

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

Minutes
Regular Board Meeting

April 17, 2025
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 Carmen Matthews presiding. Other Board members present: Bill Richardson, Rob Kilmer, and Greg Solarz. Board Members absent: none. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Operations Manager; Aimee Hollis, Customer Relations Manager; Monica Kemper, Finance Director; and Stacey Parrott, Executive Assistant & HR Specialist; Board Legal Counsel Melissa Cribbins was present. Media present: None.

Chair Matthews opened the meeting at 7:00 a.m. and led the Board and assembly in the Pledge of Allegiance.

Chair Matthews asked if there were any corrections or additions to the April 3, 2025, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Kilmer and passed unanimously.

Chair Matthews asked if there were any public comments and there were none.

Regarding the adoption of Resolution No. 416 which proposes the addition of Section XII of the Coos Bay-North Bend Water Board Identity Theft Prevention and Red Flag Alerts, to the Water Board Rules & Regulations/Operating policies, Customer Relations Manager Aimee Hollis presented an outline of the proposed policy. Ms. Hollis stated that while many of the safeguards outlined in the policy have already been informally practiced by the organization, this resolution would formally incorporate those measures into policy and ensure compliance with Oregon state law. The law governs the collection, storage, and protection of personal information of residents, and as an organization possessing such data, the Water Board is required to maintain appropriate safeguards.

The purpose of the Identity Theft Prevention and Red Flag Alerts Policy is to implement organizational safeguards to prevent identity theft in connection with the handling of personal information. Some of the key components of the policy include:

- Protection of personal information, both electronically and physically
- Proper disposal of personal information
- Procedures for notifying affected parties in the event of a data breach
- Restrictions on the use of Social Security numbers
- Definitions of enforcement mechanisms and responsibilities

There were no questions or objections from the Board; Mr. Kilmer moved to adopt Resolution No. 416, approving the addition of “Section XII. Coos Bay-North Bend Water Board Identity Theft Prevention and Red Flag Alerts” to the Water Boards Rules & Regulations/Operating policies. The motion was seconded by Mr. Richardson and passed unanimously.

Regarding the approval of Coos Bay-North Bend Water Board and SEIU Local 503 agreement for fiscal year 2026-2028, General Manager Ivan Thomas presented a summary of the proposed updates and changes included in the new collective bargaining agreement, effective July 1, 2025 through June 30, 2028. Board members were provided with a red-lined draft of the contract to review all modifications in detail. Key updates by section include:

Article 4 – Standby Duty

- Article change to compensation for standby duty from 1 hour per 8 hours on standby to 1 hour per 6 hours.
- New subsections:
 - Employees on standby who fail to respond to calls may be subject to discipline.
 - Employees unable to fulfill scheduled standby must find their own qualified replacement.

Article 5 – Holidays

- Added Indigenous Peoples Day (second Monday in October) as a paid holiday.
- Clarified definitions of scheduled and postponed holidays.
- Specified that employees on unprotected leave are not entitled to holiday pay.

Article 6 – Sick Leave

- Updated language to align with Paid Leave Oregon (PLO) and other applicable laws.
- Added requirement for employees on workers' compensation leave to report status to HR at least weekly and provide return-to-work dates when known.

Article 7 – Continuous Service

- Clarified that leave under Paid Leave Oregon does not break continuous service.

Article 8 – Leaves of Absence

- Specified leave eligibility under PLO, OFLA, and company Family Leave.
- Added protections and applicable leave for court appearances related to domestic violence, harassment, or stalking.
- Union reps may attend Board meetings but are unpaid unless requested to attend.
- Clarified that failure to report or appear for duty is considered unauthorized leave.
- Bereavement Leave expanded for up to three days per occurrence (up to 6 days total per year), in alignment with PLO.

Article 9 – Insurance

- Increased employer-paid life insurance coverage from \$30,000 to \$100,000.
- Broadened the description of voluntary benefits to include all insurance offered through payroll deduction.

