

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

Minutes
Regular Board Meeting

September 12, 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 Bob Dillard presiding. Other Board members present: Greg Solarz, Dr. Sharps and Melissa Cribbins. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; Rick Abbott, Distribution Supervisor; Jeff Page, Operations Manager; Karen Parker, Administrative Assistant; Board Legal Counsel Jim Coffey was present. Media present: None. Wes Plummer of Tri-County Plumbing was present. 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 August 15, 2019, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Ms. Cribbins and passed unanimously.

Chair Dillard asked if there were any public comments. Wes Plummer from Tri-County Plumbing introduced himself and stated he is developing a 6 unit complex at 242 Norman Avenue in Coos Bay. Mr. Plummer has been in contact with the utility's Operations Manager, Jeff Page, regarding meter installation and pricing. Mr. Plummer would like to put in individual meters for each of the 6 complex units. Operations Manager Jeff Page previously gave Mr. Plummer a quote based on each of the units having a total of 26 fixtures which would require a ¾-inch meter. The installation cost for each of the services is \$895 and \$5,730 for the System Development Charge (SDC) for a total of \$6,625 each, and a grand total of \$39,750 for all six units. The other option is to install a 1 1/2-inch meter which would serve all 6 dwellings. The estimated installation cost for this service is \$2,000 plus an SDC of \$19,101, for a total of \$21,101. Mr. Plummer commented if he went with the 1 ½-inch meter he would he would then have to sub-meter and account for sewer and water himself on a monthly basis. Mr. Plummer asked the Board to consider his proposal to install 6 of the ¾ inch meters at \$895 each and be charged an SDC of \$19,101 for a total of \$24,471.

Ms. Cribbins asked how much flexibility the Board has on this. Mr. Thomas stated the Board members have flexibility on the issue, but historically, outside of special districts, the SDC has not been reduced. Dr. Sharps asked Mr. Plummer if this is one unit with 6 apartments or 6 individual dwellings. Mr. Plummer confirmed it is one unit. Dr. Sharps stated he would like to take this matter under advisement and asked Mr. Plummer when he would expect an answer. Mr. Plummer stated he just submitted his site plan to the City of Coos Bay and hopes to break ground

by the first of the year. It was the Board's consensus to take the matter under advisement and to have an answer sometime in November. Mr. Plummer thanked the Board for their consideration.

Regarding the proposed changes and updates for job descriptions, as stated by Mr. Thomas at the last Regular Board meeting the utility has completed a pay equity analysis and a classification and compensation survey to ensure job and pay equality for all employees. As a part of those analyses, all Water Board employees were asked to review their job descriptions and provide comment and feedback so the consulting firm had the most up to date information available for each position.

Staff will now utilize the feedback from its employees, its management review team, and the consultant to update the job descriptions to complete the work on the survey. Board members were given the recommended changes for consideration within each job description for the Customer Service and Water Treatment Divisions in their Board packets. The proposed updates are a result of grammatical error, shift or addition in job duties, cultural and technological change, and for clarification purposes. Final drafts of the updates to each job description were given to each effected employee and to the Union President for review and feedback.

After a brief discussion, motion was made by Mr. Solarz authorizing the General Manager to finalize and distribute the changes and updates to the job descriptions for the Customer Service and Water Treatment Divisions. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the proposed renewal of the Hach Service Partnership Contract, Operations Manager Jeff Page stated Hach is the manufacturer of the majority of the utility's online instrumentation and the utility has had a service partnership contract with Hach since 2011.

This contract is reviewed and renewed on an annual basis. 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. It is for this reason that it is important to have technicians trained by Hach perform these services and ensure the devices are working properly.

The proposed contract has many 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. This is a sole source contract as all items in the service partnership are Hach instruments and all technical support would be directed through Hach. The total cost of the proposed contract is \$11,319 which is \$93 less than last year.

Ms. Cribbins moved to make sole source findings that Hach Service Partnership is the only available vendor for these services and authorize the General Manager to renew the annual service contract in the amount of \$11,319 for fiscal year 2020. The motion was seconded by Dr. Sharps and passed unanimously.

Regarding proposed computer and server upgrades, Finance Director Jeff Howes stated the utility 's billing software has been operating on database version 7.15, however staff has been notified by Accela, the software provider, it will no longer support the current database 7.15 and updates to version 7.18 would be needed. Due to the needed updates, the current server needs to be replaced with a more robust server to house the Accela based software.

