

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

Minutes  
Regular Board Meeting

August 15, 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; Karen Parker, Administrative Assistant; Board Legal Counsel Jim Coffey was present. Media present: None. 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 1, 2019, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

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 Engineering and Finance Divisions in their Board packets. The updated job descriptions for the Customer Service Division and Treatment Plant Division will be brought to the Board at a future meeting. Recommended job description updates for the Engineering Manager, Engineering Technician 1-Field, Engineering Technician 1-Office, Payroll/Accounts Payable Clerk and Clerk-Accounting are the focus for this update. 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.

Dr. Sharps asked if staff received any feedback from the Union. Mr. Thomas stated the Union did not provide any feedback. After a brief discussion, motion was made by Dr. Sharps authorizing the General Manager to finalize and distribute the changes and updates to the job descriptions for the Engineering and Finance Divisions. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the proposed updates to the utility's Personnel Policies and Procedures Manual, Section VII; K-Cell Phones and proposed Resolution No. 373, Mr. Thomas stated the utility does not currently offer a stipend or a utility paid cell phone for certain positions which are required to use a cell phone to communicate as part of their regular job duties. There are currently six employees that carry utility paid cell phones. Staff has identified twelve additional positions that utilize their personal cell phones during their day-to-day duties and propose those positions either be provided a utility paid cell phone or be provided a monthly stipend for using their personal cell phone on the job. The additional expense is included in the current fiscal year's budget. The purchase of three new handhelds for the meter readers is included in the current budget in the approximate amount of \$24,000. As an alternative, staff has been researching technology for meter reading which would allow meter readers to input reads directly into their cell phones and the live data then being sent to a database in the cloud.

Mr. Coffey stated if the employee takes a stipend and uses their personal phone he would encourage them to use it only for phone calls and not for sending text messages. Mr. Solarz inquired what steps would be taken if the stipend needed to change; would the Board leave it to the discretion of the General Manager or bring it back to the Board? Mr. Thomas stated staff would bring it back to the Board as the Personnel Policies would need to be updated at that time. Mr. Thomas researched cell phone stipends and found recommendations to not go over \$50 and felt that would be a fair stipend. Ms. Cribbins agreed with Mr. Thomas.

After a brief discussion, Dr. Sharps moved to adopt Resolution No. 373 accepting the proposed updates to Section VII;K.-Cell Phones of the Water Board's Personnel Policies and Procedures Manual, allowing Water Board employees who utilize personal cell phones to communicate on the job to receive a stipend or reimbursement for that service. The motion was seconded by Mr. Solarz and passed unanimously. The resolution read as follows:

**RESOLUTION NO. 373**

**A RESOLUTION ADOPTING REVISIONS TO THE COOS BAY-NORTH BEND WATER BOARD'S PERSONNEL POLICIES AND PROCEDURES MANUAL SECTION VII, K. - CELL PHONES**

WHEREAS, the Coos Bay – North Bend Water Board (hereinafter "Water Board") is a joint instrumentality of the Cities of Coos Bay and North Bend, Oregon, organized and operated under the authority granted by the City Charters of Coos Bay and North Bend and ORS 225.050; and

WHEREAS, the Board of Directors of Water Board has the authority to adopt resolutions; and

WHEREAS, the Water Board now finds it necessary to adopt amendments to Section VII; K. - Cell Phones of the Water Board's Personnel Policies and Procedures manual; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COOS BAY – NORTH BEND WATER BOARD AS FOLLOWS:**

1. The Water Board's Personnel Policies and Procedures Manual, is hereby revised and amended as identified in Exhibit "A", attached hereto and incorporated herein by this reference, and is hereby adopted as the revised "Cell Phone Policy".
2. It is the policy of the Board of Directors of the Water Board that the Personnel Policies and Procedures Manual is to be considered a document which is to be continually updated, to keep current with changes made to Oregon law and to provide a coherent framework for teamwork and success oriented attitudes of Water Board employees.

Adopted the \_\_\_\_\_ day of August, 2019.

**EXHIBIT "A"**

**K. Cell Phones**

1. **Water Board-issued Cell Phones** - Cell phones assigned to Water Board employees, volunteers and officials are intended to provide for the efficient conduct of business related to the Water Board. Personal calls (outgoing and incoming) will be allowed infrequently, for limited duration, and only in instances when a landline telephone is not reasonably available. These phones remain Water Board property and will be on the service plan provided by the Water Board.

