

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

Minutes
Regular Board Meeting

July 23, 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 Dillard presiding. Other Board members present: Greg Solarz, 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. Dan Draper of Coos Watershed Association was present. Chair Dillard opened the meeting at 7:00 a.m. and asked Mr. Whitty to lead the Board and assembly in the Pledge of Allegiance.

Chair Dillard asked if there were any corrections or additions to the June 18, 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.

Regarding election of Board Officers, Dr. Sharps moved they follow the regular rotation of officers to commence immediately. The motion was seconded by Ms. Cribbins and passed unanimously. Officers for the following year are as follows: Chair – Greg Solarz; Vice-Chair – Dr. Charles Sharps; Secretary – Melissa Cribbins; and Member – Bob Dillard.

Mr. Thomas stated the Board has contracted with Coos Watershed Association (CWA) for its environmental monitoring needs on many different projects and requirements. The Water Board's fiscal year 2021 budget includes an exclusive scope of work with Coos Watershed for environmental monitoring and regulatory monitoring requirements.

The scope of work includes continued streamflow gauging to maintain water rights for Tenmile Creek, required vegetation monitoring and control, fish sampling, and photo monitoring at Matson Creek, completion of the 2020 fisheries management plan, and required dune vegetation monitoring. These results and reports must be submitted in a timely manner to the associated regulatory authority (ODFW, USFS) within the next year. The scope of work including a 10% contingency totals \$45,447 and is included in the current fiscal year's budget.

Mr. Thomas welcomed Dan Draper from Coos Watershed Association and asked if he had any additional comments. Mr. Draper asked the Board members if they had any questions or comments.

Dr. Sharps inquired how Matson Creek is progressing. Mr. Draper stated the stream is starting to establish quite a bit, the gravel is moving its way down the system. They are on their second round of fish sampling, which is done seasonally. Quite a few fish are being seen throughout the basin. Dr. Sharps asked what type of fish. Mr. Draper stated they have seen many coho, stickleback, sculpins and other species. The vegetation is coming back. Vexar tubes are on all the trees. The first planting was done in 2016 by another contractor, however some of those trees were put in too shallow and not everything was planted correctly so Coos Watershed did a supplemental planting and the trees are progressing well. CWA has performed quite a bit of blackberry control to push them away from the trees in order to establish a buffer.

Mr. Coffey noted the contract states a limitation of liability up to \$100,000 and asked if this is in their current insurance policy. Mr. Draper stated that is correct.

Mr. Draper stated last year the question was brought up as to why there were different travel rates so he made sure that the travel rate was the same throughout the fiscal year 2021 contract.

After a brief discussion, Dr. Sharps moved to approve the General Manager to enter into the FY 2021 contract with Coos Watershed Association for the proposed environmental monitoring and reporting in an amount not to exceed \$45,447. The motion was seconded by Mr. Dillard and passed unanimously.

Regarding the proposed award of 2020 surplus materials, Operations Manager Jeff Page stated on January 23, 2020 the Board of Directors declared inventoried materials as surplus and authorized staff to solicit bids for the surplus of scrap metals. On June 12, 2020 staff requested bids from four companies for the removal of recycled and surplus scrap metal that included various amounts of brass, copper, and miscellaneous material. The approximate weights of each are 12,000 lbs of brass, 1,000 lbs of copper, 14 tons of bulk miscellaneous material, and 200 lbs of irrigation pipe. The following bids were received by the 2:00 p.m. deadline on June 22, 2020:

<u>BIDDER</u>	<u>BRASS</u>	<u>COPPER</u>	<u>MISC.</u>	<u>IRR.</u>	<u>TOTAL</u>
Schnitzer Steel, Eugene	\$1.18/lb	\$2.16/lb	\$78/ton	\$0.30/lb	\$17,472.00
Pacific Recycling, Eugene	\$0.90/lb	\$2.00/lb	\$70/ton	\$0.15/lb	\$13,810.00
McGovern Metals Co, Roseburg	NO BID	NO BID	NO BID	NO BID	N/A
Shinglehouse Auto Wreckers, CB	NO BID	NO BID	NO BID	NO BID	N/A

The two non-bidding companies were unable to submit quotes due to the current pandemic economically affecting their operations.

Mr. Page stated any contract for surplus and scrap metal removal will be per the approved Water Board rules and regulations that were cited in the advertisement for bids. All submitting vendors visited and viewed the materials as a prerequisite.

After a brief discussion, motion was made by Dr. Sharps to award the sale of the surplus scrap materials to Schnitzer Steel of Eugene for the amount of \$17,472.00. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, August 20, 2020, at 7:00 a.m.

Updates were given as follows:

- McDaniel Street Water Main Replacement – City of North Bend will be doing a survey and provide the Water Board with a detailed design.
- High Service Pump VFD – Pump No. 2 is installed and running great. Staff now has full automation of the system.
- McCullough Bridge – One section of pipe remains to be painted.
- Minnesota Pump Station – The project has been completed. The pump has been replaced as well as a new control panel.
- Flanagan Pump Station – The parts have been received and the project will start within the next few weeks.
- Collection Activities - Dr. Sharps asked for the status of delinquent customer accounts. Mr. Thomas stated the utility has not been enforcing collection activities as of yet due to the current state of emergency. Staff contacted four other utilities, and out of those only one utility, Springfield, is planning to start enforcing collection activities on September 1, 2020. The other three being EWEB, Rainbow Water District and Medford Water Commission are still not enforcing collection activities and do not have a date set. The Governor's state of emergency runs through September 4, 2020. Currently, the Water Board has 630 accounts that are more than 60 days past due, 420 to 630 accounts are more than 90 days past due, and 246 accounts are more than 120 days past due. The accounts that have gone down are those owing more than \$1,000, which are 13 accounts out of 630. The utility, in a three month differential, is down by approximately \$100,000.
- Master Planning – Mr. Thomas will present examples of Request for Quotes to the Board and ask for their feedback as to what they want included in the RFQ before issuing.
- Brussels Street – Staff will be working with the City of North Bend as they also have a project on Brussels Street and this will be brought to the Board for approval prior to starting.

At 7:42 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 performance evaluation of the General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 9:18 a.m.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at 9:18 a.m.

Approved: _____, 2020

By: _____
Chair Greg Solarz

ATTEST: _____