

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

Minutes  
Regular Board Meeting

7:00 a.m.  
March 5, 2015

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Sharps presiding. Other Board members present: Richard Vigue, Melissa Cribbins and Greg Solarz. Board members absent: None. Water Board staff present: Rob K. Schab, General Manager; Matt Whitty, Engineering Supervisor; Rick Abbott, Distribution Supervisor; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; Vince Stonesifer, Field Services Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Melvin Leshar, Melvin E. Leshar and Amy McBee were present. Chair Sharps opened the meeting at 7:00 a.m.

Chair Sharps asked if there were any corrections or additions to the February 18, 2015 Regular Board meeting minutes. There being none, Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Vigue and passed unanimously.

Chair Sharps asked if there were any public comments. Melvin Leshar was present to discuss his request of lowering a water main and meter serving property located at 270 North Main Street in Coos Bay. He commented there has been confusion whether he had a permit to accommodate grading work he wanted to pursue. Mr. Leshar provided a copy of the permit in question, together with photos of the excavation that was done on the property, stating it was all done according to code and approvals. He said the photos show the depth of the waterline, stating the depth of the waterline was originally 2 feet when it was installed approximately in the 1950's. When he had the property excavated the resulting depth of the waterline was approximately 6 inches. Mr. Leshar stated that is why he is in front of the Board today. He said he has contacted the utility several times but has not received an answer, and in his opinion he feels the ball was dropped when he received the permit from the City of Coos Bay as they failed to notify the Water Board. Mr. Leshar asked if staff wants him to proceed with further work, however if a broken water line occurs, who is the responsible party? Dr. Sharps asked why the pipe is only inches underground compared to when he first contacted the Water Board it was 2.5 feet underground. Mr. Leshar said because he obtained the permit to regrade the property. Dr. Sharps asked Mr. Leshar if he regraded the whole road. Mr. Leshar said he didn't excavate, a neighbor across the street removed the dirt. Dr. Sharps inquired as to why the excavation was done. Mr. Leshar said that person developed 3 lots, and he changed the grade of the road. Dr. Sharps stated if this has been going on for two years, why are you here today. Mr. Leshar said he wants to get the water meter lowered but the issue is who is going to pay for it. Ms. Cribbins commented to Mr. Leshar, he obtained a permit, lowered the street by two feet and now his water meter is sticking out 2 feet, however he doesn't want to pay to lower his water meter. Mr. Leshar said that is correct.

Dr. Sharps asked staff if they had any comments. Mr. Schab said he has not had a chance to review any of the documents. He believes it is a galvanized pipe, and said the meter should be in the right-of-way, as they are not to be on private property. Mr. Schab commented he would like to have

time to review the documents and get a report back to the Board. Mr. Schab inquired if the City of Coos Bay has any contest in this. Mr. Leshner said they fulfilled their obligation when he paid for the permit and they came to the property, reviewed the excavation work and signed off. Dr. Sharps told Mr. Leshner staff needs time to review the information he brought before the Board today, and the Board would have an answer for him in approximately two weeks at the next Board meeting. The Board members thanked Mr. Leshner for his information.

Regarding the Accounting Section Reorganization, the Board previously approved the reorganization of the Accounting and Customer Service Sections and drafts of job descriptions for the positions of Accounting Technician, Clerk-Customer Service and Clerk-Accounting. The three job descriptions have been reviewed and approved by the Bargaining Unit. A negotiating session was held with representatives of the Union and they were satisfied with the proposed wage ranges as follows:

Clerk-Accounting:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
13.02	13.67	14.35	15.07	15.82	16.61

Accounting Technician:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
17.99	18.89	19.83	20.82	21.86	22.95

A Letter of Agreement has been signed by Heather Conroy, Executive Director of the SEIU Local 503, OPEU. Dr. Sharps inquired when staff would be filling these positions. Mr. Schab stated if approved by the Board, staff will execute the Union's Letter of Agreement, and proceed with advertising for the Accounting Technician and Clerk-Accounting positions. After a brief discussion, Mr. Solarz moved to adopt the proposed job descriptions for Clerk-Customer Service, Clerk-Accounting, and Accounting Technician, adopt the new salary ranges as proposed by staff, and authorize the General Manager to sign the Letter of Agreement. The motion was seconded by Mr. Vigue and passed unanimously.

Engineering Supervisor Matt Whitty gave a report on three main replacement projects that have been completed. Staff mailed "How Did We Do Cards" to residents in the vicinity of each project.

- Juniper Avenue – 12 cards were sent and 3 returned with positive comments. One concern addressed a dip remaining in the asphalt. The utility's crew will be repairing this area.
- South Barry – 6 cards were sent and 1 was returned complimenting the work crew.
- Date Street – 15 cards were sent and 8 returned with many positive comments. A couple of concerns mentioned were pavement that had broken up and also a leaking valve. The utility's crew will be repaving the section noted. The leaking valve has been repaired.

Mr. Schab reviewed the proposed Budget Committee dates: June 4, 18 and 25, 2015 at noon.

The Board's next regular meeting was set for Thursday, March 26, 2015, at 7:00 a.m.

At 7:30 a.m. Chair Sharps directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a) and current and potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:45 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 8:45 a.m.

Approved: \_\_\_\_\_, 2015

By: \_\_\_\_\_  
Chair Charles J. Sharps, Ph.D.

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