

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

Minutes
Regular Board Meeting

December 5, 2024
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; Monica Kemper, Finance Director; Micah Demanett; Meter Services Supervisor; 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 November 14, 2024, Regular Board meeting minutes. Board Legal Counsel, Melissa Cribbins noted concern about recording public comments, making suggestions to amend the minutes. She emphasized the importance of specifying commenter's name and topic without paraphrasing the entirety of their remarks, ensuring that public comments are accurately documented without implying board agreement or endorsement. This amendment was agreed upon by the board. Mr. Kilmer moved the minutes be approved as amended. The motion was seconded by Mr. Richardson and passed unanimously.

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

Regarding the adoption of Resolution 414 – Proposed updates to the Water Board Personnel Policies and Procedures Manual – Section IV, Employee Travel Authorization, General Manager Ivan Thomas identified the need to update this policy to align with the Water Board's current travel practices. Updates and additions include procedures for employees being advanced monies for hotels, conference expenditures, and meals. This update remedies the need for employees to be reimbursed for travel expenditures after travel has taken place. The current practice of using the US General Services Administration (GSA) for meal stipends is also included. Additional sections were added to expand on conduct the Water Board expects from its employees, travel settlements upon return, and travel combined with personal time off.

Further discussion followed, Mr. Solarz raised a questions concerning specific meal timeframes listed in the policy, it was clarified that listed timeframes are for calculating partial travel reimbursements and not intended to dictate when employees eat. Additional discussions also explained mileage reimbursements being based on the IRS rates, employees driving personal vehicles, and fuel reimbursement. In addition, travel costs, including per diems, milage, and other expenses, are factored into the annual budget adopted by the board.

Mr. Richardson moved to adopt Resolution No. 414 allowing proposed updates to the Water Board’s Personnel Policies and Procedures Manual, Section IV, Employee Travel Authorization. The motion was seconded by Mr. Kilmer and passed unanimously. The resolution read as follows:

RESOLUTION NO. 414

A RESOLUTION ADOPTING REVISIONS TO THE COOS BAY-NORTH BEND WATER BOARD’S PERSONNEL POLICIES AND PROCEDURES MANUAL – SECTION IV: TRAVEL AUTHORIZATION

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 to amend and update policies and procedures; and

WHEREAS, the Water Board now finds it necessary to adopt amendments to Section IV – Employee Travel Authorization 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.
2. The revised Employee Travel Authorization policy, as presented in Exhibit “A”, is hereby adopted and shall be effective immediately upon passage of this Resolution.
3. The General Manager is hereby authorized and directed to implement the policy and ensure all employees are informed of the guidelines and processes.

Adopted the 5th day of December , 2024.

COOS BAY – NORTH BEND WATER BOARD

By: _____
Carmen Matthews, Chair

ATTEST:

EXHIBIT “A”

SECTION IV. EMPLOYEE TRAVEL

A. General Expectations

All employees of the Water Board are expected to use good judgment regarding the expenditure of funds for travel expenses. Minimizing costs while conducting official Water Board business is critical to maintaining public confidence and trust that funds for education and travel are a prudent investment.

B. Documentation Objectives - The procedures for documenting the expenses involved with employee travel on Water Board related business activities are designed to provide accountability in two areas:

1. Pre-approval of all travel requests to ensure that the travel is appropriate to the needs of the Water Board and that budgeted funds are available for the specific travel request; and
2. A complete accounting of the actual expenses for the travel to ensure that the expenses reported for reimbursement are appropriate and documented as required for Water Board funds.

C. Process

As soon as possible prior to the anticipated travel, the employee should submit a completed REQUEST FOR TRAVEL/EXPENSES form through their supervisor to the General Manager's office. The form should be accompanied by any supporting information regarding the proposed travel (seminar flyer, meeting agenda, hotel accommodations, etc.). This process ensures proper approval and provides a basis for an advance of funds, if needed, to the employee.

