

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

Minutes
Regular Board Meeting

April 21, 2022
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 Dr. Charles Sharps presiding. Other Board members present: Greg Solarz and Melissa Cribbins. Board Members absent: Bob Dillard. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Marci Goodrich of Red Moon Development was present and Todd Pannell of Billeter Marine was present. Chair Sharps opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Sharps asked if there were any corrections or additions to the April 7, 2022, Regular Board meeting minutes. Ms. Cribbins moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Chair Sharps asked if there were any public comments, and there were none.

Engineering Manager Matt Whitty presented Red Moon Development's request for an exception to the minimum contractor qualifications for water main installations.

Red Moon Development has submitted final engineering plans for The Lakes subdivision on the East side of North Morrison in Coos Bay. The plans have been accepted by staff and Red Moon Development has selected Billeter Marine as their contractor to install the water main and all other street and utility infrastructure. The water main design includes 300 feet of 6-inch diameter PVC and 300 feet of 2-inch diameter PVC serving a fire hydrant and fifteen single-family residential lots.

Red Moon Development's project manager has past experience with two local construction companies and has a good working relationship with Water Board staff. Red Moon Development was advised of the utility's rules for water main extensions and has followed the process prescribed in the rules. The Water Board's rules include contractor qualifications for installing a water main.

Minimum qualifications for the contractor are as follows:

- i. Contractor shall submit written evidence of company experience with water main installation including a minimum of 5000 feet of 8-inch diameter or larger potable water main with at least one project over 1000 feet in length. Submitted evidence shall include a listing of jobs worked with dates of installation and owner/client contact information.*
- ii. Contractor shall identify in writing a Responsible Managing Employee who must have experience with water main installation including a minimum of 2000 feet of 8-inch diameter or larger potable water main with at least one project over 1000 feet in length. Submitted evidence shall include a listing of jobs worked with dates of installation and owner/client contact information.*

Billeter Marine has submitted a summary of their company and water main installation experience for two employees. The company projects submitted total 2,500 feet of 6-inch potable water main along with 1,500 feet of smaller diameter potable water lines. Their work includes potable water line installation for Curry General Hospital. They also have installed 1,500 feet of 6-inch diameter fire protection line. Both of the employee experience summaries exceed the minimum Responsible Managing Employee experience requirements.

Billeter Marine's submittal includes potable water line work at the City of Coos Bay Wastewater Treatment Plant on Fulton Avenue. Staff have checked with the City of Coos Bay Public Works Department and were informed that in addition to the successful completion of the treatment plant work, Billeter Marine has successfully completed several public works projects for the City and is currently working on a City project.

Marci Goodrich from Red Moon Development and Todd Pannell of Billeter Marine are requesting the Board of Directors make an exception to the minimum company experience requirements for water main installations.

Mr. Whitty stated Billeter Marine has company experience with water main installations that demonstrates a familiarity with potable water mains and their employee experience exceeds the minimum experience requirements. Their company experience includes multiple recent public works projects, demonstrating a familiarity with the requirements of constructing public infrastructure. Staff is comfortable with Billeter Marine's ability to successfully complete this project and would not object to the Board accepting Billeter Marine's experience as sufficient for this project.

Ms. Cribbins asked how many homes would be built. Ms. Goodrich stated 15 single family homes. After a brief discussion, Ms. Cribbins moved to approve the use of Billeter Marine to install the infrastructure for Red Moon Development and waive any shortage of minimum qualifications that are required in the Water Board's rules. The motion was seconded by Mr. Solarz and passed unanimously. Ms. Goodrich and Mr. Pannell thanked the Board for their opportunity to do this project.

Regarding the proposed updates to job descriptions to comply with Senate Bill 569 and proposed Resolution No. 391, Mr. Thomas stated with the passage of Senate Bill 569 during the 2021 Oregon legislative session, the possession of a valid Oregon driver's license must now be included as an essential job function.

All positions at the Water Board require driving, with the exception of the Finance Department. Currently all job descriptions include the following language under Job Qualification Requirements: "Special Requirements/Licenses - Possession of a valid Oregon driver's license and acceptable driving record at time of hire."

To comply with SB 569, all Water Board positions which require driving need to have language added under "Essential Job Functions": Possession of a valid Oregon driver's license and acceptable driving record at time of hire.

A draft of the update for each job description which requires driving as an essential job function will be given to the Union President SEIU Local 503 Employee Union for approval.

