

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

Minutes
Regular Board Meeting

October 19, 2023
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 Greg Solarz presiding. Other Board members present: Rob Kilmer, Bill Richardson and Carmen Matthews (virtually). Board Members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Water Treatment Supervisor; Rick Abbott, Distribution Supervisor; Monica Kemper, Interim Finance Director; Micah Demanett, Meter Services Supervisor; Aimee Hollis, Customer Relations Manager; Vince Stonesifer, Field Services Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Melissa Cribbins was present. Media present: None.

Chair Solarz opened the meeting at 7:00 a.m. and asked Mr. Whitty to lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the September 20, 2023, Regular Board meeting minutes. Mr. Kilmer moved the minutes be approved as written. The motion was seconded by Mr. Richardson and passed unanimously.

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

Regarding identification of Water Board owned parcels to build mountain biking trails, Mr. Thomas stated at the September 7, 2023 Board of Directors meeting, Travel Southern Oregon Coast (TSOC) presented how mountain biking trails were built at Whiskey Run biking trails within Coos County Forest lands. The presentation hit on key points of building and maintaining biking trails on publicly owned lands with volunteer groups and minimal municipal contribution. TSOC has hopes to build a similar project within the Water Board's watershed, with minimal impact to the watershed as it relates to protecting our source water. The two details remaining for the Board's consideration are to identify the specific location for building the biking trails and authorizing the Board's legal counsel to draft an agreement between the Water Board and TSOC that identifies roles and responsibilities of parties involved.

There was some perception TSOC wanted trails on the main part of the watershed. Because of elaborate Forest Protection Act and Oregon Department of Fish & Wildlife buffers on the main part of the watershed, Mr. Thomas identified six parcels that total 238 acres in the Joe Ney watershed located off Libby Road that would serve as an adequate site for the trails. A detailed map was provided identifying the layout of the parcels.

Mr. Thomas recommended to the Board they approve him to work with TSOC to select two of the six parcels that best fit the need for the project while protecting the Water Board's interest. When two parcels are selected, the other four parcels would remain undeveloped. The selection of two parcels will give access to a minimum of 61 acres and up to 97 acres for the project. The two parcels that make the most sense for biking trails are the two to the far west, labeled 41 acres and 39 acres, because they are closest to BACAPA if dealings were ever made with them for parking and restrooms, and it borders an identifiable accessible area for tribal lands that are north of the Water Board property if they ever wanted to consider trails on their property. The Board can discuss what their thoughts are and what lots to offer for this purpose.

Mr. Kilmer inquired if this would be open to expansion in the event TSOC wanted to add more biking trails. Mr. Thomas stated the Board can choose to consider that in the future, but parcels 41 and 39 would be good test sites for Water Board property as they have minimal impact to the Watershed. Mr. Thomas stated he had a discussion with DEQ about protection of the Watershed and the two parcels to the far west, and DEQ was not concerned about erosion at these locations. These two sections do not drain into the drinking water, they drain into the slough and there are 100-foot environmental buffers around the slough.

Mr. Richardson asked how many acres the Winchester bike trails covered. Ms. Cribbins stated it was less than 200 acres and was completed in three phases. Mr. Richardson commented he is in favor of beginning with two parcels (parcels 41 and 39) as it has minimal impact on the watershed and is near BACAPA and tribal property. Mr. Kilmer agreed this is a great test area. Mr. Matthews stated he agrees selecting the two parcels for now as suggested by Mr. Thomas and wondered about the topography of the big area if it lends itself to more biking mountain trails. Mr. Matthews commented he is very interested to see what can be done first with the two parcels and likes the fact of how close it is to BACAPA complex.

Mr. Solarz commented it is important to note the six parcels slope away from Pony Creek Watershed negating water quality issues developing from human activity near and upstream from the community drinking water and have minimal protection buffers. The access would be from McClain Libby Road.

After a brief discussion, Mr. Matthews moved to approve the identified location and collaborative selection of two of the identified Water Board owned parcels to be utilized for mountain biking trails and for Water Board legal counsel to create a draft agreement with Travel Southern Oregon Coast to be approved by the Board of Directors at a later date. The motion was seconded by Mr. Richardson and passed unanimously.

Regarding increasing Banner Bank Credit Card Level, Interim Finance Director Monica Kemper stated in February of 2023 the Board of Directors approved credit cards issued by Banner Bank for Water Board's lead, supervisory, and management staff. Staff that were issued cards were given credit limits based on already established purchasing policies. The total amount of credit that was requested by the Water Board for these cards was \$25,000.

Due to recent staff additions, our needs exceed the \$25,000 credit limit that has been previously approved by the Board of Directors and issued by Banner Bank. However, when taking into consideration the Water Board's purchasing policies, room for growth in the credit card program, and the need to have the General Manager manage the credit card program, staff is requesting the Board approve the maximum credit card limit be raised to \$50,000. Per Water Board purchasing guidelines, the General Manager has the ability to approve the purchase of goods and services up to \$50,000. Raising the credit card limit to \$50,000 allows the General Manager to directly manage and request changes from Banner Bank up to the amount of \$50,000 without further Board approval. Banner Bank requires a motion by the Board of Directors to request credit card limits above the previously approved \$25,000 limit.

