

**UTILITIES COMMISSION MEETING  
BANDON CITY HALL  
August 10, 2016**

COMMISSION:

- |   |   |
|---|---|
| Open Chair  | <input checked="" type="checkbox"/> Mary O’Dea                        |
| <input checked="" type="checkbox"/> Patricia Soltys, Vice Chair | <input checked="" type="checkbox"/> Bob Berry                         |
| <input checked="" type="checkbox"/> Linda Olsen                 | <input checked="" type="checkbox"/> Madeline Seymour, Council Liaison |
| <input checked="" type="checkbox"/> Sheryl Bremmer              | <input checked="" type="checkbox"/> Brian Vick, Council Liaison       |
| <input type="checkbox"/> Daniel Graham                          |   |

STAFF:       Matt Winkel, Interim City Manager       Denise Russell, City Recorder

**1. CALL TO ORDER**

**Roll Call:** The meeting was called to order at 3:00 p.m. by Vice Chair Patricia Soltys. Roll call was taken with those present shown above.

**2. MINUTES**

- A. July 13, 2016 Minutes
- B. May 11, 2016 Minutes

Commissioner Berry (Commissioner Olsen, 2<sup>nd</sup>) made a motion to approve the minutes with a spelling correction. The Commission passed the motion unanimously.

**3. DISCUSSION**

**A. Final Event Planning**

Ms. Soltys noted that Ms. Bremmer has made a flyer to pass out around town for the Water Plant Tour.

Ms. Seymour and Mr. Winkel reported to the CCI does not have enough members left to have a quorum for the committee.

Ms. Soltys asked if the Commission had any volunteers to take the posters around town. Mr. Berry and Ms. Olsen volunteered.

Mr. Winkel noted that the City can print the posters as soon as we know how many. The posters can be letter or ledger sized. The posters can be put up at any of the City facilities. Ms. Soltys suggested putting posters up in the Farmer’s Market, Bandon Prepares and Salons. Mr. Berry offered to walk around Old Town and ask the merchants if the posters can be put up in their shops. Ms. Seymour offered to post flyers at the VFW, Pastries and Pizza and the Baltimore Center. The Commission determined to make 75 copies of the poster for distribution.

Mr. Dan Anderson will be doing the cooking for the event. Mr. Graham will make sure that all of the food items and serving products are available for the event.

Ms. Soltys noted that Mr. Youravish is attending the event, and the Commission will need to be available for most of the five hours to speak with the people that attend the tour.

Ms. Soltys will get some balloons from the store and place them out at the intersection of Hwy 42S and Fish Hatchery Road and at the Water Plant entrance.

Ms. O'Dea wondered if trash pickup is taken care of. Mr. Winkel note that the City can provide trash collection supplies.

Ms. Olsen wondered if Face Rock Creamery had tables to bring. Mr. Winkel said that the City had tables that could be used for the event. Ms. Seymour suggested that the volunteers remember to bring chairs to sit on. Mr. Winkel also will make sure that there are a few chairs available for those that may come to the event that need to sit.

## **B. Questions for Bill Stuffer**

Ms. Bremmer reported that the next bill stuffer is going to be on the topics of the seismic valves and the storage tanks.

Ms. Soltys asked the Commission if they saw the video that Mr. Young from Coos Media made at the Water Plant. Mr. Winkel noted that he has the video ready for the Commission to watch if they wish too, which they did.

Ms. Soltys invited the Commission to provide feedback on the video. Mr. Berry wondered if a voice over could be done to increase the clarity of the topics being discussed. Mr. Young noted that it could be done if someone wanted to narrate. The issue is that the Plant is so noisy, which makes it difficult to get really clear audio. Ms. Olsen suggested a narrative introduction could be provided at the beginning to set the video in context.

Ms. Seymour suggested to the Commission, that they should decide where the video would be shown prior to getting into the discussion of editing, and wondered if the video would be shown at some of the service clubs in Bandon. Ms. Soltys believes that would be a good idea, and would be willing to do that.

Ms. Seymour believes that the video is fine the way it is now, and Mr. Youravish is very knowledgeable about all aspects of the operation of the plant and what happens to water as it moves through the plant.

Ms. Soltys suggested that the presentations be made late September through October, which would be just prior to the ballots coming out.

Ms. Soltys noted that a small change has been made to the City of Bandon website, placing the video link prominently on the home page.

Ms. O'Dea wondered about the political correctness of the Commission showing the video that discusses the ballot measure around to the clubs. Mr. Winkel believes that there is nothing stated in the video that would keep the Commission from being able to share it with the clubs. What is stated in the video are facts. The issue would be if the Commission is encouraging a vote one way or the other.

Ms. Soltys received a suggestion from an individual in the community to show the video at the library. Ms. Seymour suggested talking to the Library Board about showing the video, and reminded the Commission that the bill stuffer item has yet to be decided.

