

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

Minutes
Regular Board Meeting

September 2, 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; 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 Ms. Cribbins to lead the Board and assembly in the Pledge of Allegiance.

Chair Sharps asked if there were any corrections or additions to the August 19, 2021, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

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

Regarding the proposed invoice for fiscal year 2022 to Utility Service Co., Inc. (SUEZ) Mr. Thomas stated in fiscal year 2018 the Board entered into an agreement with SUEZ to refurbish and maintain its steel welded water storage reservoirs. To date, all seven reservoirs have been refurbished and put back into service with new epoxy coating systems. This is the fifth annual payment to SUEZ for the tank asset management program.

The tank asset management program allows the Water Board to work with SUEZ to cover the cost over several years rather than paying for the program up front. SUEZ makes annual inspection visits to all tanks, ensures the coatings and structural environment at each tank is adequate, and cleans each of the tanks every three years. This is in addition to the repairs that have been completed to refurbish the tanks to like new condition.

The total due for fiscal year 2022 is \$302,123. This is the fifth annual payment to SUEZ for the tank asset management program. Mr. Thomas reviewed the chart provided to the Board members showing the total amount due and the overall payments and work schedule. The payment will increase slightly in the next couple of years and thereafter decrease after the tanks are paid off. The last two years (years 9 and 10) are years that would be for service/maintenance keeping the tanks under warranty if the Board chose to stay in the program for maintenance and rehabilitation.

Staff has reviewed the invoices and the work SUEZ has completed to date. Their work is on schedule and satisfactory.

After a brief discussion, motion was made by Mr. Solarz approving the fiscal year 2022 payment for the tank asset management program to Utility Service Co., Inc. in the amount of \$302,123. The motion was seconded by Ms. Cribbins and passed unanimously.

Finance Director Jeff Howes presented staff's request to consider the annual Springbrook Financial and Utility Billing Maintenance and Subscription Services. Mr. Howes stated the billing includes maintenance and subscription fees for the utilization and support of the software. Springbrook software has been utilized by the utility since 1992 and over the years the software has been upgraded numerous times to meet staff's needs.

Dr. Sharps commented the Board pays approximately \$1,000 for maintenance per month for Springbrook for utility billing. Mr. Solarz asked if there are problems that continuously need addressed as the cost seems excessive. Mr. Thomas stated it is the ongoing customer support provided by Springbrook as they work with staff in creating custom billings and financial reports when needed. A breakdown of their invoice covers the following:

- CivicPay online subscription (\$3,900) which is a subscription to cover the credit card use
- Postal Link/Certification Maintenance (\$3,019.80) and Utility Billing Maintenance (\$11,089.05) –Springbrook comes in and upgrades the software when needed
- Inventory Control (\$2,580.90)
- Finance Suite Maintenance (\$9,179.10) – Pay for users/license
- Payroll Maintenance (\$2,673.30)

Springbrook's total invoice for fiscal year 2022 is \$32,442.15, a 1.99% increase from fiscal year 2021. Typically, Springbrook's annual increase totals 5%, which is the average increase across the industry for these types of services. This year the utility is realizing a discount in the CivicPay Online portion of the invoice.

After a brief discussion, Mr. Solarz moved to approve payment of the annual Springbrook financial and utility billing maintenance and subscription service in the amount of \$32,442.15. The motion was seconded by Ms. Cribbins and passed unanimously.

The Board's next regular meeting was set for Thursday, September 16, 2021, at 7:00 a.m.

Updates were given as follows:

- AMR Pilot and Meter Change out – Staff had a meeting last week. The radios have been received, however still waiting on receipt of the meters. The meters will be tested before they get placed. Letters will be sent out to each residence prior to installation of the meters. The AMR Pilot area will be on Shinglehouse Road and Englewood area. Topography wise, this area will be good to give staff feedback on how this system is going to work out. Testing of meters and installation should

begin by the end of September with a completion targeted for the end of the year or early January.

- Audit - Auditors will be on site next week.

Mr. Dillard inquired if staff is looking into sending out a full page bill. Mr. Thomas stated the utility does not have the ability to do so yet, however information is being gathered and staff will implement it into the next fiscal year's budget. Mr. Tichota commented Springbrook does not have all the necessary data, but to make use of the full page billing format, additional software is needed to pull more data.

Mr. Thomas commented there was a fire in the watershed reported last night, burning approximately ½ acre. Coos Bay Fire Department and Coos Forest Protection contained the fire immediately and will monitor the area.

At 7:20 a.m. Chair Sharps directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:26 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 7:26 a.m.

Approved: _____, 2021

By: _____
Chair Charles Sharps, Ph. D.

ATTEST: _____