

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

Minutes  
Regular Board Meeting

October 4, 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 Cribbins presiding. Other Board members present: Greg Solarz and Bob Dillard. Board members absent: Dr. Charles Sharps. Water Board staff present: Ivan D. Thomas, General 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 Cribbins opened the meeting at 7:00 a.m. and asked Mr. Solarz to lead the Board and assembly in the Pledge of Allegiance.

Chair Cribbins asked if there were any corrections or additions to the September 19, 2018, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

Chair Cribbins asked if there were any public comments and there were none.

Water Treatment Supervisor Jerre Cover stated quotes were solicited for 12.5% filtered low salt Sodium Hypochlorite to be used during the remainder of the 2018 calendar year and the 2019 calendar year. Quotes were received from three suppliers. All quotes meet the specifications outlined in the Advertisement for Quotes.

This is the first time staff has solicited quotes for 12.5% filtered low salt Sodium Hypochlorite. The cost for 12.5% filtered low salt Sodium Hypochlorite was anticipated in the current year’s fiscal budget. Quotes received were as follows:

<u>Bidder</u>	<u>12.5 % Filtered Low Salt Sodium Hypochlorite</u>
Northstar Chemicals, Inc.; Sherwood, Oregon	\$1.45
Hasa Inc. Longview Washington	\$1.29
Cascade Columbia Distribution Co.; Sherwood, Oregon	\$1.556
<i>Estimated Quantity</i>	50,000 gallons

Low quote was received from Hasa, Inc. in the amount of \$1.29 per gallon. After a brief discussion, motion was made by Mr. Solarz to accept all quotes and award the 12.5% filtered low salt Sodium Hypochlorite quote to Hasa, Inc. in the amount of \$1.29 per gallon for the remainder of calendar year 2018 and 2019. Motion was seconded by Mr. Dillard and passed unanimously.

Regarding the contract extension for Stuntzner Engineering, Engineering Manager Matt Whitty stated the current Professional Services Agreement with Stuntzner expired December 31, 2017. The 2017 timber sale is currently being harvested, and planning has begun for the 2019 timber sale. Staff is satisfied with the work performed under the contract and would like to extend the contract for a time period covering the 2019 timber sale.

The fiscal year 2019 budget includes funds for preparation of a long term harvest plan which includes an assessment of the condition of all harvest units on the watershed. Ron Stuntzner has long-term experience with management of the watershed. Mr. Stuntzner will retire soon, and staff would like to have the advantage of his knowledge and expertise before his retirement.

The 2013 Contract contains a provision allowing extension by mutual agreement in writing. Board attorney Jim Coffey has prepared an extension of the Professional Services Agreement through December 31, 2023 to allow time to accomplish the 2019 timber sale and the budgeted harvest plan. The Contract includes a clause stating there is no guarantee of minimum work under the agreement. Mr. Whitty commented if staff finds that their resources are not what is needed, the contract could be cancelled. In addition, Ms. Cribbins stated the Contract includes a 30-day clause as well.

After a brief discussion, Mr. Dillard moved to allow the General Manager to execute an extension of the 2013 agreement with Stuntzner Engineering through December 31, 2023. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, October 18, 2018, at 7:00 a.m.

Updates were given as follows:

- Tank Maintenance Project – Steam cleaning was done on the Terramar and Millington reservoir tanks. An inspection was performed by SUEZ and staff is waiting for the report of their inspection.
- Merritt Dam – The State's dam engineer was on site and inspected Merritt Dam and Upper Pony Creek Dam. The geotechnical investigation revealed there is loose sand under the dam, however staff does not know to what extent. An additional analysis needs to be performed.
- Wisconsin Pump Station Upgrade Design – Mr. Coffey has reviewed a standard contract from RH2 Engineering, Inc. and has incorporated it into a formal contract which needs to be finalized and sent to RH2 Engineering.
- Joe Ney Dike Repairs – Repairs are scheduled to begin next week.
- Hemlock/Juniper –The crew has started to tie in and connect the new services and the project has been progressing well.
- McCullough Bridge – Staff is waiting for completion of the slide repair and then the utility's crew will install the new water main during the evening due to other ongoing operations on the bridge. Once a schedule is received from ODOT, staff will have a better idea as to when start-up of the project will be.

- Accessory Dwelling Unit Policy – Due to State issued regulations, the ADU policy has been modified and now allows putting an additional small dwelling next to your existing home. If the additional small dwelling is hooked up to the same services that are currently serving the main home, staff's issue is should a System Development Charge be billed. The Board may want to consider the increased demand, and if a bigger meter is needed, to then collect a System Development Charge based on the size of the new meter. The cities of Coos Bay and North Bend are in the process of creating an ordinance regarding the ADU policy.
- High Service Pump Drive Replacement – The new high service pump drive has been installed by General Electric and the company representative will be on site today for start-up.

At 7:30 a.m. Chair Cribbins 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 8:03 a.m. There being no other business to come before the Board, Chair Cribbins adjourned the meeting at 8:03 a.m.

Approved: \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Chair Melissa Cribbins

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