

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

Minutes  
Regular Board Meeting

March 21, 2019  
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 Cribbins presiding. Other Board members present: Greg Solarz, Bob Dillard and Dr. Sharps. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Howes, Finance Director; Jerre Cover, Water Treatment Supervisor; Jeff Page, Operations Manager; Karen Parker, Administrative Assistant; Board Legal Counsel Jim Coffey was present. Media present: None. Ron VanVlack, Ron Anstine and Rick Anderson of Point Man Ministries were present. Chair Cribbins opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Cribbins asked if there were any corrections or additions to the February 20, 2019, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

Chair Cribbins asked if there were any public comments. Mr. VanVlack, along with Mr. Anstine and Mr. Anderson, introduced themselves and stated they are currently working on a project to upgrade the David Dewett Veterans' Memorial site. The group applied for a \$40,000 grant through the Oregon Parks and Recreation Department. The grant was not approved and they are looking for other means to fulfill their goal. A portion of the project includes adding an irrigation system in the estimated amount of \$17,000, plus the additional cost in the approximate amount of \$5,000 for System Development Charges for installing a new water meter. Mr. VanVlack asked the Board if they would consider waiving the System Development Charges for a new water meter. Dr. Sharps asked if the irrigation system was the major upgrade of their project. Mr. VanVlack stated it was not the major upgrade, however the irrigation is for appearance as the grass gets very dry in the summer months. Since the memorial site was built, volunteers have delivered buckets of water on a daily basis during the summer months to water the plants. The group feels it is important to get a water source at the site. The remainder of the upgrade includes putting in a gold star monument on the north end and also another large concrete star with a battle cross. The total project will cost approximately \$51,000.00.

After a brief discussion, Chair Cribbins stated the Board will consider the group's request for a waiver of the system development charge and advise them of their decision at a later date. Mr. VanVlack thanked the Board for their time and consideration.

Regarding proposed amendments to the utility's Rules and Regulations and Operating Policies regarding Accessory Dwelling Units (ADU) and adoption of proposed Resolution No. 369, Operations Manager Jeff Page stated he has reviewed the utility's current regulations regarding

how the addition of an ADU to a property fits within the current policies and concludes they are flexible enough to accommodate these situations, needing minimal amendments.

Prior resolutions governing System Development Charges have also been reviewed by staff and no changes are necessary. The proposed policy changes to the Rules and Regulations are contained in Section I – Definitions, and Section II – Rates A.5 as follows:

### **Section I – Definitions**

#### ***Addition:***

Accessory Dwelling Unit (ADU) - An interior, attached or detached residential structure that is used in connection with or that is accessory to a single-family dwelling and that meets the standards contained within the City of Coos Bay or City of North Bend municipal codes, or Coos County land use ordinance.

#### ***Change:***

Multiple-Residential Customer - <sup>28</sup>A water utility customer of the Board who receives water service at a property building containing more than one dwelling unit. Examples of a water utility customer meeting the definition of multiple-residential would include, but are not limited to, permitted accessory dwelling units served through one meter, apartment buildings served through one meter; duplexes or triplexes served through one meter; mobile home parks that qualify for master metering per Section II.A.8, "Trailer Parks or Mobile Home Parks Constructed after January 11, 1974", and other water utility customers where the Board allows service through one meter to more than one dwelling under any other Board policy or resolution.

### **Section II – Rates**

#### ***\*\*A.3***

<sup>27, 44</sup>Pursuant to paragraphs 1 and 2 above, it shall be the policy of the Water Board to refuse to serve two or more buildings, dwellings, households, premises, or any combination thereof through one meter under the residential water rate. The Water Board shall take whatever steps are reasonably necessary to institute procedures so that individuals applying for building permits with other governmental agencies are notified of this policy.

#### ***A.5***

<sup>44</sup>With the exception of a permitted attached ADU, when the owner of a house lives in one part of the house and rents another part, the house shall be classified as residential.

Mr. Page stated Section A.3 could remain unchanged as the utility has historically charged ADU-like dwellings at the multiple-residential customer water rate.

A notification procedure will need to be established between the local planning departments and the Water Board for when a development-permit regarding an ADU is issued.

The addition of an ADU would be considered a change in usage due to the additional demand to the water system. With regards to the requirement to upsize a customer's meter for a change in usage, and collection of an additional System Development Charge when this occurs, is already included in the utility's policies.

Mr. Page stated the ADU would be considered a multiple residential customer. Mr. Solarz asked if the primary residence would be considered a multiple residential customer as well. Mr. Page confirmed this is correct.

Mr. Solarz commented on Section II A.5, "when the owner of a house lives in one part of the house and rents another part, the house shall be classified as residential", and asked what is meant by residential. Mr. Page stated it means a single family dwelling. Mr. Solarz inquired if the Board needs to add to the definitions and he gave an example: An owner who owns a single family dwelling and rents out a room in the house to an individual as his private room, but has the use of the remainder of the dwelling, this house is still a single dwelling as no extra water fixtures have been created.

