

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

Minutes  
Regular Board Meeting

November 5, 2020  
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 Vice-Chair Dr. Charles Sharps presiding. Other Board members present: Bob Dillard and Melissa Cribbins. Board members absent: Greg Solarz. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; and Jeff Howes, Finance Director; Board Legal Counsel Jim Coffey was present. Paul Nielson of Isler CPA was present. Present via teleconference were Jeff Page, Operations Manager; Bryan Tichota, Customer Relations Supervisor; and Monica Kemper, Accounting Technician. Media present: None. Vice-Chair Sharps opened the meeting at 7:00 a.m. and asked Mr. Nielson to lead the Board and assembly in the Pledge of Allegiance.

Vice-Chair Sharps asked if there were any corrections or additions to the October 15, 2020, Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

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

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, 2020. Mr. Neilson reviewed the Schedule of Operating Revenues and Expenditures-Budget and Actual for the year ended June 30, 2020.

Total operating revenues for FY2019-2020 were \$8,168,160, which is an increase of 2.48% over the FY 2018-2019 amount of \$7,970,632.

Total operating expenses for the fiscal years 2019-2020 and 2018-2019 were \$6,708,980 and \$6,510,801 respectively. This is an increase of 3.04% over the prior year.

The internal controls for the Board are operating as designed and regulations are being complied with. No material mistakes or deficiencies were noted. Mr. Nielson stated the Water Board is using an Access database factor for fixed and capital assets and it takes quite a bit of time for staff and recommended the Water Board may see improved practices, saving staff time, if software was purchased to calculate depreciation. Mr. Neilson noted the audit went very well.

After a brief discussion, Ms. Cribbins moved to accept the Fiscal Year 2020 financial audit and statements as presented. The motion was seconded by Mr. Dillard and passed unanimously. The Board members complimented staff on their work in preparing the audit.

Engineering Manager Matt Whitty presented staff's request for telemetry upgrades to the Pigeon Point Pump Station and Charleston Reservoir.

Mr. Whitty stated currently staff is preparing to solicit quotes for replacement of the Wisconsin Pump station. To construct the new pump station, the existing pump station must be offline for approximately sixty days. In the past, the Water Board has utilized Pigeon Point pump station to pump water to the Charleston reservoir and surrounding areas when repairs have been needed at Wisconsin pump station.

The Pigeon Point pump station does not have a working telemetry system that allows the pump station to be monitored and operated remotely. The need for a telemetry upgrade at Charleston reservoir has also been identified in past fiscal years. The Water Board has been quite successful in converting many of its pumps and tanks to Mission Communication telemetry systems that allow remote monitoring and operation via cellular signal.

The Wisconsin pump station upgrade includes a budget of approximately \$45,000 for the replacement and installation of instrumentation and telemetry for the project. Staff is suggesting the installation of a new telemetry system at Pigeon Point pump station and replacement of the old S&B telemetry system at the Charleston reservoir, utilizing Mission Communication telemetry systems at both locations.

Pending Board approval, staff would purchase the Mission Communications cellular RTUs (remote telemetry units) to provide automatic control and remote monitoring for these sites from Correct Equipment as they are the regional distributor. Mission Communications has proven itself to be a reliable and cost effective solution for the Distribution Section's control needs.

Costs for this upgrade include:

Electrician	\$1,000	
Water Board Labor & Equipment	\$2,000	
Contingency on Estimated Costs (10%)	\$300	
Correct Equipment	<u>\$7,066.80</u>	Mission M852 RTUs (two)
Total Cost	\$10,366.80	

Dr. Sharps inquired who would be performing the work. Mr. Whitty stated the work would be done in-house by Jason Mills, Distribution Specialist. After a brief discussion, Ms. Cribbins moved to approve the purchase and installation of the Mission Communication telemetry upgrades to Pigeon Point Pump Station and Charleston Reservoir at an estimated cost of \$10,366.80. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, November 19, 2020, at 7:00 a.m.

Updates were given as follows:

- Tank Maintenance – The crew from SUEZ has recoated the outside and inside of Isthmus Heights tank and staff is waiting for it to cure before putting it back in service. In addition, a safety rail needs to be put up in accordance with OSHA standards. The tank should be put back in service in the next 30 days. Ms. Cribbins asked if there was a problem with humidity as the humidity has been very high. Mr. Thomas stated dehumidifiers and fans are being used.
- Master Planning – Request for Quotes were sent out two weeks ago with submittals due by October 26, 2020. Two submittals were received, as follows: Murray Smith and Associates and RH2 Engineering. Packets have been provided to the consultant rating

team, and once a consultant has been chosen, staff will start the negotiation process and bring information back to the Board.

- Southwest Boulevard Pavement Repair – The project is complete and went well. The repair area was expanded by about 30 feet because pavement had crackled. This increased the price by \$3,000, bringing it to a total of \$25,000.
- McDaniel Street Paving – This project has been pushed back due to other projects. Staff is waiting for an update from Knife River. The paving may have to wait dependent upon the weather.
- Timber Services RFQ – The Request for Qualifications is near completion. Staff will most likely have interested parties visit the grounds prior to submitting a proposal.
- Camera/Security System – Motion detect cameras have been delivered and will be installed within the next week.

At 7:28 a.m. Vice-Chair Sharps directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and information of programs relating to security pursuant to ORS 192.660(2)(n)(E). They returned to open session at 7:34 a.m.

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

Approved: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Vice-Chair Dr. Charles Sharps

ATTEST: \_\_\_\_\_