After a brief discussion, Mr. Solarz moved to adopt Resolution No. 391 allowing staff to update language to all job descriptions (not to include the Finance Department) as described to comply with SB 569. The motion was seconded by Ms. Cribbins and passed unanimously. The Resolution read as follows:

RESOLUTION NO. 391

A RESOLUTION ADOPTING REVISIONS TO COOS BAY – NORTH BEND WATER BOARD'S JOB DESCRIPTIONS TO PROVIDE FOR UPDATES PURSUANT TO SENATE BILL 569

RECITALS

1. **WHEREAS**, in 2021, Oregon legislators passed Senate Bill (SB) 569, which states public employers must update job descriptions and policies to monitor employees' driver's licenses lawfully; and prescribing an effective date of January 1, 2022.
2. **WHEREAS**, Senate Bill 569 made it unlawful for an employer to require a driver's license as a condition of employment unless the ability to drive is related to a legitimate business purpose or is characterized as an essential job function.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitals are true and accurate and are incorporated herein by this reference.
2. The Board of Directors directs Water Board staff to amend its current job descriptions to comply with SB 569.
3. It is the policy of the Board of Directors of the Water Board that Water Board's Personnel Policies and Procedures is to be considered a document which is to be continually updated, to keep current with changes made to Oregon employment law and to provide a coherent framework for teamwork and success-oriented attitudes of Water Board employees.

4. The Water Board shall provide a copy of the updated job description to each affected employee and to the Union President and SEIU Local 503 Employee Union.

Adopted this _____ day of _____, 2022.

COOS BAY-NORTH BEND WATER BOARD

By: _____
Chair Dr. Charles Sharps

Regarding the proposed draft of Request for Proposals for Water Board Information Technology Services, Mr. Thomas stated the Water Board currently contracts its Information Technology (IT) services to Comp-U-Talk Inc. located in North Bend, Oregon. The current contract with Comp-U-Talk is several decades old. The Water Board now wishes to conduct due diligence in researching IT services. Staff has prepared a draft Request for Proposals (RFP) for these services and provided it to the Board for their review.

The RFP states the general desires of the Water Board to maintain its IT systems and processes. The Water Board's IT needs have grown substantially and show no sign of slowing. The selected vendor will review the utility's networks security for all Local, State and Federal standards and provide quarterly reports on our technology environment. The vendor will also assist with budgeting for the everchanging growth in the Water Board's IT needs on an annual basis.

The vendor will work with the Water Board to enter into an initial 3-year service contract with the option to extend the contract for two additional 3-year periods.

If the draft RFP is approved, staff will then solicit proposals. Upon receipt of IT proposals, a committee will rate the RFP's and return to the Board with a recommendation to enter into a service contract for IT services with the most qualified vendor.

Mr. Coffey stated the reason this is being brought to the Board is because these services may involve over \$75,000 per fiscal year and to error on the side of caution the Board's local public contracting rules say for contracts more than \$75,000 per fiscal year can be solicited by the Board based on procedures and selection criteria adopted by the Board before offers are solicited. Selection criteria are included in this RFP.

Dr. Sharps inquired if staff has considered hiring an IT individual for the company. Mr. Thomas stated staff has thought about this but it would cost considerably more. Ms. Cribbins asked if there is enough work to hire a full time IT individual. Mr. Thomas stated probably not at this time but staff can re-evaluate this in three years. After a brief discussion, Mr. Solarz moved to approve the final draft of the Request for Proposals for IT services allowing staff to solicit qualified vendors for these services. The motion was seconded by Ms. Cribbins and passed unanimously.

The Board's next regular meeting was set for Thursday, May 5, 2022, at 7:00 a.m.

Updates were given as follows:

- Heating Unit in Distribution Office – A new heating unit has been installed and is working properly.
- AMR and Meter Change-out Program – The last of the AMR meters have been installed (about 900 meters). Staff utilized the reading capability last week and approximately 860 meters were read in about 66 minutes. This was done in the Englewood area. Normally, when this route is read by a meter reader it takes about 3 ½ to 4 days to complete. The link between Springbrook and the AMR software is working so the reads can be used for billing purposes.

At 7:20 a.m. Chair Sharps directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:50 a.m.

Motion was made by Ms. Cribbins to implement a 7.4 percent cost of living increase for the General Manager effective as of April 1, 2022. The motion was seconded by Mr. Solarz and passed unanimously.

There being no other business to come before the Board, Chair Sharps adjourned the meeting at 7:53 a.m.

Approved: _____, 2022

By: _____
Chair Dr. Charles Sharps

ATTEST: _____