Employee work-related travel must be pre-approved by the employee's Division director. Travel expenses outside of budgeted amounts adopted by the Board of Directors must be approved by the General Manager.

D. Guidelines - The following general guidelines apply to the travel advance and/or reimbursement of employee travel expenses.

1. **Transportation** - The transportation costs for official business will be covered as set forth in this policy. If the Water Board cannot supply vehicular transportation and the employee's personal vehicle is used, the Water Board will reimburse the employee at the then-current IRS mileage rate for the actual mileage required for the trip. If the employee chooses to use their own vehicle when a Water Board vehicle is available, they shall be reimbursed at one-half (1/2) the then-current IRS mileage rate. No mileage reimbursement will be made for the use of a Water Board vehicle. Reimbursement for parking and other related expenses must be documented by receipt. Use of a Water Board vehicle while attending training is generally restricted to travel to and from training activities. Reasonable travel for meals at the training location is authorized.
2. **Lodging** - Hotel and motel accommodations should be appropriate to the purpose of the trip. Decisions on accommodations should include a review of cost and convenience. Expenses for lodging must be supported by actual receipts. Advance or reimbursement for lodging is generally limited to the expense of a single room, except where employees are voluntarily sharing a room.
3. **Meals** - Employees are subject to a meal per diem rate based on the current rate set by the US General Services Administration (GSA) for the destination of travel. Employees will be advanced the correct amount using GSA per diem rates. Allowable per diem expenses will be adjusted for partial days of travel or for meals provided with hotel registration, education, or conference registration as follows:
 - Breakfast – Must leave or be on travel prior to 7:30 AM the day of given per diem.
 - Lunch – Must be on travel at least one hour between the hours of 11 AM – 2 PM the day of given per diem.
 - Dinner – Must be on travel after 6 PM the day of given per diem.
4. **Telephone, Fax, and Internet** - Expenses for telephone, fax, and internet communications are allowable expenses only if they are directly related to Water Board business and are supported by actual receipts. The Water Board must be reimbursed for personal communications charged to the Water Board or room and paid for by the Water Board.
5. **Registration and Tuition Fees**— Expenses for approved registrations and/or tuition fees are allowable expenses. A copy of the registration must be attached to the Request for Expenses form. These fees should be paid in advance whenever possible.
6. **Alcoholic Beverages** - Water Board funds shall not be used to pay for any alcoholic beverages.
7. **Accompanied Travel** - The expenses of family members who accompany the employee on a trip are not subject to reimbursement. Water Board vehicles may not be used to transport family members.
8. **Travel Combined with Personal Time Off** – An employee who wishes to spend additional time off in the area of travel may do so with prior approval from their supervisor, division head, and/or the General Manager. Any expenditures during the additional time off are strictly personal

expenditures of the employee and will not be advanced or reimbursed by the Water Board. If the travel requires use of a vehicle, Water Board vehicles will not be authorized for the travel utilizing transportation rules set forth in section D.1, of this policy.

For meals, when an employee combines personal travel with Water Board travel, the following applies:

- Personal leave before business travel: travel time will begin whenever the employee must physically be at the business travel location.
- Personal leave after business travel: travel time will end when Water Board business concludes.

F. Travel Settlement

Within one week after the travel has been completed, the employee must turn in all receipts and documentation related to any Water Board related expense during their travel. These include lodging, registration, parking, or any other related travel expense expected to be reimbursed or paid by the Water Board but does not include receipts for meal per diems.

Overpayments — When an employee receives a travel advance or spends Water Board funding that exceeds any amount authorized by this policy, the employee is solely responsible for reimbursement of those funds to the Water Board upon return from the authorized travel. These funds must be repaid within one week after the completion of travel.