Article 10 – Wages

- COLA Increases:
 - Year 1 (FY 2026): 2.3% effective July 1, 2025 (Western Cities CPI).
 - Years 2 and 3: Western Cities CPI, with floor of 2.5% and cap of 6.5%.
- Out-of-Class Pay: Clarified when out-of-class pay is triggered (2+ days, 50% of duties).
- Defined job shadowing and training classes.
- Longevity Pay: Converted from flat dollar bonuses to percentage-based lump sum starting at 1% at year 5 and increasing up to 2% for 35 years.

- Selective Salary Adjustments:
 - Based on pay equity and market compensation analysis, included percentage increases for six positions.
- Career Ladder Addition: Addition of a new Customer Service Representative – Senior classification with advancement criteria to be finalized in coming months.
- Job Duty Modification Adjustments: Engineering Technician I: 3% pay adjustment for inclusion of GIS duties.

Article 11 – Discipline

- Reorganized and clarified the order of procedures to match actual disciplinary processes.

Article 13 – Training & Resignation

- Clarified payout of comp time upon resignation.
- Specified that required training may be assigned by position description or General Manager for compensation.

Article 14 – Transfers

- Reduced trial transfer period from 60 days to 30 days.

Article 16 – Personal Protective Gear

- Clarified purchase and reimbursement criteria for PPE.
- Increased footwear reimbursement from \$250 to \$275.

Article 21 – Labor Management Committee

- Committee section retained at union's request, but removed mandatory meeting frequency language.

Mr. Thomas stated that the estimated cost impact for year one of the agreement is approximately \$121,000 consistent with budget planning.

There being no objections or questions from the Board, Mr. Solarz moved to approve the Coos Bay-North Bend Water Board and SEIU Local 503 Agreement effective July 1, 2025 – June 30, 2028 and authorize the Board Chair and General Manager to execute the agreement on behalf of the Water Board. The motion was seconded by Mr. Kilmer and passed unanimously.

The Board's next regular meeting was set for Thursday, May 15, 2025, at 7:00 a.m.

Updates were given as follows:

- Budget Committee Meeting Schedule – the Board discussed and scheduled the FY2025-2026 Budget Committee Meetings. The first meeting will be held on Thursday, June 5, 2025 at 12:00pm. The second meeting was rescheduled to Friday, June 20, 2025 at 12:00pm, followed by a Regular Board meeting at 1:30pm to formally approve the budget.
- Dam Inspection - the Oregon Water Resources Department recently completed the annual inspection of Upper and Lower Pony Creek Dams, which are classified as high-hazard dams and inspected annually. This year's inspection report is pending, however last year's report showed no significant deficiencies aside from minor debris near the spillway. The recent vegetation clearing was positively noted by the inspector. Lower Pony Creek Dam remains classified in poor condition, a final report regarding structural analysis is expected in the coming weeks. Possible

remediation may be necessary in the future to maintain seismic resilience, depending on final engineering recommendations.

- AMR Meter Installation and Meter Purchases – an update was given on ongoing AMR meter installations and requested preliminary Board feedback on future procurement plans. The contractor is on schedule, with one cycle's worth of meters already ordered and expected install in August or September 2025. A recommended purchase of meters for cycle 5 and cycle 7, totaling approx. 2,300 meters at a cost of \$530,000; funding would be split between timber funds and reserve funds. Staff would manage installations in-house to reduce contractor costs. Roughly 3,000 meters would remain to be purchased in the future, with an expected cost increase of up to 30% due to inflation and market trends. Discussion included schedule planning to avoid meters wearing out simultaneously in the future and considerations of switching to AMI technology versus AMR, which is currently double the cost.

A brief discussion followed regarding recent bank statement activity. Mr. Solarz inquired about an interest charge, and Finance Director Monica Kemper clarified that the charge resulted from a payment misallocation, which has since been addressed and a credit is anticipated.

At 7:39 a.m. Chair Matthews directed they go into executive session for the purpose of discussing records otherwise exempt from disclosure pursuant to ORS 192.660(2)(f) and potential litigation pursuant to ORS 192.660(2)(h). The Board returned to open session at 9:04 a.m.

There being no other business to come before the Board, Chair Matthews adjourned the meeting at 09:04 a.m.

Approved: _May 15____, 2025

By: _____
Carmen Matthews, Chair

ATTEST:
