

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

Minutes
Regular Board Meeting

November 21, 2019
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 Bob Dillard presiding. Other Board members present: Greg Solarz and Dr. Charles Sharps. Board members absent: Melissa Cribbins. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Matt Whitty, Engineering Manager; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jeff Page, Operations Manager; Vince Stonesifer, Field Services Technician; Jason Mills, Distribution Specialist; Steve Lee, Crew Leader; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chris Giggy of Integrity Management Solutions was present; and Paul Nielson, Isler CPA was present. Chair Dillard opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Dillard asked if there were any corrections or additions to the November 7, 2019, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Regarding Coos Bay School District's appeal of the Water Board's Rules and Regulations, Mr. Thomas stated Chris Giggy of Integrity Management Solutions is the School District's project manager for the construction of the Eastside School and is present to appeal the Water Board's requirement of its Cross Connection policy and ask the Water Board of Directors consideration for an exception to the Rules and Regulations.

Mr. Thomas said as part of the construction of the new Eastside School, the Coos Bay School District was required to install a double detector check backflow assembly on its fire line as part of the Water Board's Cross Connection Rules and Regulations. Water Board staff have communicated with the School District and its contract managers on the requirement.

Section V. K. 2. of the Water Board's Rules and Regulations states: "All assemblies shall be installed above ground and shall not be susceptible to flooding." The newly installed backflow assembly was installed below ground in a vault and does not meet the requirement of this rule.

Mr. Giggy gave an overview of the Eastside School construction showing the design plan and the existing area where the backflow assembly has been installed. The area is in a narrow planter area between the side walk and new drive approach across from the main entry to the new

school. He stated the engineer has been in communication with the Water Board's Operations Manager, Jeff Page, and mentioned they would like to put the backflow assembly in a vault below the ground. Mr. Page advised the engineer the utility's standards require the backflow assembly to be installed above ground. Mr. Giggy stated he personally did not have a record of it, although the Water Board's standards were communicated to the civil engineer. When Mr. Giggy spoke with the engineer regarding this, the engineer didn't have any verification of what was given to him. Mr. Giggy commented for whatever reason the underground vault is what ended up in the plans and provided to the contractor. Dr. Sharps asked Mr. Giggy if he, as the project manager, was the one to discover this. Mr. Giggy stated he saw it after the backflow assembly had been installed.

Mr. Giggy stated after meeting on site with Mr. Page they understood the Water Board's concerns are that the vault is in a confined space and if there is a leak or flood in the vault this causes potential for contamination within the system. Currently, this is on hold until they can find out what changes could be made. Mr. Giggy contacted Mr. Thomas and was advised the required backflow assembly needs to be above ground and enclosed with a hot box over it.

Mr. Thomas asked when they need connection to the system. Mr. Giggy stated probably not until next Spring. Mr. Giggy highlighted the problems they have with changing to above ground: Children's safety from falls (5 plus feet high); enclosure damage and graffiti (referring to a hot box and reducing the aesthetic value); the location being across from the main entry; and the need for public funds to make the change in the approximate amount of \$12,000 to \$15,000.

Mr. Coffey commented that a fence could be placed around the hot box to solve the safety problem. Mr. Giggy said this area is very narrow and a huge fence could be put around it but most likely would not solve the safety issue.

Dr. Sharps commented this is not the public's mistake and if the decision is made to take the vault out why would public funds be needed. Mr. Giggy stated they have communicated with Knife River, they are a good firm and will step up, however the District does not want to raise the vault. Mr. Giggy said to purchase a hot box would be an additional cost of approximately \$9,500.

Mr. Dillard commented he is not in favor of the vault being below ground and it is a confined space.

Mr. Giggy gave the Board their proposal as follows: To leave the vault as currently installed with the following provisions:

- Provide a locking lid
- The District's service provider is confined space certified
- And Option 1
 - Install a sump pump (groundwater at 14 feet per Geotech)
 - Install high water alarm (in case of pump failure)
- Or Option 2
 - Raise valves 6 inches in the vault and install 4 inch gravity drain from the vault to nearby catch basin

Mr. Coffey commented the Water Board has a policy in place and up until this time the Board has not made an exception to this policy. The Board is now being asked to make an exception in a situation where the policy was provided to the design engineer and the contractor, but for some reason this did not get installed according to the policy. The exception is being sought primarily because of aesthetics. If a reasonable justification could be provided for making an exception to the policy other than the fact it does not look good above ground then perhaps the Board could consider it. Mr. Giggy stated the only issue he would add is he feels this presents a safety issue.

Mr. Coffey stated that the exception, if based on Mr. Giggy's opinion that in this situation for Eastside school, with an above ground installation, even enclosed with a fence, possesses a safety risk for the Board to justify an exception to the standard policy.

Mr. Thomas stated the cost of a hot box never outweighs the cost of the device itself and suggested Mr. Giggy obtain another quote as \$9,500 is very high.

Dr. Sharps asked who the engineer is on the project. Mr. Giggy stated Century West out of Bend, Oregon.

It was the Board's consensus to take this under advisement and thanked Mr. Giggy for his information. Mr. Giggy also thanked the Board and staff for their timely actions and information provided throughout the project.

