supervisor position is anticipated to be filled in June 2016 at the earliest. Mr. Thomas stated savings from the vacant Water Treatment Supervisor and Operations Manager positions will fund most of the contract with Water Quality and Training, LLC, while savings in other open positions and re-engineering will consist of the remainder of the savings needed to fund the price increase (from \$125,450 to \$165,750). After a brief discussion, Ms. Cribbins moved to allow the General Manager to enter into a new contract agreement effective March 21, 2016 with Mr. Kaylor and Water Quality and Training, LLC to serve as the Board’s Operations Manager and the Water Treatment Supervisor until filled. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding staff’s request to reject and re-quote truck bed quotes, Operations Director Ron Hoffine stated staff patterned the specifications from the Auto Crane Titan 1684CA body and 3200 PRX FM crane and the Request for Quotes stated that other utility boxes will be considered but shall meet or exceed the specifications. Staff’s specifications are rather stringent, and Auto Crane is a top-of-the line manufacturer. The utility has purchased Knapheide boxes previously. Four quotes were received as follows:

<u>Fabricator</u>	<u>Utility Box and Crane Model</u>	<u>Quote</u>
Pacific Truck Colors, Inc., Tualatin	Knapheide Model 6132D5460J	\$32,393.00
Knapheide Truck Equipment Company Northwest, Troutdale	Knapheide Model 6132D5460J	\$38,274.00
Carco Industries, Inc., Tualatin	Auto Crane Model Titan 1684CA Body and 3203 PRFX FM Crane	\$39,178.00
Advanced Truck Body and Equipment Co., Central Point	Auto Crane Model Titan 1684CA Body and 3200 PRX FM Crane	\$40,615.00

One bidder has argued that the Knapheide box does not meet the specifications in critical areas. Staff has reviewed the specifications and concur that Knapheide does not meet Auto Crane specifications for sheet steel thickness and coatings in the cargo area and on portions of the tool box and tailgate, and that the Knapheide box is not fabricated with formed one-piece continuous sheets as specified. It is staff’s recommendation to reject all quotes and re-solicit quotes with a modified Request for Quotes from qualified fabricators with a due date of March 30, 2016, and present the quotes for consideration of award at the April 7, 2016 Regular Board Meeting. After a brief discussion, Mr. Solarz moved to reject all quotes and again solicit quotes as presented by staff. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Thursday, March 24, 2016 at 7:00 a.m.

At 12:38 p.m. Chair Cribbins directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(d) and labor negotiations pursuant to ORS 192.660(2)(d). They returned to open session at 12:45 p.m. There being no other business to come before the Board, Chair Cribbins adjourned the meeting at 12:46 p.m.

Approved: _____, 2016

By: _____
Chair Melissa Cribbins