

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

Minutes
Regular Board Meeting

August 20, 2020
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 Solarz presiding. Other Board members present: Bob Dillard, Melissa Cribbins and Dr. Charles Sharps. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Page, Operations Manager; Matt Whitty, Engineering Manager; Karen Parker, Administrative Assistant; Board Legal Counsel Jim Coffey was present. Media present: None. Chair Solarz opened the meeting at 7:00 a.m. and asked Ms. Parker to lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the July 23, 2020, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Dr. Sharps and passed unanimously.

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

Regarding renewal of the Hach Service Partnership Contract, Operations Manager Jeff Page stated the utility has had a service partnership contract with Hach since 2011, and the contract has been renewed and reviewed on an annual basis. Hach is a sole source determination as it is a specialized service. The service covers the maintenance, calibration, and priority support of 9 online turbidimeters, 6 controllers, 2 online total chlorine analyzers, and 1 bench top instrument, each of them produced by Hach. These instruments are critical for measuring water quality parameters used for compliance to meet federal and state drinking water rules. For this reason, it is important to have technicians trained by Hach perform these services and ensure the devices are working properly.

The contract has several functions including the following: A Hach field service technician does the required quarterly calibrations of all online turbidimeters, repair parts, repair labor, free technical support, one preventative maintenance and calibration of the bench top instrument, field service of turbidimeter controllers, field service and two onsite calibrations of the two online total chlorine analyzers. The total cost for the proposed agreement is \$11,063.58, which is \$255.42 less than last year.

All items to be included in the service partnership are Hach instruments and all technical support would be directed through Hach.

Mr. Dillard asked if a unit fails or something malfunctions would Hach be responsible to repair it as part of the proposed contract. Mr. Page confirmed Hach would be responsible unless the failure resulted from something caused by operator error.

After a brief discussion, motion was made by Ms. Cribbins authorizing the General Manager to renew the annual Hach service contract, under sole source determination, for Fiscal Year 2021 in the amount of \$11,063.58. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding harvest planning and watershed timber cruising, Engineering Supervisor Matt Whitty stated the Water Board currently schedules a sale of timber from its watershed every two years to supplement funding for its Capital Improvement Program. In 2017, the timber sale revealed much less volume than anticipated. As a result, an alternate unit was selected as a portion of this harvest effort. This experience along with a lack of detailed information on Water Board timber units has raised concern over the estimated volumes of merchantable timber elsewhere in the watershed.

Staff is proposing to submit a request for qualifications for timber cruising services on the Water Board's 1,389 acres of forestland in the Pony Creek and Joe Ney watersheds. The primary goal of this exercise is to receive a product that will guide future harvest decisions by providing the foundation for the creation of a long term harvest plan.

The preliminary scope of work includes evaluation of all 1,389 acres. The final scope of work will be negotiated with strong consideration of the recommendations of the successful proposer balanced with the budgetary needs of the Water Board.

Mr. Whitty stated staff is asking for feedback from the Board members. Dr. Sharps asked why the timeframe for receiving requests is such a short period. Mr. Whitty stated the request for qualifications is in draft form and an actual schedule has not been set up as of yet.

Mr. Coffey inquired if this would be over \$100,000 per year. Mr. Whitty stated it would not be. Mr. Coffey stated if the project is not going to be in excess of \$100,000 staff could ask for Request for Proposals and as part of that the proposers would be giving their qualifications.

Dr. Sharps inquired how long it would take to cruise the 1,389 acres. Mr. Whitty stated in his experience usually 40 acres are covered in one day. Mr. Solarz commented when this is completed he is hoping to have more than just the inventory of timber, but also a harvesting plan. Mr. Whitty stated the timber cruise will give staff the foundation to create a harvest plan. Mr. Dillard asked if staff has an estimated cost range for the timber cruise. Mr. Whitty stated he would estimate in the \$30,000 to \$50,000 range.

Dr. Sharps moved to authorize staff to advertise a request for timber services and bring results back to the Board for consideration. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the performance evaluation of the General Manager, motion was made by Ms. Cribbins approving the performance evaluation completed on July 23, 2020. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Thursday, September 3, 2020, at 7:00 a.m.

Mr. Thomas stated since the beginning of the Covid-19 pandemic revenue was down by approximately \$100,000 as of June 2020. Staff is in the process of preparing the July report. The number of customers who are in arrears by 60 days and 90 days and those who owe over \$1,000 has increased just slightly. There are approximately 29 customers who owe over \$1,000. Mr. Dillard inquired as to when staff will begin collection efforts. Mr. Thomas said staff were

considering on commencing collection efforts on September 4, 2020, the date in effect as of now for the end of the state of emergency, unless that date is extended by the Governor.

Updates were given as follows:

- Flanagan Pump Station – All parts have been received and will be scheduled to begin in September.
- McDaniel Street Water Main Replacement – A request for quotes has been drafted. Staff is waiting to obtain more defined information from the City of North Bend.
- McCullough Bridge – The main has been suspended and painting should be done by the end of September.

At 7:32 a.m. Chair Solarz directed they go into executive session for the purposes 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 7:52 a.m.

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

Approved: _____, 2020

By: _____
Chair Greg Solarz

ATTEST: _____