

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

Minutes  
Regular Board Meeting

February 17, 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: Bob Dillard and Greg Solarz. Board Members absent: Melissa Cribbins. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; John McKevitt, Operations Manager; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. 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 February 3, 2022, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Dillard and passed unanimously.

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

Regarding the proposed Cyber Insurance renewal, Finance Director Jeff Howes stated the Board's cyber insurance coverage expires on February 20, 2022. Nasburg Huggins has provided a quote from Coalition Insurance Solutions Inc. for the next year.

The Water Board purchased cyber insurance coverage with Coalition in 2021 with limits of \$2,000,000 for a premium of \$3,952.64. The quote for the same coverage for the February 2022-2023 period is \$5,004.29.

While the premium is adjusted on a revenue basis, the increased cost also takes into consideration the current climate of cyber security over the last year. More vulnerabilities and a strong rise in cybercrimes are just a couple of things that also increase premiums for everyone in the industry.

Spencer Gordon, the Water Board's agent at Nasburg Huggins, has provided additional information regarding the current climate of cyber security and the increased risk as of late:

- An increase in remote workers and electronic data being transmitted instead of in person transactions has made a better target for cyber criminals.
- Decreased number of employees has led to complacency in other avenues of work, leaving companies vulnerable.
  - Money transfers not being properly verified
  - Emails being opened or responded to that were sent from hackers or phishers
  - Security and firewalls not properly monitored or updated
  - Companies prematurely installing or updating online portals to keep up with customer demand

Mr. Howes stated after the Board packet was sent out to Board members he received additional information and set up a meeting with Coalition, and Janet of Comp-u-talk, to discuss the conditions listed in the contract. After discussing this issue with the Board's email provider and relaying this information to Coalition, the conditions were removed from the contract which also resulted in a decrease in the annual renewal to \$4,796.62.

Nasburg Huggins has reviewed and compared pricing and coverages for cyber insurance to find similar increases across the industry. Nasburg Huggins suggests renewal of our plan with Coalition for data breach and cyber liability insurance at this time. Adequate funding is available in the current fiscal year's budget to absorb the cost increase of the cyber insurance renewal.

After a brief discussion, Mr. Solarz moved to authorize the General Manager to accept the updated renewal contract and enter into an agreement with Coalition Insurance Services, Inc. for data breach and cyber liability insurance in the amount of \$4,796.62. The motion was seconded by Mr. Dillard and passed unanimously.

Regarding the Highland Avenue Main Replacement project, Engineering Manager Matt Whitty stated the 2-inch diameter galvanized iron water main on Highland Avenue has experienced three leaks. The most recent leak in 2021 revealed significant occlusion and reduced flow in the main. The 220 footlong main serves four customers.

Staff proposes replacement of the 2-inch galvanized iron main with 220 feet of 2-inch PVC connecting to 6-inch diameter main on North 11<sup>th</sup> Street using in-house labor.

This project is not included in the current fiscal year's budget. Staff proposes funding the replacement using the active capital fund which has adequate funding to cover the cost. The estimated cost of replacement of the main is \$17,600.

After a brief discussion, motion was made by Mr. Solarz authorizing replacement of the water main on Highland Avenue with 2-inch diameter PVC at an estimated cost of \$17,600. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, March 3, 2022, at 7:00 a.m.

Updates were given as follows:

- Timber Cruising Services – Mr. Whitty has communicated with Mason, Bruce and Girard. Northwest Management, Inc. is doing the model and will be here next week to view the final plots. The project is on track for delivery in June.
- Brussels-Lombard Main Replacement – This project consisted of replacement of the 1-inch galvanized iron main with 290 feet of 2-inch PVC connecting to 6-inch diameter mains at Lombard and Lewis Streets. The project went smoothly and a Request for Proposals will be sent out for the paving.

At 7:15 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 labor negotiations pursuant to ORS 192.660(2)(d). They returned to open session at 7:42 a.m. There being no other business to come before the Board, Chair Sharps adjourned the meeting at 7:42 a.m.

Approved: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Chair Dr. Charles Sharps

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