In addition, the security updates from Windows will discontinue for the Windows 7 operating systems in January 2020. The upgrade to Windows 10, along with the upgrade to the new Accela software, creates more demand on the hardware of current computers. Due to this demand, 16 computers will need to be replaced.

Staff has worked with the utility's IT consultant, Comp-U-Talk to create a build for its next computers and server. In obtaining pricing for new hardware, staff reached out to four vendors for pricing. The bids came in as follows:

	<u>CDW-G</u>	<u>Dell</u>	<u>CompUTalk</u>	<u>HP</u>
<u>Windows 10 Pro Software installed</u>				
11 Basic build computers	\$ 11,110	\$ 11,502	\$ 12,023	\$ 11,252
2 Small form factor computers	2,020	2,091	2,186	2,046
4 Robust build computers	5,760	5,887		
1 Server build windows server 16	4,400	4,542	4,815	
	<u>\$ 23,290</u>	<u>\$ 24,022</u>	-	-

The amount of \$35,000 is included in the current fiscal year's budget for the purchase of new computers, an upgraded server, and installation by the utility's IT Consultant, Comp-U-Talk.

Staff is requesting the Board to approve the purchase of new computers and a new server from CDW-G at a cost of \$23,290. Additionally, Staff is requesting the Board to declare the old computer equipment as surplus once the new equipment is received and installed.

After a brief discussion, Dr. Sharps moved to award the purchase of new computers and a new server from CDW-G in the amount of \$23,290.00 and to deem the old computers/equipment as surplus once the new computers/equipment are received and installed. The motion was seconded by Ms. Cribbins and passed unanimously.

Mr. Thomas stated staff has received a leak adjustment request from Steve and Mary Alley on Crown Point Road. The Alleys received a bill in the amount of \$2,250. They had a leak and had it repaired timely (within 30 days) as evidenced by their documentation and receipts. The Alleys are requesting a leak adjustment in the amount of \$1,114.42 (50 percent of water billed). Ms. Cribbins moved to approve a leak adjustment in the amount of \$1,114.42 to Steve and Mary Alley. The motion was seconded by Dr. Sharps and passed unanimously.

Operations Manager Jeff Page stated the lime system has been used at the Pony Creek Water Treatment Plant to adjust the pH of the water. The goal is to reach and maintain a pH of 8.5 to maintain good chloramines and meet the lead and copper compliance.

The lime system is very high maintenance; the system is constantly needing to be flushed as it cakes inside the valves and piping. Staff currently took the lime system offline and is now using caustic soda only. The caustic doses accurately. Staff would like to discontinue the lime but in order to do so there are mandatory steps needed to be taken with the State, which includes 2 separate sampling periods, 6 months apart, with 60 sampling sites. Dr. Sharps inquired what staff needs from the Board at this point.

Mr. Thomas stated staff is still in the process of gathering information, actual costs and savings, and if this route is taken staff would be working with the State to ensure all necessary steps are performed. Staff would like to gather any comments from the Board before moving forward. Mr. Solarz commented it would be good information to see what the cost differences are. Mr. Page will provide additional information to the Board at their next regular Board meeting.

The Board's next regular meeting was set for Thursday, October 3, 2019, at 7:00 a.m.

Updates were given as follows:

- 6th Avenue Main Replacement Project – Services are all switched over, paving is complete. A valve needs to be retired on 6th and E Street which is scheduled to be done on September 27th.
- Tank maintenance – Waiting to hear from SUEZ regarding scheduling of the Isthmus Heights and Radar tanks. Most likely these will be set for next summer when the weather is better which gives more cure time.
- Marshfield Junior High Water Main Relocation – The design/development phase is near completion. Staff is working on meter locations and backflow issues.
- Coos River Highway Main Replacement – Staff will be scheduling this soon.
- Service Center Roof Repairs – The contract has been sent and the agreed upon date of completion is December 31, 2019 but most likely will be completed sooner.
- McCullough Bridge – Contractors are about half way through with the superstructure portion. Staff is in the process of obtaining permits to reconnect the main.

At 7:45 a.m. Chair Dillard directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a) and potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:22 a.m. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 8:22 a.m.

Approved: _____, 2019

By: _____
Chair Robert Dillard

ATTEST: _____