

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

Minutes  
Regular Board Meeting

February 4, 2021  
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 Greg Solarz presiding. Other Board members present: Dr. Charles Sharps and Melissa Cribbins. Board members absent: Bob Dillard. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Howes, Finance Director; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Present via teleconference was Bryan Tichota, Customer Relations Supervisor; John McKeivitt, Water Treatment Supervisor; and Spencer Gordon of Nasburg - Huggins Insurance Agency. Media present: None. Chair Solarz opened the meeting at 7:00 a.m. and lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the January 21, 2021, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Ms. Cribbins and passed unanimously.

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

Engineering Manager Matt Whitty presented staff's request to upgrade the automatic pumping control and monitoring of the Ingersol Pump Station and Reservoir. Staff proposes using a Mission Communications cellular RTU (remote telemetry unit) to permanently replace the aging and obsolete S&B RTU at the Ingersol Pump Station. This would eliminate reliance on Ziplly Fiber's aging copper circuit infrastructure that has provided phone service there for decades.

Staff proposes to install Mission Communications RTUs to provide automatic control and remote monitoring for these sites. Mission Communications has proven itself to be a reliable and cost-effective solution for the distribution section's control needs. The Ingersol Pump Station and Reservoir are located on Ingersol Avenue in Coos Bay.

Staff proposes using Correct Equipment as the sole source for the Mission Communications RTU as they are the regional distributor.

This upgrade includes a \$4,194 purchase from Correct Equipment for the Mission Mydro852 RTU, tank and well control package, and annual service fee. The electrician's installation costs for this project are estimated to be \$750. Estimated costs for Water Board staff labor and mileage are \$1,750.

Total estimated cost of this project is \$7,400 with a 10 percent contingency. This telemetry project is included in the current fiscal year's budget in the amount of \$11,800.

After a brief discussion, Dr. Sharps moved to authorize the purchase of the items discussed to upgrade the Ingersol Pump Station and Reservoir in the total approximate amount of \$7,400. The motion was seconded by Ms. Cribbins and passed unanimously.

Regarding the renewal of cyber liability and data breach insurance with Coalition Insurance Solutions, Inc., Finance Director Jeff Howes stated the current coverage expires on February 20, 2021. The plan consists of a \$2,000,000 aggregate policy limit of liability. The premium for the 2020-2021 timeframe was \$3,595.62. The quote for the same coverage for the 2021-2022 period is \$3,952.64, an increase of \$357.02. Funds for cyber insurance are included in the current fiscal year's operations budget. Mr. Gordon stated the 10 percent increase is due to an increase in revenue as reported by Mr. Howes, as well as an overall increase of 5 to 10 percent in cyber policy quotes throughout the year. Mr. Thomas commented the revenue reported by Mr. Howes was actual revenue from last fiscal year. After a brief discussion, Ms. Cribbins moved to authorize the General Manager to accept the renewal contract and enter into an agreement with Coalition Insurance Services, Inc. for data breach and cyber liability insurance in the amount of \$3,952.64. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was not decided upon but will be scheduled at a later date once staff reviews upcoming agenda items.

Mr. Solarz commented the customer statistics regarding revenue for December look good. Mr. Thomas stated they are over projected for the year. Dr. Sharps inquired if there are quite a few customers that are not paying. Mr. Thomas stated for the month of December water revenue was in the black for cash in the door. Staff has been working with customers who are in arrears and arranging payment schedules.

Updates were given as follows:

- Tank Maintenance – Staff received some water quality complaints in the Isthmus Heights area after the tank had been recoated. The tank was flushed and since then the complaints have subsided. DOT tests results were well under the maximum contaminant levels.
- Glasgow Pump Station – The pump was received yesterday and upgrades will be scheduled for next week.
- Master Planning - A meeting with Murray Smith and Associates is scheduled for February 5, 2021 for further discussion regarding scope of work and price negotiations. Depending on the outcome of this meeting, it is possible a contract will be presented to the Board for approval at the next Board meeting.

At 7:12 a.m. Chair Solarz 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 7:30 a.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:30 a.m.

Approved: \_\_\_\_\_, 2021

By: \_\_\_\_\_  
Chair Greg Solarz

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