Paul Nielson of Isler CPA was present to review the contents of the completed financial audit of the Board's accounting system for the fiscal year ended June 30, 2019. Mr. Neilson reviewed the Schedule of Operating Revenues and Expenditures-Budget and Actual for the year ended June 30, 2019.

Total operating revenues increased in total by 4.96% or \$376,768 and operating expenses increased in total by 0.49% or \$32,041.

The internal controls for the Board are operating as designed and regulations are being complied with. No material mistakes or deficiencies were noted.

After a brief discussion, Dr. Sharps moved to accept the Fiscal Year 2019 financial audit as presented. The motion was seconded by Mr. Solarz and passed unanimously.

Distribution Specialist Jason Mills presented staff's request regarding proposed upgrades to the Pennsylvania Avenue Pump Station.

The Pennsylvania pump station is a pressure boosting station located on Pennsylvania Avenue in Englewood that serves 29 water services. After recent and further inspection, staff realized that the hydropneumatic tank is in dire need of replacement at this location. Staff proposes a project which will remove the failing hydropneumatic tank at Pennsylvania pump station. This project would also replace the existing constant speed pump and control panel with variable speed motor control equipment and compatible pump. Staff weighed the pros and cons of sticking with a constant speed pump versus the variable speed option. We concluded that the variable speed option is a better solution than replacing the failing hydropneumatic tank.

Mr. Solarz commented he believes there has been a leak at Pennsylvania pump station for years. There is water running from the pump station down the bank and draining easterly near the catch basin. It seems to be running approximately 20 to 30 gallons per minute in that area. Mr. Mills stated he will take a look at it today and will do a leak detection on it.

This project also includes the installation of an electrical service transfer switch and an outlet compatible with our towable generator. The corroded power meter base and deteriorated electrical equipment within the pump station will also be replaced.

We solicited three bids for the electrical equipment. Staff proposes using Platt Electric for most of the electrical components as they were the lowest bidder. We recommend using PumpTech Inc., who was the lowest of two bidders for the 3 horsepower multistage centrifugal pump and the variable speed motor control panel.

This upgrade includes a \$7,000 purchase from PumpTech Inc. for the 3 horsepower multistage centrifugal pump and the variable speed motor control panel. The electrical equipment replacement will be provided by Platt Electric for a cost of \$2,965.90. Electrician labor costs for this will be approximately \$1,500. Estimated costs for Board staff labor and mileage are \$4,300. Plumbing and construction materials for the project will cost \$1,500.

The total estimated cost of this project is \$17,265.90. The Pennsylvania pump station project is not included in the FY 2020 budget. The fiscal year 2020 budget includes \$25,600 for purchase and installation of telemetry units at Wisconsin pump station and Charleston reservoir. Staff suggests that we put the project for the installation of the telemetry units at those locations on hold until Wisconsin pump station is replaced in FY 2021. This allows the Water Board to fund the replacement of the Pennsylvania pump station in FY 2020.

After a brief discussion, Dr. Sharps moved to authorize the upgrades as discussed to the Pennsylvania Pump Station in the amount of \$17,265.90. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding award of the Madrona Street Main Replacement Project, Engineering Supervisor Matt Whitty stated the following bids were received:

Knife River Materials	\$294,957.50
Johnson Rock Products, Inc.	\$403,810.00
Laskey-Clifton Corporation	\$328,084.90
K & E Excavating, Inc.	\$278,720.00
Northcore USA, LLC	\$317,738.28
Trenchline Excavation	\$374,500.00

Low bid was submitted from K & E Excavating, Inc. Notice of Award has been mailed and the protest period has expired. No protests were received.

This project was included in the Fiscal Year 2018 budget with the utility's crew performing the installation. The estimated budget for this project was \$362,500. The project was since changed to a contractor project. Mr. Whitty stated due to some very good bids the project can be completed within the original budget.

K & E Excavating, Inc. is a family owned business in Salem, Oregon and have the required experience to install potable water mains.

After a brief discussion, Dr. Sharps moved to award the Madrona Street Main Replacement Project to K & E Excavating, Inc. and authorize the General Manager to enter into a contract for the installation in the amount of \$\$278,720.00. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, December 5, 2019, at 7:00 a.m.

Updates were given as follows:

- Computer Upgrade and Server – Comp-U-Talk has starting installing new computers. The Springbrook upgrade will take place in mid-January.
- Meter Test Bench Installation – Down payment has been made and staff is waiting receipt of shipment.
- Roof Repair – The contract has been signed. Waiting for insurance information regarding workers' compensation coverage.
- Lead and Copper Testing – 60 sample sites are needed and staff has 53 sample sites to date.
- Coos River Highway- Roto-Rooter has installed pipe and passed pressure testing. Two bacti tests need to be taken and passed, at which time the crew will do the tie in and switch over services.
- McCullough Bridge – A letter was received from SHPO suggesting staff get in contact with an archeologist. Mr. Whitty has contacted Ms. Scott and will be working with her regarding this issue.

At 8:20 a.m. Chair Dillard 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 8:38 a.m. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 8:38 a.m.

Approved: _____, 2019

By: _____
Chair Robert Dillard

ATTEST: _____