Ms. Soltys noted that the Ms. Bremmer would write on the topic of the seismic valve and perhaps painting. Ms. Bremmer clarified that she would write on the seismic valve, and asked if there are any questions that have been received that need to be answered with this bill stuffer. No one on the Commission or Staff has received any additional questions.

Ms. O’Dea offered to send the explanation of how the seismic valve works, that is on the storyboard, to Ms. Bremmer. Mr. Winkel noted that the storyboard will start the discussion about future maintenance items.

Ms. O’Dea requested clarification on whether or not to use the \$20,000 (old) or \$40,000 (newer) estimate on the chlorine generator. Mr. Winkel believes the updated estimate should be used. Ms. Bremmer will note that the updated estimate for the chlorine generate is \$40,000 so that people can see the costs are going up. Ms. Negherbon offered to give the Commission the breakdown on the estimate because Dyer Partnership provided the estimates.

The goal is to have the portable version of the storyboard ready for the open house.

#### **C. Water Fund Assistance Update**

Mr. Winkel passed out the brochure that Community Action put together for the Water Assistance Program signup. The H2O program will be added as an eligible expenditure under the energy assistance program that Community Action currently administers for the City of Bandon. Their customers will be advised, if they live in Bandon, that there is assistance available for helping pay the water bill. Tentatively, the assistance would be limited to \$25.00 per month, which is about three thousand gallons of water used per month. The brochures will be available at City Hall for people to fill out at the time they sign up for service. Additionally, staff is working on a way to put a line item on the bill for current customers who wish to donate.

Mr. Winkel will be taking this program to the City Council in September. The goal is to have the information ready to go out in the bills as a stuffer the end of September.

#### **D. Electric Policies Update**

Ms. Soltys requested an update on the Electric Policies. Mr. Winkel reported that there has been no more work done on the policies. They just need to be finalized.

#### **E. Stream Flow Gauge Update**

Mr. Winkel reported that the City is waiting on the final approved document from the Department of Water Resources. Mr. Winkel turned the update over to Mr. Gregory Wacker, the District’s Water Master.

Mr. Wacker noted that the support/construction staff for his department comes out of the Medford office. Mr. Wacker has the equipment already; the project just needs to be finalized and scheduled with the support staff.

Ms. Soltys wondered if there are time constraints on putting the stream gauge in. Mr. Wacker stated that it is the perfect time of year because the streams are at low flow. It will be a reality in a month or two.

Ms. O’Dea wondered if the Fish Hatchery does fall fish treatments, and if this will affect the installation of the stream gauge because of the physical space restrictions of the area that they will be working in. Mr. Wacker believes this will not be an issue. The stream gauge will be all wired up and ready to insert into the existing structure, and the installation should only take about a day to complete.

#### **F. Reservoir Feasibility Study Update**

Ms. Negherbon from The Dyer Partnership reported on the feasibility study, and asked that the Commission review the document and offer feedback, comments or questions, on the provided form.

Ms. Negherbon will provide the executive review and introduced Brian Allen who prepared the Hydrological Analysis, Section 7 of the City of Bandon Off-Channel Reservoir Feasibility Study 2016. Mr. Allen has a degree in Civil Engineering and a Masters degree in Hydrology and Hydraulics from Oregon State University. Ms. Negherbon noted that Mr. Allen assisted her with the overall study, not just Section 7.

Ms. Negerhbon stated that the Feasibility Study is required for funding purposes and to show that all of the issues have been considered in building the off-channel reservoir. The issues considered are biological, water rights, archeological and environmental impacts, hydrological analysis, geotechnical investigation, permitting, feasibility level cost estimate and funding and rate analysis.

The water rights section looks at the impacts to other users of the system in regard to their water rights and water uses. An analysis was completed to determine if there is enough water to take from the creek. To receive federal funding, twenty-five percent of the streamflow will need to be augmented by putting water back into the system.

A Geotech Engineering firm did test pits on the reservoir site, which are being monitored. The piezometer, which uses a bored hole in the ground like a well, determines the height of the ground water table. This helps determine what type of structure can be built; whether or not the lining will need to be weighed down and when maintenance can be done, etc.

Besides checking into the permitting requirements and archeological impacts, a low level funding and rate analysis was completed to get a good estimate of what the project will cost going out into the future.

The City is working with Martha Pagel, a foremost attorney in the State of Oregon on water rights and previously the head of the Water Resources Department for the State of Oregon, to pursue the incremental claim of beneficial use for the City’s 1916 water rights. The Geiger Creek Permit S3011 has 5 CFS water right, and we are asking for a certificated 1.6 CFS, which is what the City’s Water Plant currently works on. A projection for growth and water needs is included in the study; the City should be able to ask for another 1.6 CFS.

Currently, the 1916 water right is domestic rather than municipal, which are governed by different laws. Once the 1.6 CFS is certificated, an application will be done to transfer to change the character of use from domestic to municipal water right.

Next, permitting will be worked on to get the storage right and the permit to use stored water. This will work hand-in-hand with the design of the storage reservoir.

