

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

Minutes
Regular Board Meeting

October 7, 2021
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 Dr. Charles 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; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; John McKeivitt, Operations Manager; Matt Whitty, Engineering Manager; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was absent. Brian Ginter, PE of Murraysmith was present. Media present: None. Chair Sharps opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Sharps asked if there were any corrections or additions to the September 2, 2021, Regular Board meeting minutes. Mr. Dillard moved the minutes be approved as written. The motion was seconded by Ms. Cribbins and passed unanimously.

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

Regarding renewal of the Pacific Source dental insurance contract, Mr. Howes stated Pacific Source has submitted a proposal for the next coverage period of December 1, 2021 through November 30, 2022. The proposal includes a rate increase of 1.67% across each group within the plan. At a full staff of 41 employees, the total annual cost proposal would equal a maximum of \$51,593. This is a maximum increase of \$4,277 more than the total billings of \$47,316 for FY20-21 for 37 employees at different levels of staffing. The average increase over the last 10 years has been 2.97%. The cosmetic orthodontic coverage did not have a rate adjustment for the upcoming year. The proposed renewal cost is included in the current fiscal year's budget.

Mr. Dillard inquired how the Water Board's cost for this plan compares to other cities' dental plans. Mr. Thomas commented the Union's Health Advisory Benefits Committee, consisting of some Water Board union members and a couple management members are currently looking at other dental plans as some of the members are not satisfied with some of the benefits of the current plan. CIS has 4 different dental plans. Dr. Sharps asked why some members are not happy with the current plan. Mr. Thomas stated because it is not inclusive enough and the orthodontia and coverages are different on what is considered as Class II and III on different plans. The plans that are comparable are within \$100 per month. The current proposed plan can be cancelled at any time throughout the coverage period. After a brief discussion, Ms. Cribbins moved to accept the Pacific Source dental plan renewal for 2021-2022 and authorize the General

Manager to renew the contract at the proposed rates. The motion was seconded by Mr. Dillard and passed unanimously.

In March this year, the Water Board contracted with Murraysmith to conduct a comprehensive water system master plan. Work for the master plan is currently underway and progressing with an outlook for completion in early to mid-summer 2022. Mr. Thomas introduced Brian Ginter of Murraysmith who was present to discuss the master planning process, milestones met, and milestones to come and also give an overview of the advantages of conducting the water system master planning now for the Water Board and how it will best serve our community needs long-term.

Mr. Ginter stated a Master Plan is required by the State of Oregon. It is an important tool which identifies short term and long term needs consisting of capital improvements, policy updates and financial needs.

Plan elements include a description of existing facilities; establish water need by looking at a water demand forecast to see how much water is needed in the future and how much is used currently; establish water service goals; identify deficiencies and develop solutions; define capital needs and financing options.

A water system overview is made to understand how water gets through the system which is used to build a distribution system hydraulic model that analyzes the system's pressure and flow throughout the system.

Mr. Ginter gave an overview of the Water Demand Forecast and Analysis Criteria. He stated the Comprehensive Analysis contains components that are all related and each of them requires investment over time. An understanding is needed to identify what the biggest issues are and prioritize them. Key items to analyze are water rights, raw water storage, groundwater supply, the water treatment plant, SCADA system, seismic resilience, hydraulic capacity and storage and pumping capacity. One of the big issues is the tunnel to the clearwell that has been identified as a significant risk in the system. A determination needs to be made to see if investment should be put into the tunnel or take a step back and look at what it would take to put the water directly into the system, bypassing the clearwell and convert that to storage. Factors to consider are costs for the tunnel replacement versus costs to upgrade treatment processes to meet disinfection contact time.

Dr. Sharps questioned when the treatment plant was upgraded, if it was set up so that water could be pumped up from Ocean Boulevard to the clearwell. Mr. Ginter stated this is accurate and they need to look at both options to determine if it would be more reliable and less costly long term than retrofitting the tunnel.

Mr. Ginter gave a timeline of the next steps as follows:

- October - staff review of preliminary analyses
- November – Workshop: Supply, distribution and seismic resilience
- December – Finalize Analysis
- January – Capital Improvement Plan
- February – Draft Report
- March to June – Review/Approval

The master plan would be reviewed first by staff, then to the Board for review and comments, followed by the State, and City Councils.

Mr. Solarz asked what method was used for population projections. Mr. Ginter stated they are driven by the Portland City University Population Research Center, as well as the two cities and countywide forecasts for growth outside of the cities within the County.

Ms. Cribbins asked Mr. Thomas if he would be presenting the master plan to both Coos Bay and North Bend City Councils. Mr. Thomas stated he will be working with Mr. Ginter to do the presentations.

Mr. Dillard asked if the Port of Coos Bay had any input on their future needs. Mr. Ginter stated he has not had any input to date but will work with Mr. Thomas to get information as to their potential demand.

The Board thanked Mr. Ginter for his presentation.

The Board's next regular meeting was set for Thursday, October 21, 2021, at 7:00 a.m.

Updates were given as follows:

- 2019 Timber Sale - \$40,000 down payment was received. Timber will be hauled off from the Watershed and Libby.
- Timber Cruising Services – Staff has been in touch with Barnes and Associates and they are currently combining the lidar data with the ground information. Staff will receive a report once completed.
- 2nd and A Street Water Main Replacement – Project is complete with the exception of trench patching on Cypress Point Road.
- Pavement and Concrete Repair – Staff has a backlog of trench patching so a Request for Quotes has been sent out for the AC pavement patching. Quotes are due by the end of today. One quote has been received to date. A Request for Quotes will go out next week for concrete repairs. Some of these repairs are being done in-house.
- Charter Site Lease – Water Board has a lease with Charter for a building and antenna on Water Board Hill at the High Level Reservoir. They have decided not to renew their lease at the renewal time of February 2022. Charter will be moving out. They have been working with a company named Silke Communications. Silke desires to buy the building and tower from Charter and enter into a site lease with the Water Board. Silke does radio communication for school busses in the Coos Bay School District. Price and terms have not been negotiated as of yet.

At 7:45 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 8:12 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:15 a.m.

Approved: _____, 2021

By: _____
Chair Charles Sharps, Ph. D.

ATTEST: _____