

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

Minutes
Regular Board Meeting

May 16, 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, Melissa Cribbins and Bob Dillard. Board members absent: None. 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; Jason Mills, Distribution Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Brian Allen and Aaron Speakman of The Dyer Partnership were 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 April 19, 2018, Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

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

Regarding the Chlorine Conversion project, Water Treatment Supervisor Jerre Cover stated The Dyer Partnership has provided professional services for the engineering and project administration. The project consists of removal of the existing gas chlorine system and installation of a liquid sodium hypochlorite system. Bids were solicited with a bid closing date of May 8, 2018. Two bids were received as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Pacific Excavation	\$ 237,000
Boede Construction, Inc.	\$ 229,348

Dyer's recommendation is to accept both bids and award the chlorine conversion project to Boede Construction, Inc. in the amount of \$229,348. Boede Construction, Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Funding for the project is available in the FY18 capital budget with some additional funding coming from operations and maintenance. The amount of \$36,500 was budgeted to start the project in the FY18 budget year. Because a higher priority was put on chlorine conversion, staff postponed another project until the FY19 capital budget to create an additional \$189,900 in funding. This created a total budget of \$226,400 for the chlorine conversion project in FY18. Total engineering and construction cost for the project is now projected to be \$273,348. Staff plans to utilize \$46,948 from the operations and maintenance fund that is available in the power and pumping budget to cover the additional cost of the project.

After a brief discussion, Mr. Solarz moved to accept all bids. The motion was seconded by Dr. Sharps and passed unanimously. Mr. Solarz moved to award the contract to Boede Construction, Inc. in the amount of \$229,348 and authorize the General Manager to enter into a contract with Boede Construction for construction of the chlorine conversion project at Pony Creek Water Treatment Plant. The motion was seconded by Mr. Dillard and passed unanimously.

Jason Mills, Distribution Technician, presented staff's request for telemetry upgrades at the Ash Street Pump Station and Radar Reservoir. Staff proposes to replace the existing obsolete S & B remote telemetry units (RTU) with new Mission Communications RTUs to monitor and control the Ash Street Pump Station and Radar Reservoir.

The Ash Street Pump Station is automatically controlled through the supervisory control and data acquisition (SCADA) system from the reservoir level it receives from the Radar Reservoir RTU. This upgrade will provide reliable, cost effective automatic and remote control of the Ash Street pumping system. This upgrade will improve system performance and will affect customers in the areas of Empire, Barview and Charleston.

Staff proposes to use 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 the Board has used with good success at eight other utility facilities.

Approximate costs for this upgrade include two Mission M852 RTUs with tank and well control package and two pressure transmitters from Correct Equipment - \$9,140.30; a submersible level transmitter for Radar Reservoir from Instrumart - \$593; estimated electrician labor - \$1,000; and in-house labor and mileage - \$2,500. The total cost of all equipment, labor and contingencies is approximately \$13,500. This telemetry project is included in the current fiscal year's budget in the amount of \$17,600.

Dr. Sharps inquired if staff will be installing the new equipment. Mr. Mills stated staff, along with the electrician, would be performing the installation. Ms. Cribbins moved to authorize the purchase of equipment for upgrades to the Ash Street Pump Station and Radar Reservoir in the total amount of \$13,500. The motion was seconded by Mr. Solarz and passed unanimously.

Finance Director Jeff Howes stated Request for Proposals for Financial Auditing Services for Fiscal Years 2018, 2019 and 2020 were issued to eight firms. Three financial firms submitted proposals. Staff and a member from the utility's prior auditing firm rated and scored each of the proposals as follows:

Firm	Average Score	FY 2018	FY 2019	FY 2020	Total
Pauly Rogers and Co., P.C.	246	\$19,900	\$21,400	\$22,900	\$64,200
Koontz, Perdue, Blasquez & Co., P.C.	184	\$20,500	\$20,500	\$20,500	\$61,500
Isler C.P.A.	269	\$19,500	\$19,500	\$20,500	\$59,500

Mr. Howes stated the firm of Isler C.P.A. scored the highest rating and also has the lowest overall cost over the next three fiscal years. Isler's firm has adequate staffing available and would have a certified fraud auditor on site while conducting audits. Mr. Solarz asked if the need arises, would the Board be able to terminate the contract. Mr. Coffey stated the contract will be reviewed and it usually contains a 30 day at will termination clause if they fail to perform their duties under the contract. After a brief discussion, Ms. Cribbins moved to authorize the General Manager to enter into a contract with Isler C.P.A. for financial auditing services for the 2018, 2019 and 2020 fiscal years in an amount not to exceed \$59,500. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding adoption of proposed Resolution No. 360-Policy and Procedure for Inspection and Copying of Public Records, Mr. Thomas stated with recent public records request law updates in Oregon, Board attorney Jim Coffey assisted in the preparation of new documents for use in responding to public records requests. This also creates standard operating procedures for staff to follow. After a brief discussion, Mr. Dillard moved to adopt Resolution No. 360, adopting the Public Records Request Policy and Procedures allowing staff to utilize all new associated forms and procedures to respond to all future public records requests. The motion was seconded by Mr. Solarz and passed unanimously. The resolution read as follows:

RESOLUTION NO. 360

COOS BAY – NORTH BEND WATER BOARD

**A RESOLUTION BY THE COOS BAY – NORTH BEND WATER BOARD
ADOPTING A POLICY AND PROCEDURE FOR THE INSPECTION AND COPYING OF
PUBLIC RECORDS**

WHEREAS, the Coos Bay - North Bend Water Board is a joint instrumentality of the Cities of Coos Bay and North Bend, Oregon organized and operated pursuant to the provisions of Oregon law, and has the authority to adopt resolutions; and

WHEREAS, the Board of Directors of the Coos Bay - North Bend Water Board now finds that it is necessary to adopt a resolution to establish a revised policy and procedure to inspect or copy public records to implement the provisions of SB 481 amending Oregon's public records law.