The biological assessment was done to the federal standard for funding purposes. The assessment did not find anything of major concern.

The fish hatchery does not want any wild fish going beyond the two dams because of the diseases or parasites that could be introduced. The augmentation of the stream would be below the dams.

Mr. Allen looked at whether or not there is enough water to sustain the reservoir. There is adequate supply during wet periods, which would be used to fill the reservoir for use during the summer (peak water demand) times.

The physical characteristics of the watershed do not have any major hurdles to overcome for construction of the reservoir from a hydrologic standpoint. This is a good way to have a secure and sustainable source of water.

Ms. Seymour wondered how deep the test holes are. Ms. Negherbon indicated that the depth of the test holes' range from 18 to 22 feet. Originally, they dug the pits with the backhoe but the height of the water table and the sandy soil material falling in were prohibitive; they were unable to get a good sense of what was there. The bore was able to go a lot deeper.

There was one interesting place where the bore encountered material that turned out to be woody debris. Both Cassie Murphy, the Coquille archeologist, and Jim Maitland, the geologist, assumed that there was a tsunami event that had washed a lot of sand over trees.

The site has a very good granular sand, which is good for construction of the off-channel reservoir.

Ms. O'Dea noted that organic coals are something that you normally see in the dune shield, and the result of a shifting dune, not a result of a tsunami. Ms. Negherbon rejoined that is what she thought, but both Ms. Murphy and Mr. Maitland disagreed. Ms. O'Dea requested a citation for the study that confirms the basis for the tsunami event. Ms. O'Dea is only aware of the one monograph that was done south of Bandon, which never got anywhere near that. Ms. Negherbon will ask Ms. Murphy for more information on the basis of the assumption.

Ms. Olsen requested what the expected timeframe and process on the water certification is. Ms. Negherbon reported that the water right application has been submitted to the Department of Water Resources. It is a long project; it will need to go through dam safety and find funding. Mr. Winkel noted that the feasibility study is complete; the water gauging system is going to be moving forward; and it feels like we are reaching a point where the project will need to stop until the permits are granted for the water uses.

Ms. Negherbon reported that they sat down with Dwight French and Martha Pagel and he has verbally assured the City that if the steps are followed, they will approve the permits. The City has shown that there is adequate water. Mr. Wacker noted that it should fly, the City can divert water under the current water right, but storage of the water cannot be done until the permit is granted.

Ms. Negherbon indicated that once the project is approved by the Council, it is time to start looking for funding. They will start with the storage permit. The application will have to go through dam safety. All indications are that they are happy with the off-channel reservoir and encourage it. Mr. Winkel indicated that the approval will be going to the Council on September 12, 2016.

Ms. Negherbon stated that next steps include letters of interest for funding options; there will be a one stop meeting in October with all the agencies involved in the project and they will try and get written permission from Water Resources to move ahead. The applications for diversion and water storage are filled out and ready to go.

Ms. O’Dea wondered if the dams are the responsibility of ODFW. Ms. Negherbon indicated that ODFW do in fact own both of the dams. Ms. O’Dea asked for clarification, that if dam safety has an issue with the dams, will ODFW put in a timely fix or will it be the responsibility of City of Bandon. Ms. Negherbon rejoined that the City of Bandon cannot use funds to fix the dams themselves. Also, the dam safety that is being addressed during the permitting stage is for the reservoir itself not the existing structures on the creek.

The reservoir structure will have about sixteen feet of water and four feet free board with a dyke six to ten feet above that. The engineer is shooting for 100-acre feet but the minimum expected is 85-acre feet. The cost estimate at this time is \$7.2 million, which includes the energy dissipater basin for overflow and the pre-sedimentation basin. The pre-sedimentation basin is a small basin that will allow the sedimentation in the water to settle out prior to being pumped into the main reservoir, which will help with maintenance costs. Currently, the annual operating maintenance is estimated at \$41,000.

Mr. Winkel requested the Commission consider a motion to approve the Feasibility Study subject to any changes that may be made in the interim. That way the Council will know the Commission approved the study. Then, if there are any changes it can be sent back out to the Commission.

Ms. Bremmer moved to approve the City of Bandon Off-Channel Reservoir Feasibility Study, dated 2016, subject to any changes between now and September 12, 2016. Mr. Berry seconded the motion, which passed by a vote of 5:0:1 absent (Graham)

#### **G. Other**

None

#### **4. AGENDA ITEMS FOR NEXT MEETING – October 12, 2016 Regular Meeting**

There will be no meeting in September.

Reservoir Update

#### **5. PUBLIC COMMENTS**

None

#### **6. COMMISSION MEMBER REMARKS**

Mr. Berry talked with Larry Campbell and he spoke to Amy Moss-Strong from the World Newspaper and Bandon Western World. Both are going to write an editorial around the time that the ballots come out.

#### **7. ADJOURN**

There being no further business, the meeting was adjourned at 4:34 p.m.

Respectfully Submitted by: Denise Russell, *City Recorder*