After a brief discussion, motion was made by Mr. Richardson authorizing the General Manager to modify the existing credit card agreement with Banner Bank for a total credit limit for all staff members not to exceed \$50,000. The motion was seconded by Mr. Kilmer and passed unanimously.

Water Treatment Supervisor Jeff Miller presented staff's request for purchase of a Powdered Activated Carbon bulk bag unloader and feed system. Pony Creek Treatment Plant utilizes Powdered Activated Carbon (PAC) to remove tastes and odors from drinking water. PAC is delivered in 900-pound bulk bags. The current process that staff uses to unload the bulk bags is very dirty and strenuous.

With the PAC unloading and feed process that is being used now, the carbon is dumped into a large tank added with water to create a slurry. This slurry is then pumped to the headworks by peristaltic pumps. This process makes it very difficult to produce an accurate and efficient chemical feed rate.

With the proposed new unloading system, the process would be safer and less strenuous for the operators and will eliminate a lot of carbon dust that escapes while unloading, making the unloading process cleaner.

This proposed unloading unit has a volumetric feed system which will enable the Operators to feed an accurate chemical dose that will save both product and money.

Staff contacted three vendors that specialize in these types of bulk bag unloading systems. Carolina Material Technologies was the only vendor that could supply the feed and control system that was requested. The installation will be done in-house by water treatment staff.

The cost of the bulk bag unloading and feed system is \$71,013, with shipping costs of \$7,000, and a startup cost of \$4,000, bringing the total cost to \$82,013. The amount of \$78,000 is included in the current fiscal year's budget for this project. The difference of \$4,000 will be covered by savings realized through other projects.

Mr. Solarz asked Mr. Miller if he had previously worked with this type of PAC feeding system. Mr. Miller confirmed he has. Mr. Matthews commented he is pleased that staff are working on the safety of our protocols and infrastructure in general and supports focusing on that as something that we do for necessary capital improvements.

Mr. Richardson moved to authorize the purchase of the bulk bag unloading and feed system from Carolina Material Technologies in the amount of \$82,013. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed surplus of equipment, Mr. Thomas stated the Water Board owns a 1991 Grove RT 418 40-ton rough terrain crane that has served the utility well for many years. However, in recent years, the maintenance costs for the crane have significantly increased. The crane now requires additional maintenance, estimated to cost over \$14,000, while its market value is approximately \$10,000. Given these circumstances, it is a logical decision to retire the crane.

Currently, the Water Board has limited need for a crane in its fleet, and the amount of work that requires a crane does not justify the substantial minimum cost of \$200,000 for a new unit. To achieve cost-efficiency, it is advisable for the Water Board to rent a crane when needed, which will also result in savings on maintenance expenses and crane operator certifications which exceed \$3,000 per operator per year.

In accordance with the Coos Bay-North Bend Water Board Permanent Contracting Rules, staff proposes the Board to declare the crane as surplus and authorize its sale through a public auction in its current condition to the highest bidder. Motion was made by Mr. Kilmer to declare the 1991 Grove RT 418 40-ton crane as surplus and authorize its sale through a public auction in its' current condition to the highest bidder. The motion was seconded by Mr. Richardson and passed unanimously.

The Board's next regular meeting was set for Thursday, November 2, 2023, at 7:00 a.m.

Mr. Thomas stated each Board member has been given a copy of the Process for a Board Appeal termination hearing for review as Jeffrey Howes has requested a Post-termination hearing at the next Board meeting.

Updates were given as follows:

- Master Planning – A contract was previously entered into with Murray Smith who later sold to Consor Engineering Group. We are currently working on a CIP and anticipate the Master Plan to be complete by April 2024. Funding for the Master Plan is in place.
- Meter Change out/AMR – The Board previously approved replacing three billing cycles with AMR meters (Cycles 8, 10 and 12). Diversified Construction & Consulting started on October 9th with Cycle 8. 280 meters have been changed which leaves approximately 3,900 and the project is going well. They are also verifying the service line material when possible, so staff are getting good detail from them for the service line inventory.

- FY23 Water Main Bundle – The Project is going well. Cradar started the largest project first which was on South 8th Street in Coos Bay. They have completed this project and all service lines have been replaced. Diversified Construction, the AMR Contractor, also replaced all the meters as well. Cradar is finishing up the project on Myrtle Street which only has 3 services. They have sawcut on Pacific Avenue in Empire and will begin this project next.
- Grinnell Pump Station – The contractor finished the building yesterday. The electrician will complete his portion and the project will be complete in a few weeks.

At 7:35 a.m. Chair Solarz directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h). The Board returned to open session at 7:49 a.m.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:52 a.m.

Approved: _____, 2023

By: _____
J. Gregory Solarz, Chair

ATTEST: _____