

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

Minutes
Regular Board Meeting

February 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 Bob Dillard presiding. Other Board members present: Melissa Cribbins, Greg Solarz and Dr. Charles Sharps. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Page, Operations Manager; John McKeivitt, Water Treatment Supervisor; Vince Stonesifer, Field Services Technician; Jason Mills, Distribution Specialist and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Chair Dillard opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Dillard asked if there were any corrections or additions to the February 6, 2020 Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Distribution Specialist Jason Mills presented staff's request for upgrades at the Minnesota Pump Station. Staff proposes replacement of the aged pump and electric motor, as well as replacement of corroded galvanized piping in and around the pump station and the hydropneumatic tank house. This site is located on Minnesota Avenue in the Englewood area and serves six homes.

This pump is very old and the noise coming from its maintenance free bearings indicate the pump is approaching failure.

Staff analyzed pumping solutions from three pump manufacturer's Gould's, Cornell, and Grundfos and have selected a Goulds e-SV model pump because it has the best efficiency (71%) and fit for the system characteristics of the Minnesota Pumping System. Staff recommends awarding purchase of the pump from H.D. Fowler in the amount of \$2,846.61

Staff solicited quotes and received the following:

- H.D. Fowler \$2,846.61
- PumpTech \$3,531.00
- Ferguson \$3,600.00
- Budge McHugh \$3,681.25
- Iconix No bid
- Consolidated Supply No bid

The cost of Water Board staff labor and equipment use for the project is \$3,405. The estimated cost for the necessary materials is \$4,655 and electrician labor for the pump installation is \$250. The estimated total cost for upgrades to the Minnesota Pump Station is \$8,311.11. This project is included in the current fiscal year's budget. After a brief discussion, motion was made by Ms. Cribbins authorizing purchase and installation of the replacement pump, hydropneumatic tanks and piping for the Minnesota Pump Station at a cost of \$8,311.11. The motion was seconded by Dr. Sharps and passed unanimously.

Operations Manager Jeff Page stated in the utility's ongoing efforts to increase emergency response preparedness the Water Board recently joined the Oregon Water/Wastewater Agency Response Network (ORWARN) mutual aid and assistance program. The network provides a mechanism to quickly obtain emergency assistance in the form of shared personnel, equipment, materials, and other associated services as needed. If assistance is needed, a request can be made through ORWARN's website or by phone. ORWARN membership is non-binding and the Water Board is free to terminate the agreement at any time. Mr. Solarz inquired if there is a membership fee. Mr. Page stated there is not a fee. Mr. Page commented he feels this is a very responsible group to be a part of in being able to help out other community agencies in time of need. Mr. Dillard commented he is familiar with this program and feels it is a very positive network to be involved in. In prior years he has worked with local communities to share the equipment they have, keeping a list of equipment which is available and that has been loaned out, and also with private contractors, such as generators, because in the event of an emergency sometimes you are landlocked and it is very helpful to have this information at hand.

Dr. Sharps inquired if there are costs involved for training. Mr. Page stated there are trainings that many of the staff should already be trained in, or need to be, such as the Federal Emergency Management System which may include fees. ORWARN hosts workshops and conferences related to emergency preparedness which not only include water and sewer utilities, but electric and communication utilities as well. Dr. Sharps asked if there is any liability for the Board as far as loaning out equipment. Mr. Coffey stated staff should direct any liability questions through their insurance agent. Mr. Thomas commented as staff creates a procedure internally and the Water Board gets called upon to help, he asked the Board members if they agreed with the final decision to be made by the General Manager. The Board members agreed. Ms. Cribbins moved to support joining the Oregon Water/Wastewater Agency Response Network. The motion was seconded by Mr. Solarz and passed unanimously.

Vince Stonesifer, Field Services Technician, stated the new meter test bench has been installed and is in use. Staff is requesting to declare the old meter bench and appurtenances as surplus and obtain authorization to advertise and sell them utilizing guidelines in Section 6, Disposition of Surplus Personal Property, of the Water Board's Permanent Public Contracting Rules.

Dr. Sharps asked what the approximate values of these items are. Mr. Stonesifer stated the total of the items are very minimal, estimated to be under \$1,000. The City of Waldport has expressed interest in the test bench and if they were to purchase, staff recommends the surplus meter bench be sold at a cost not to exceed the actual cost of disassembly and removal by Water Board staff. If there is no interest, the bench will be publicly advertised and/or possibly sold for the price of scrap. After a brief discussion, motion was made by Ms. Cribbins to declare the old meter test bench and appurtenances as surplus and authorize staff to advertise and sell them utilizing guidelines in Section 6, Disposition of Surplus Personal Property, of the Water Board's Permanent Public Contracting Rules. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, March 5, 2020, at 7:00 a.m.

Updates were given as follows:

- Springbrook Update – Staff have been discussing custom features with Springbrook and will be entering into a contract with Springbrook for the upgrades.
- Pennsylvania, Flanagan and Oregon Pump Replacements – Pennsylvania: Waiting to hear back from the electrician and should be able to move forward in about one week; Flanagan and Oregon: Equipment has been ordered and waiting for its arrival.
- SCADA System Computer Replacements – Purchase Order has been submitted to S & B.
- Tank Maintenance – Radar tank will not be scheduled this year, and staff is communicating with SUEZ about the Isthmus tank maintenance.
- Budget Committee Meetings – Budget meetings have been scheduled for June 4 and June 18, 2020 at noon.
- McCullough Bridge – The crew was working and while digging struck a piece of the old U. S. Highway 101. The tribal archeologist, Stacy Scott, contacted SHPO to advise and SHPO instructed the crew to halt their work until further notice.
- Madrona Street Main Replacement – The project is scheduled to start the third week in March, possibly earlier weather dependent.
- 5th Avenue Main Replacement – Services are being connected and the project is almost complete.
- 4th Avenue Main Replacement – Staff is reviewing the plans received from Civil West Engineering.

At 7:28 a.m. Chair Dillard 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 8:05 a.m. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 8:05 a.m.

Approved: _____, 2020

By: _____
Chair Robert Dillard

ATTEST: _____