NOW, THEREFORE, be it resolved by the Board of Directors of the Coos Bay - North Bend Water Board, Coos County, Oregon as follows:

1. The above recitals are true and accurate and are incorporated herein by this reference.
2. The Board of Directors adopts the Public Records Request Policy and Procedure, identified as Exhibit "A" to this Resolution, attached hereto and incorporated herein by this reference. The General Manager of the Coos Bay - North Bend Water Board, or his designee, shall be Public Records Administrator, and all requests for public records shall be referred to the Public Records Administrator.
3. The Board of Directors authorizes Water Board staff to use the Public Records Request Form, the Public Records Fee Cost Estimate Form, the Public Records Fee Reduction/Waiver Request Form, the Initial Response to Public Records Request Form and the 15 Day Response to Public Records Request Form, identified respectively as Exhibits B, C, D, E and F all attached hereto and incorporated herein by this reference, as currently drafted or as may be hereafter modified by staff.
4. This resolution shall be effective upon its passage by the Board of Directors of the Coos Bay - North Bend Water Board.

Adopted the _____ day of May, 2018.

Regarding the proposed 16-inch McCullough Bridge Main Relocation project, Engineering Manager Matt Whitty stated in late 2017 Oregon Department of Transportation (ODOT) experienced a slide on the west side of the McCullough Bridge on the north end. The Water Board has a 16-inch steel water main attached to the McCullough Bridge. The water main exits the bridge structure near the south end of the slide. Approximately 30 feet of the main is exposed due to the slide and the rest of this segment of main is very close to the slide.

After the slide, the Water Board took the main out of service as a cautionary measure. Staff has designed a reroute of the relocation of the main and has provided this design to ODOT for their review. Staff proposes to have the utility's crew install 380 feet of 16-inch diameter ductile iron water main with restrained joints and restrained fittings to replace the existing steel water main. This project is included in the current fiscal year's budget in the amount of \$155,000.

Staff's design for installation has been approved by ODOT at the District level. Currently Great Western is in the middle of a cathodic protection project on the bridge and their scheduled completion date is around the beginning of July. In addition, Hamilton Construction needs to take down the scaffolding which will take 2 to 3 weeks. This gives the utility's crew a window from July 15 through August 15 to install the water main.

Mr. Solarz asked if the work would be performed above ground or tie in at ground level. Mr. Whitty stated where the main exits the bridge it is approximately 4 feet deep and from that point is at a ninety degree angle off the bridge. The utility's crew will connect the water main where it exits the bridge and go underground crossing Highway 101, coming up along the east side and tie in at the intersection to the 16-inch PVC main. The old main will be retired in place.

After a brief discussion, motion was made by Mr. Solarz to authorize the Water Board's crew to install 380 feet of replacement 16-inch diameter ductile iron water main at the north end of the McCullough Bridge at an estimated cost of \$155,000. The motion was seconded by Ms. Cribbins and passed unanimously.

Distribution Supervisor Rick Abbott reviewed quotes received for one new mid-size excavator to replace the existing 2009 Bobcat mini-excavator model E63 (Vehicle #79). The mini-excavator has 3,200 hours on it and is expected to need substantial maintenance on it within the next year. The following quotes were received:

<u>Dealership</u>	<u>Model</u>	<u>Quote Amount</u>
Sonsray Machinery, Salem	Case CX 80C	\$89,500
Pape' Machinery, Coos Bay	John Deere 75G	\$99,120
Modern Machinery, Eugene	No Bid	
Peterson Machinery, North Bend	No Bid	

All quotes received met the required specifications. The quotes were very competitive, with low quote being received from Sonsray Machinery.

Quotes were also requested for additional optional equipment with each piece of machinery. The optional equipment is machine specific. Mr. Abbott stated the optional equipment would allow staff to utilize the new mid-size excavator for different construction scenarios and would save money on material costs. Sonsray Machinery provided the following quotes for optional equipment:

Hydraulic pin grabber coupler:	\$ 9,451
18" HD tooth bucket:	\$ 2,099
24" HD tooth bucket:	\$ 2,417
48" smooth lip ditching bucket:	<u>\$ 2,297</u>
Total optional equipment:	\$16,264

The total quote from Sonsray Machinery, including the optional equipment, is \$105,764. Ms. Cribbins moved to award purchase of the new mid-size excavator and the additional optional equipment to Sonsray Machinery in the total amount of \$15,764. The motion was seconded by Mr. Dillard and passed unanimously. Ms. Cribbins moved to declare the Bobcat Mini-excavator (Vehicle #79) as surplus and authorize its sale to the respective highest bidder. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Wednesday, June 13, 2018, at 1:30 p.m.

Updates were given as follows:

- Parking Lot Lighting Project – Contracts have been signed. The project should start within the next few weeks.
- Heating Unit-Pony Creek Water Treatment Plant – Fifty percent down payment has been made to Mechanical Heating and Air. The heating unit has been ordered.
- Tank Maintenance Project – SUEZ is currently working on Millington Reservoir.
- High Service Pump Drive Replacement – In the process of ordering parts.
- Joe Ney Dike – Staff has not had a response from Cornforth Consultants; may commence with environmental portion and research local engineering firms for work needed on the dike.
- 2017 Timber Sale – The logging company has requested an extension of time through August 1, 2019.

At 7:40 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 7:57 a.m.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 7:57 a.m.

Approved: _____, 2018

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

ATTEST: _____