

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

Minutes  
Regular Board Meeting

February 6, 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 Carmen Matthews presiding. Other Board members present: Rob Kilmer, and Greg Solarz. Board Members absent: Bill Richardson. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Operations Manager; Aimee Hollis, Customer Relations Manager; Monica Kemper, Finance Director; 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 January 16, 2025, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Kilmer and passed unanimously.

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

Regarding the proposed Vehicle Replacement Program (VRP) updates, Operations Manager Jeff Miller explained that the program was initially established in 1997, which aimed to replace vehicles based on their age and maintenance costs. Over time, the program has become outdated, and adjustments have been made due to the ability to extend the lifespan of some vehicles beyond their expected service life. The last vehicle purchases occurred in 2022 and before that in 2020. Staff have re-examined the vehicle replacement criteria to include mileage, usage, vehicle age, maintenance costs, safety, and reliability concerns. Mr. Miller reviewed the proposed replacements and purchases budgeted for FY 2023-2024 and FY 2024-2025. Adjustments were made to the planned vehicle replacement purchases to better align with operational needs, which are noted below:

- Remove planned replacement of #34 Ford F250 Pickup (\$40,000.00 FY24) utilized by the Distribution Technicians. Recommend delaying the replacement of this vehicle as it can remain in use for two to three more years.
- Purchase a sampling vehicle (Ford Bronco \$40,000.00) for the treatment section. Intended for sample collection and daily operations, vehicle type will improve the sample collection process, especially in inclement weather.
- Remove planned purchase of Trailer Mounted AC Hot Box (\$30,000.00 FY24). Not needed because of practicality concerns and lack of suitable indoor storage.
- Purchase of a new Caterpillar FX26 Rockhound Mulcher (Brush head \$18,000.00). Will replace an aging, obsolete existing mulcher that is unrepairable.

These adjustments would result in five vehicle replacements, the addition of one piece of construction equipment, and three accessories for already owned equipment. Mr. Miller noted that the updated plan leads to a cost difference of \$12,000 less, for a total

estimated cost of \$421,000 for both FY2024 and FY2025. The Water Board contributes \$8,600 monthly to fund the vehicle replacement program, with a current program balance of \$631,815.

Following a brief discussion, Mr. Solarz moved to approve the above-mentioned changes associated with the planned Vehicle Replacement Program purchases for fiscal years 2024 and 2025. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed purchase of a treatment plant sampling vehicle, Mr. Miller explained the need for a dedicated sampling vehicle to substitute the existing 2006 Chevrolet 2-wheel drive pickup truck. Currently, the front passenger seat is utilized as the primary workspace for chlorine, turbidity, and pH tests which isn't ideal, particularly during inclement weather. Also, the vehicle's two-wheel drive capability makes it difficult to access some sample sites safely. Staff are requesting the purchase of a 4-wheel drive 2025 Ford Bronco SUV, equipped with a liftgate, storage, and a dry working space to run and analyze samples. Staff sought bids from three Ford dealerships for a new sampling vehicle as follows:

- Butler Ford (Ashland, OR) - \$38,657.88
- Tower Ford (Coos Bay, OR) - \$38,006.00
- Power Ford (Newport, OR) - \$40,614.00

The Water Board currently has \$631,815 in the Vehicle Replacement Program and recommends accepting the bid from Tower Ford for the purchase of a 2025 Ford Bronco.

Mr. Kilmer moved to accept Tower Ford's bid of \$38,006.00 for a 2025 Ford Bronco to be used as a sampling vehicle for the treatment staff. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the renewal of cyber insurance coverage with Coalition Insurance Solutions, Inc., Finance Director, Monica Kemper stated that our current coverage expires on February 20, 2025. The Water Board maintained cyber insurance through this same provider in 2024-2025, which offers a \$2 million policy with strong coverage limitations. This insurance provides assurance that we have coverage in the event of a cybercrime that may compromise sensitive information and helps cover both first- and third-party financial losses in the event of a cyber-breach. The renewal cost for 2025-2026 policy year is \$7,026.76, which reflects only a \$1.03 increase for the same coverage. This is budgeted for the fiscal year and staff recommend staying with Coalition Insurance Solutions, Inc. due to their comprehensive coverage and strong industry reputation.

Mr. Solarz moved to allow 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 \$7,026.76. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the adoption of Resolution No. 415 – Banking Signature Authorizations, Finance Director Monica Kemper explained that each banking institution has different requirements for adding or removing staff and Board members. The proposed resolution includes adding Accounting Technician Junibert S. Magalona, as a signer to two accounts and as a contact to all other accounts. Junibert currently has viewing access to banking information, however, without formal authorization,

cannot directly communicate with the bank if the Finance Director is unavailable. The Accounting Technician role has traditionally included authorization for direct banking contact in case of necessity.

Mr. Kilmer moved to adopt Resolution No. 415 authorizing Umpqua Bank to add Junibert S. Magalona as a contact to all accounts and a signer to two accounts. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, February 20, 2025, at 7:00 a.m.

Updates were given as follows:

- Treatment Plant Chlorine Pumps - a few weeks ago, issues arose with the pump system at the treatment plant. There are two pumps that alternate pumping and they began having some glitches, the pumps failed to switch over properly requiring manual operation to adjust speed and maintain function. We expedited the delivery of two new pumps. One pump, which had been experiencing trouble, was replaced and is now functioning properly. The second pump is running as expected, we are determining whether the faulty pump can be rebuilt based on its conditions and necessary repairs.
- January 27<sup>th</sup>, 2025 Water Main Breaks – crews responded to multiple main breaks on this day, including a significant repair on 5<sup>th</sup> St. in Coos Bay, asphalt replacement has been scheduled. Two other 12” main breaks emerged in North Bend, one on Newmark and the other on Pony Creek Rd. All three breaks required immediate attention and were successfully repaired by the crew.
- SCADA System Visits – Treatment Plant staff recently conducted three SCADA system site visits to explore and evaluate potential software systems. The first was a virtual meeting with Lake Oswego, where a newly implemented SCADA system was reviewed. The second visit was in-person visit to Grants Pass to review another system and the third visit was to EWEB in Eugene, which showcased a more complex system. Staff is evaluating findings and will be coordinating demonstrations with potential vendors to further assess SCADA solutions. The goal is to ensure a system that is both user friendly and capable of meeting the operational needs of the Water Board.
- Water Management and Conservation Plan – A draft of the WMCP was submitted by GSI Solutions as part of the Water Board's annual contract updates. While still in draft mode, the plan includes a review of current water rights and strategies for efficient water use. Beyond water rights, the WMCP outlines required actions based on state regulations, including water loss assessments, meter replacement programs, and ongoing leak detection efforts. They anticipate completion of the internal review by next week, at which point any comments or revisions will be submitted back to GIS Water Solutions. Following this review, the plan will undergo and 30-day public comment period, during which municipalities, tribal entities, and others will have the opportunity to provide feedback. Once comments are received, the final version of the Water Management and Conservation Plan will be presented to the Board for formal approval.

At 7:30 a.m. Chair Matthews directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h), personnel issues pursuant to ORS 192.660(2)(a) and labor negotiations pursuant to ORS 192.660(2)(d). The Board returned to open session at 9:22 a.m.

There being no other business to come before the Board, Chair Matthews adjourned the meeting at 9:22 a.m.

Approved: \_\_February 20\_\_, 2025

By: \_\_\_\_\_  
Carmen Matthews, Chair

ATTEST:

\_\_\_\_\_