Mr. Solarz also inquired if there is a home that was a single family dwelling with an unfinished daylight basement and the owner put in another unit underneath consisting of a kitchen and bathroom. How are these homes defined? Ms. Cribbins stated this situation is a code violation of the city it is in and therefore the city's responsibility to address.

After a brief conversation, motion was made by Ms. Cribbins to approve the updates as proposed, and adopt Resolution No. 369 as edited (adding the language "incorporated herein by this reference" after "as shown on attached Exhibit "A"). The motion was seconded by Dr. Sharps and passed unanimously. The resolution read as follows:

#### **RESOLUTION NO. 369**

#### **REVISIONS TO COOS BAY-NORTH BEND WATER BOARD'S RULES AND REGULATIONS, SECTION I "DEFINITIONS" AND SECTION II "RATES"**

WHEREAS, by and pursuant to the authority vested in the Coos Bay-North Bend Water Board (Board) through the respective Charters of the Cities of Coos Bay and North Bend, Oregon, and the laws of the State of Oregon, said Board has the right and authority to make effective regulations and service policies in connection with the operation of said water system; and

WHEREAS, Board has reviewed its Rules and Regulations and found it prudent and beneficial to make additions and deletions to Section I and II of those rules and regulations pertaining to Definitions and Rates;

NOW, THEREFORE, be it resolved that Section I and Section II of the Rules and Regulations of Board be modified as shown on attached Exhibit "A", incorporated herein by reference, effective immediately.

Said modifications in the Board's Rules and Regulations shall remain in full force and effect until changed by appropriate action of Board.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

EXHIBIT A TO RESOLUTION NO. 369

AMENDMENTS TO COOS BAY-NORTH BEND WATER BOARD  
RULES AND REGULATIONS AND OPERATING POLICIES

**Section I – Definitions**

**Addition:**

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**Section II – Rates**

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<sup>27, 44</sup>Pursuant to paragraphs 1 and 2 above, it shall be the policy of the Water Board to refuse to serve two or more buildings, dwellings, households, premises, or any combination thereof through one meter under the residential water rate. The Water Board shall take whatever steps are reasonably necessary to institute procedures so that individuals applying for building permits with other governmental agencies are notified of this policy.

*Note: this section could remain unchanged as the Water Board historically has charged ADU-like dwellings at the multiple-residential customer water rate. The current residential water rate (inside) is \$3.204 per 100 cubic-feet of water and the multiple-residential rate is \$2.513.*

*A notification procedure will be established between the local planning departments and the Water Board for when a development-permit regarding an ADU is issued.*

A.5

<sup>44</sup>With the exception of a permitted attached ADU, when the owner of a house lives in one part of the house and rents another part, the house shall be classified as residential.

Water Treatment Supervisor Jerre Cover presented staff's request to declare chlorine trunnions as surplus. Mr. Cover stated the trunnions are a piece of chlorine equipment which allow for one ton chlorine cylinders to be easily rotated placing the cylinder valves in the proper alignment. After the completion of the chlorine conversion, the chlorine room was repurposed to a storage room. Fifteen pairs of chlorine trunnions were removed from the floor in preparation of the new needs of the room. The remaining trunnions are no longer needed and staff propose to declare them as surplus as advertise them for sale. New chlorine trunnions retail for \$420 per pair. After a brief discussion, Dr. Sharps moved to declare all chlorine trunnions as surplus and authorize staff to advertise the chlorine trunnions for sale. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, April 4, 2019, at 7:00 a.m.

Updates were given as follows:

- High Service Pump Drive Replacement – The drive has been repaired and is now working.
- Terramar Reservoir – Tarramar tank has been back in service for over 1 month and no complaints have been received regarding taste and odor.
- Millington Reservoir – Millington tank will be put back in service within the next couple of weeks.
- Coos River Highway Main Replacement – Staff has identified drilling contractors and will be requesting quotes.
- E Street Main Replacement – This project is complete, with the exception of some paving that needs to be done.
- Madrona Street Main Replacement Design – Contract documents have been reviewed by Mr. Coffey and Deb Fidone of Nasburg-Huggins Insurance.
- City Sidewalk Projects – Have not heard any further regarding these projects.
- Joe Ney Reservoir – After injection was performed there was still a small leak. Staff revisited later, the leak appeared to have lessened. Staff will go to the site after June 30<sup>th</sup> for update.

At 7:50 a.m. Chair Cribbins directed they go into executive session for the purpose of discussing personnel issues pursuant to ORS 192.660(2)(a) and labor negotiations pursuant to ORS 192.660(2)(d). They returned to open session at 9:08 a.m.

There being no other business to come before the Board, Chair Cribbins adjourned the meeting at 9:08 a.m.

Approved: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Chair Melissa Cribbins

ATTEST: \_\_\_\_\_