

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

Minutes  
Regular Board Meeting

August 21, 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 Bill Richardson presiding. Other Board members present: Rob Kilmer, Greg Solarz, and Carmen Matthews. Board Members absent: none. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Miller, Operations Manager; Matt Whitty, Engineering Manager; Monica Kemper, Director of Finance; Junibert Magalona, Accounting Tech; and Stacey Parrott, Executive Assistant & HR Specialist. Board Legal Counsel Melissa Cribbins was present virtually. John Ghilarducci and Doug Gabbard from FCS Consulting Group were present; Amanda Levine from FCS Consulting Group was present virtually. Media present: None.

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

Chair Richardson asked if there were any corrections or additions to the August 7, 2025, Regular Board meeting minutes. Mr. Kilmer moved the minutes be approved as written. The motion was seconded by Mr. Matthews and passed unanimously.

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

General Manager Ivan Thomas introduced members of FCS Consulting Group who presented the preliminary results of the FY2025 Coos Bay-North Bend Water Board Rates & System Development Charges Analysis. The findings of the analysis aimed at guiding the Water Board's rate and SDC adjustments over the next 7–10 years. The study included a detailed cost-of-service review and evaluated rate structure options by customer class, ensuring revenues align with the Water Board's long-term infrastructure needs as outlined in the adopted Water System Master Plan.

The presentation outlined key financial objectives, including maintaining rate stability, adequately funding long-term capital improvement projects, and ensuring financial sustainability of the utility. FCS Group reviewed multiple rate structure options, highlighting how each would impact various customer categories such as residential, commercial, and industrial users. The intent is to better align revenue recovery with the cost of providing service.

For System Development Charges, the study incorporated growth projections and infrastructure costs identified in the Water System Master Plan. Adjustments to the SDC structure aim to ensure that new development contributes fairly to the cost of system expansion and upgrades.

The rate model scenarios presented by FCS included phased rate increases, reserve fund targets, debt service planning, and revenue sufficiency benchmarks. Visual graphs were

used to show how various scenarios would perform over time in terms of revenue generation and rate-payer impact.

The Board engaged in a discussion on rate predictability, the timing of capital projects, and inflation assumptions used in the projections. It was emphasized that rate and SDC updates are necessary to meet upcoming infrastructure demands, including water quality, reliability, and regulatory compliance.

The FCS Group will incorporate Board feedback into the next version of the rate model and return with a final draft for public presentation and adoption at a future meeting.

Regarding the authorization to replace the water main on Chamberlain Road, Engineering Manager Matt Whitty stated that the water main has a history of leaks and was scheduled for replacement in the 2025 budget for an estimated cost of \$51,400. In February 2025, a leak caused significant settlement of the highway and sidewalk near the bridge approach. Knife River completed the emergency repairs to the highway and sidewalk for a reasonable price of \$36,000. This event was a wake-up call, emphasizing the urgency of moving forward with the planned main replacement. Mr. Whitty stated that the failing galvanized line will be replaced with 410 feet of 2-inch PVC pipe. The work will be completed in-house and during the design, will explore the option of boring beneath the highway to minimize traffic disruptions, which were noted as a concern.

After a brief discussion, Mr. Matthews motioned to authorize the replacement of the water main on Chamberlain Road with 2-inch diameter PVC at an estimated cost of \$51,400. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the adoption of Resolution 419 - Restatement of Nationwide 401(a) Qualified Retirement plan, Finance Director Monica Kemper stated that at the August 7, 2025, Board of Directors meeting, the Board agreed to increase the General Manager's employer deposit an additional 2% into the Nationwide 401(a) plan. Finance staff contacted Nationwide regarding the change. Staff has prepared Resolution Number 419 at the request of Nationwide that would allow them to make the changes effective July 1, 2025, with Board of Directors adoption.

