

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

Minutes  
Regular Board Meeting

October 26, 2017  
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: Melissa Cribbins, Greg Solarz and Bob Dillard. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Howes, Finance Director; Bryan Tichota, Customer Relations Supervisor; Jerre Cover, Water Treatment Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Sharps opened the meeting at 7:00 a.m. and asked Mr. Solarz to lead the Board and assembly in the Pledge of Allegiance.

Chair Sharps asked if there were any corrections or additions to the October 6, 2017 Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Regarding Dyer Partnership Engineering Services, Mr. Thomas stated The Dyer Partnership was retained as the utility's engineering consultant for planning and design of fiscal year 2014 projects. This Agreement for Professional Services was extended to June 30, 2017 by an amendment to the agreement dated July 22, 2014. Staff proposes an extension of their contract for an additional 3 years, through June 30, 2020, with each project to be negotiated separately by task order.

The Dyer Partnership worked on the following projects in the prior contract extension: South Empire Boulevard Water Line Design and Relocation; ACH tank replacement, and design of the 6<sup>th</sup> Avenue Main Replacement Project. The current fiscal year 2018 budget includes a project to convert the utility's disinfectant delivery from chlorine gas to sodium hypochlorite.

Mr. Thomas stated The Dyer Partnership has agreed to stay with the same rate schedule for the next three years. After a brief discussion, Ms. Cribbins moved to authorize The Dyer Partnership's contract extension through fiscal year 2020 as presented. The motion was seconded by Mr. Solarz and passed with Ms. Cribbins and Dr. Sharps voting in favor and Mr. Dillard abstaining due to a conflict of interest.

Regarding Nationwide Retirement Solutions Governmental 457(b) Plan Loan Procedures, Finance Director Jeff Howes stated Nationwide has been the utility's plan administrator for its 457(b) plan for many years. The Water Board has not previously offered employees the option to borrow funds from their personal 457(b) plan contributions. Some of the employees have shown an interest in Nationwide's loan program.

Mr. Howes stated there is a loan initiation fee in the amount of \$50.00 and an annual loan maintenance fee of \$50.00 until the loan is paid off. The maximum amount of a loan is 50% of the employee's vested account balance, up to \$50,000. Interest is paid back to the employee's account. Any loan contract would be between the employee and Nationwide for the life of the loan. Ms. Cribbins inquired if there is a reason why repayment of a loan would not be done as a payroll deduction. Mr. Howes stated staff felt this would be a cleaner process.

Mr. Solarz inquired if union approval would be required prior to the Board entering into a Governmental 457(b) Loan Procedure agreement/offering employees the option to borrow from their 457(b) plans. Mr. Thomas stated he spoke with the utility's Union President and he felt the Board could offer the procedure as is without union consent. Mr. Solarz voiced his concerns stating it may be in the best interest of the Board to have something in writing from the union. Mr. Coffey stated this is not a mandatory bargaining issue but the Board could ask for authorization from the union for the employees to participate in this plan. After a brief discussion, motion was made by Mr. Solarz to authorize the General Manager to execute the Nationwide Retirement Solutions Governmental 457(b) Plan Loan Procedures subject to Union approval. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, November 9, 2017, at 7:00 a.m.

Mr. Thomas reviewed the utility's Rules & Regulations on backflow requirements for irrigations systems and why the Board's policy requires a high level of protection when installing such irrigation systems.

Regarding the Water Treatment Plant Chlorine Conversion, Mr. Thomas stated staff has been working with The Dyer Partnership to arrive at a cost for engineering. After Dyer spoke with S & B, the utility's only SCADA provider, the cost for conversion is approximately \$64,000. The Board previously had an agreement with S & B for the SCADA system which has now expired. Staff proposes to look into other options. The Board agreed staff should research other options and look into potential vendors. Mr. Coffey confirmed this would be a Professional Services Contract and staff needs to identify potential vendors and issue a formal solicitation.

The State Street Main Replacement Project is still in the design phase.

Operations Manager Bill Hagan stated the ACH tanks are on the way and the concrete pad has been leveled.

Chemical removal by Clean Harbors Environmental Services has been scheduled for November 7 and 8<sup>th</sup>.

Regarding the North 8<sup>th</sup> Street project, the main water line has been installed with a few tie-ins remaining. Services on Hemlock are scheduled to be switched over today, with the remainder being switched over to the new main within the next few days.

Mr. Thomas updated the Board on tank maintenance being performed by SUEZ. The Board previously approved roof replacements on three tanks (Brights Mill, Bay Park and Libby Reservoirs) and Mr. Thomas showed the Board one of the roof beams that was removed. Mr. Thomas also had a piece of the flooring from the Bay Park tank which shows rust coming in through the bottom, although the steel around the edges are uniform. SUEZ is not recommending a floor replacement at this time. SUEZ has repaired the floor and recoated the inside of the tank.

Regarding the Joe Ney Dike, Mr. Whitty stated he will be revisiting the site soon, dependent upon the time of low tide, to check on the status of the leak.

Mr. Whitty updated the Board on the Sixth Avenue Bridge Water Main Replacement project. The Dyer Partnership contacted staff and asked if we would consider piggybacking with the City of Coos Bay's project. Staff received a quote from the contractor in the amount of \$26,006.00 which was considerably less than the estimated replacement cost of \$39,000.

Mr. Thomas stated quotes have been requested and to be received by the end of this week for the Park Lot Lighting Project.

At 7:50 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 8:05 a.m.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:05 a.m.

Approved: \_\_\_\_\_, 2017

By: \_\_\_\_\_  
Chair Charles J. Sharps, Ph.D.

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