G. Employee Conduct while on Water Board Travel

Employee shall portray professional behavior and conduct while traveling on official Water Board business. Professional behavior and maintaining a positive image for the Water Board is essential. Employees shall remain responsible after hours while partaking in recreational activities. Employees shall refrain from any activities that could be considered inappropriate or damaging to the Water Board's reputation. Employee behavior during travel is as stated in Section VII. of the Water Board's Personnel Policies; "What the Water Board Expects from its employees."

Regarding proposed Dyer partnership task order #30 concerning tunnel repairs, Engineering Manager Matt Whitty presented a background summary regarding the transmission main tunnel located near the 9 MG Cleawell. It was noted around 2006-2007, there was a collapse inside the tunnel, including a small rock fall, raising concerns. In 2013 the Water Board hired Jacob's Engineering to perform a condition assessment of the tunnel, they identified significant deficiencies. Their report provided three repair options; reconstructing supports in the tunnel, filling the tunnel with controlled density fill (CDF), or installing a large diameter carrier pipe to house a future main and filling the remaining tunnel void with CDF. Following consultation, staff selected the carrier pipe option including filling the tunnel with slurry. Dyer Partnership has been tasked with preparing the design and contract documents for this repair option. It was noted that in 2014, initial project costs totaled \$159,000 which included engineering expenses. Staff requested a task order from Dyer Partnership to provide construction specifications, bidding and contract documents, and an updated construction cost estimate. The fees for services contained in the task order are not to exceed maximum of \$17,320. There is \$15,000 budgeted for engineering design of the tunnel repair; the amount exceeding the budgeted funds would come from our active capital account.

After a brief discussion, Mr. Richardson moved to approve Task Order #30 authorizing Dyer Partnership to prepare design specifications and bidding documents for repair of the transmission main tunnel at a not-to-exceed cost of \$17, 320. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed amended contract with 4 C's Janitorial, General Manager Ivan Thomas noted that 4 C's Janitorial has been providing cleaning services for the Water Board's facilities for many years and has done a consistently excellent job. The last competitive bid process in 2018 resulted in 4 C's Janitorial being awarded the contract, as they were the most competitive bidder by a substantial margin. Over the years, 4 C's Janitorial has been flexible and reliable, accommodating additional cleaning needs. The amended contract includes regular cleaning of the new meter services office and an annual 3% price increase. The contract is for a two-year term (2024-2026) with an option to extend for an additional two years.

After a brief discussion and praise from a board member noting the cleanliness of the facilities, Mr. Richardson moved to approve the amended contract with 4 C's Janitorial for \$2,583.88 per month, including 3% cost increase per year. The motion was seconded by Mr. Kilmer and passed unanimously.

The Board's next regular meeting was set for Thursday, December 19, 2024, at 7:00 a.m.

Updates were given as follows:

- Timber Slash Burning – Seven piles remain unburned near the Water Board facility. The Coos Forest Protective Association (CFPA) restricted burning on the scheduled day due to concerns about the piles' proximity to nearby buildings. The goal is to complete the burns before mid-January, as contracted tree planting will begin late January or February. Knife River has been contacted and will use an excavator and fan to safely manage the burn process. We are currently waiting for favorable weather conditions.
- FY24 Water Main Replacement Bundle – Wind Rose Excavation began work on the transmission main repair earlier than anticipated. Following the notice of award on November 22nd, 2024, the tribes were contacted and permits from the City of Coos Bay were secured quickly, and work began without delays and will start December 5th, 2024.
- AMR Installation Project – DCC Construction has been making strong progress on the AMR meter installation project. Work began on October 22, 2024 and finished by November 20, 2024. The contractor replaced approximately 860 meters. The project has proceeded smoothly, with minimal customer complaints. One minor issue involved a customer experiencing a kitchen faucet clog, but this was addressed promptly. We are completing our first AMR readings on December 5, 2024.

At 7:23 a.m. Chair Matthews directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). The Board returned to open session at 7:36 a.m.

There being no other business to come before the Board, Chair Matthews adjourned the meeting at 7:36 a.m.

Approved: _____, 2024

By: _____
Carmen Matthews, Chair