After a brief discussion, Mr. Matthews moved to adopt Resolution No. 419 approving the restatement of the Nationwide 401a Qualified Retirement Plan allowing for deposit of an additional 2% into the General Manager's retirement account. The motion was seconded by Mr. Solarz and passed unanimously. The resolution read as follows:

## **COOS BAY - NORTH BEND WATER BOARD**

### **RESOLUTION NO: 419**

#### **A RESOLUTION ESTABLISHING THE INTENT OF THE COOS BAY - NORTH BEND WATER BOARD TO APPROVE RESTATEMENT OF THE NATIONWIDE 401A QUALIFIED RETIREMENT PLAN**

The undersigned, on behalf of the Governing Board, hereby certifies that at a meeting of the Governing Board of Coos Bay-North Bend Water Board, OR ("Employer"), the following resolutions were approved:

WHEREAS, the Employer has maintained the Coos Bay-North Bend Water Board Defined Contribution Plan ("Plan") since 7-1-2011 for the benefit of its eligible employees;

WHEREAS, the Employer has decided to amend the above-referenced Plan by adopting a complete restatement of the current Plan document;

WHEREAS, the Governing Board has reviewed and evaluated the proposed amendment(s) to the Plan; and

WHEREAS, the Plan document authorizes the Employer to amend the selections under the Adoption Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board has hereby approved the proposed amendment(s) and authorizes the Employer to adopt the Coos Bay-North Bend Water Board Defined Contribution Plan as a complete restatement of the prior Plan, to be effective on 7-1-2025;

RESOLVED FURTHER that the undersigned members of the Governing Board authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The members of the Governing Board may designate any members of the Governing Board (or other authorized person) to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the Governing Board, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Governing Board, and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

IN WITNESS WHEREOF, I have executed my name below as an Authorized Representative of the Employer.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

COOS BAY-NORTH BEND WATER BOARD

By: \_\_\_\_\_  
Bill Richardson, Chair

ATTEST:

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The Board's next regular meeting was set for Thursday, September 4, 2025, at 7:00 a.m.

Updates were given as follows:

- SCADA Software Selection: Progress has been made on the SCADA software selection process, three proposals were received; two from industry leaders – Rockwell and Aveva, and one from Industrial Management Software, a smaller vendor. All three proposals have been evaluated and will proceed to in-person software demonstrations, which will be reviewed by staff and Water Board

consultant Brown & Caldwell, in the coming months. These evaluations will inform final selection of the SCADA platform. It was noted that this phase is a major element of the overall upgrade effort. The SCADA design upgrade is estimated to cost \$800,000. Where the overall construction cost for the SCADA system upgrade is anticipated to be in the range of seven million dollars.

- Trespass Camps on Water Board Property: Unauthorized encampments on Water Board property have remained an ongoing issue. Volunteers from Devereux Center have completed clean-up near the Clear-well. Currently the Waite Street area has seen as many as six group encampments and a multitude of single camps. The Water Board is now part of the property awareness group through North Bend Police Department, which grants access to allow officers to patrol and remove trespassers without prior notification from the Water Board. With active patrols and a working relationship with local volunteers from the Devereux Center there is hope that this will help facilitate better communication and removal of unhoused individuals on the property. Staff discussed the potential for budgeting additional security measures in the future to prevent re-establishment of camps, particularly during peak seasons. It was also noted that an individual was cited recently for starting a fire on Water Board property, underscoring the need for proactive monitoring.

At 8:43 a.m. Chair Richardson directed they go into executive session for the purpose of considering information or records that are exempt by law from public inspection 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. and briefly discussed aspects of the System Development Charges (SDC) rate study. Comments focused on how the capital improvement schedule from the Master Plan recommends financial modeling and the need for periodic updates to reflect changing costs. Some also emphasized that SDC's provide critical funding for long-term infrastructure needs and must be regularly reviewed to remain aligned with inflation and evolving project timelines.

There being no other business to come before the Board, Chair Richardson adjourned the meeting at 9:12 a.m.

Approved: \_\_\_\_\_, 2025

By: \_\_\_\_\_  
Bill Richardson, Chair

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