Employees issued Water Board cell phones shall have no expectation of privacy while using Water Board-issued devices. The Water Board may audit and monitor phone calls, messages, internet, and other usage.

2. **Cell Phone Stipend** - Eligible employees, as defined below, who utilize their personal cell phone for business related matters may receive a cell phone stipend (the "stipend") from the Water Board. Employees who are issued a cell phone by the Water Board are not eligible for the stipend.

**I. ELIGIBILITY**

- a. An employee may be eligible for the stipend if the General Manager so determines, based on his evaluation of the following criteria:
  - i. The job function of the employee requires considerable time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times;
  - ii. The job function of the employee requires him/her to have wireless data and internet access while off campus;

iii. The employee is designated as a "first responder" to emergencies;

iv. The employee does not have a designated Water Board provided cell phone.

## **II. STIPEND PLAN:**

- a. Eligible employees may receive a stipend of \$50.00 a month upon the approval of the General Manager.
- b. Once approved, the employee will be eligible to receive the stipend automatically each month.
- c. The employees immediate supervisor and/or the General Manager is responsible for determining employee cell phone needs and assessing each employee's continued eligibility for a cell phone stipend. This includes an annual review to determine continued eligibility.

## **III. EMPLOYEES RIGHTS & RESPONSIBILITIES**

- a. The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of his/her choice. The cell phone contract shall be in the name of the eligible employee and the eligible employee shall be solely responsible for all payments to the cell phone service provider.
- b. To the extent allowed by law, the stipend provided shall be paid as reimbursement for the eligible employee's cell phone expense and shall not be considered taxable income.
- c. Subject to the provisions of this Cell Phone Policy, the eligible employee may use the cell phone for both business and personal purposes.
- d. If the employee terminates their cell phone service plan at any point, he/she must notify his/her supervisor within 5 business days to terminate the stipend.
- e. The Water Board shall not be responsible for and is not liable for any claims, charges or disputes between the cell phone service provider and the eligible employee.

## **IV. CANCELLATION, REDUCTION, & TRANSITION**

- a. Any stipend will immediately cease or be reduced if:
  - i. An employee's employment with the Water Board terminates;
  - ii. The General Manager determines the employee no longer meets the eligibility criteria contained in this policy and therefore is no longer eligible for the stipend;
  - iii. The eligible employee no longer has a cell phone or cell phone service plan; or

- iv. The Board of Directors of the Water Board decides to eliminate or reduce the stipend or the General Manager determines the stipend should be cancelled.
    - b. The General Manager may, at any time start, or cancel, the stipend and/or provide an otherwise eligible employee a Water Board provided cell phone in lieu of the stipend.
3. **Personal Cell Phones** - The Water Board discourages personal cell phone use or text messaging except on breaks or lunch time. In cases of emergencies, prior approval should be obtained by the supervisor.

Employees should not store confidential or work-related information on personal cell phones unless authorized by a supervisor.

When using a cell phone, employees should be courteous and speak quietly in an area away from coworkers and other persons interacting within the workplace. Cell phones should have the volume set to silent to limit disruptions within the workplace.
4. **Cell Phone Safety** - The Water Board prohibits the use of cell phones, including text messaging, during the following work-related activities:
  - a. While operating a moving vehicle unless a hands free device is used;
  - b. While operating or being in close proximity of heavy, dangerous, moving machinery; or
  - c. Where use of a cell phone may place employees at risk of injury.
5. **Reporting Lost or Stolen Cell Phones** - If a personal or Water Board issued cell phone stores email addresses, phone numbers or other work or private information about other employees, customers, or clients, or sensitive or confidential workplace information and is lost or stolen report the loss to a supervisor immediately.

The Board's next regular meeting was set for Thursday, September 5, 2019, at 7:00 a.m.

Updates were given as follows:

- 6<sup>th</sup> Avenue Main Replacement Project – All the pipe has been put in, and the crew will pressure test and chlorinate today; tie-ins will be done next week.
- 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 – Staff is working with their engineer. The design/development phase is near completion.
- Siren Testing – A test of the Pony Creek Dam Warning System will take place on Saturday, August 24<sup>th</sup>, at 10:00 a.m.

At 7:20 a.m. Chair Dillard directed they go into executive session for the purpose of discussing personnel issues pursuant to ORS 192.660(2)(a). They returned to open session at 7:30 a.m. There being no other business to come before the Board, Chair Dillard adjourned the meeting at 7:30 a.m.

Approved: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Chair Robert Dillard

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