

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.
March 26, 2015

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: Richard Vigue, Melissa Cribbins and Greg Solarz. Board members absent: None. Water Board staff present: Rob K. Schab, General Manager; Matt Whitty, Engineering Supervisor; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Melvin E. Leshar was present. Chair Sharps opened the meeting at 7:00 a.m.

Chair Sharps asked if there were any corrections or additions to the March 5, 2015 Regular Board meeting minutes. There being none, Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Vigue and passed unanimously.

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

Regarding Mr. Leshar's property located at 270 North Main Street in Coos Bay, Engineering Supervisor Matt Whitty stated staff has reviewed copies of a grading permit and supporting documentation that Mr. Leshar provided at the March 5th Regular Board meeting. This was the first knowledge staff had of the permit.

On June 16, 2009, the utility completed an estimate to replace a water main on North Main Street in Coos Bay for Mr. Leshar. The amount of the estimate was \$2,500. On June 29, 2009, Mr. Leshar applied for a permit from the City of Coos Bay to lower the street grade. He did not inform City staff of the water main issue. A sketch included with the application shows the water main and the two foot cut over the main. The water main is not shown accurately on the sketch. By proportion, the water main would be seven feet deep relative to the two foot cut. This misrepresentation prevented City staff from recognizing the hazard to the water main. As a result, Water Board staff was not notified of the permit.

The City of Coos Bay approved the permit and issued it to Mr. Leshar on August 10, 2009. The grading was done in accordance with the permit, removing approximately 2 feet of material and leaving 6 inches of cover over the water main. The grading work left Mr. Leshar's water meter 2 feet above grade. Mr. Leshar subsequently contacted the utility's staff requesting the meter be lowered. Mr. Leshar was informed he was responsible for the cost of lowering the main and meter. Staff did not take action on this matter and the issue remained dormant for an extended period of time. Mr. Whitty said staff should have pursued Mr. Leshar for the cost of replacing the main upon learning of the grading. Due to the extended period of time that has passed, staff recommends preparation of in-house design plans and replacement of the water main at the utility's expense. After a brief discussion, Mr. Vigue moved to authorize the in-house design plans for replacement of the water main

at the utility's expense, and lower the water meter to correct standards. The motion was seconded by Mr. Solarz and passed unanimously.

Engineering Supervisor Matt Whitty advised the Board staff has addressed a customer's concern regarding sinkholes on North 8th Street. Upon investigation, staff found driveway damage and yard sinkholes due to an abandoned 14-inch diameter wooden water main on the east side of the street between Hemlock and Koosbay Boulevard in Coos Bay. An estimate has been prepared for repair of the damages by the utility's crew. Staff estimates the cost for repair of five driveways and filling of holes in the yards at \$7,100. Dr. Sharps asked how the holes will be repaired. Mr. Whitty said top soil will be used. After a brief discussion, a motion was made by Mr. Solarz authorizing repair of the damaged driveways and yards at an estimated cost of \$7,100. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the Professional Services Contract with Coos Watershed Association for stream gauging on Tenmile and Eel Creeks, Mr. Schab said this contract includes professional services rendered in calendar year 2015. The proposed budget for this work is \$13,394, which includes \$1,218 of contingency. The stream flow measurements provide useful data for the future development of Tenmile Creek water right, and flow measurement is a condition of the Board's Tenmile water right. After a brief discussion, Ms. Cribbins moved they approve the Professional Services Contract with Coos Watershed Association for calendar year 2015 stream gauging services in an amount not-to-exceed \$13,394 and authorize the General Manager to execute the Professional Services Contract. The motion was seconded by Dr. Sharps and passed unanimously.

Mr. Schab updated the Board regarding the ORELAP On-Site Laboratory Assessment conducted on March 25, 2015 of the utility's microbiological laboratory, stating the evaluation went very well, and staff was complimented on an excellent well organized laboratory. A final written report will be issued on the evaluation.

Operations Director Ron Hoffine updated the Board on the South Empire Boulevard Project. Staff recently met with the City of Coos Bay, along with Aaron Speakman of The Dyer Partnership, the City's consultants, OBEC and Civil West, and representatives from the Oregon Department of Transportation. Discussion took place whether the utility would integrate with the City's project, and if so details of the process, coordination, construction management, and flow of information. Information regarding costs to the utility was not available at the meeting. Staff will weigh the difference between integrating with the City or as a stand-alone project, and present the Board with their recommendation at the next Regular Board meeting.

The Board's next regular meeting was set for Thursday, April 16, 2015, at 7:00 a.m.

At 7:35 a.m. Chair Sharps directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a) and current and potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:20 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:22 a.m.

Approved: _____, 2015

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

ATTEST: _____