

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

Minutes  
Regular Board Meeting

January 18, 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 Greg Solarz presiding. Other Board members present: Rob Kilmer, Bill Richardson, Carmen Matthews (virtually). Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Jeff Miller, Water Treatment Supervisor; Aimee Hollis, Customer Relations Supervisor; Micah Demanett, Meter Services Supervisor; and Vince Stonesifer, Field Services Technician, attended virtually. Melissa Cribbins, Board Legal Counsel was present. Media present: None.

Chair Solarz opened the meeting at 7:00 a.m. and asked Mr. Whitty to lead the Board and assembly in the Pledge of Allegiance.

Chair Solarz asked if there were any corrections or additions to the December 7, 2023 Regular Board meeting minutes. Mr. Kilmer moved the minutes be approved as written. The motion was seconded by Mr. Richardson and passed unanimously.

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

Water Treatment Supervisor Jeff Miller reviewed the bids received for water treatment chemical purchases to be made during calendar year 2024. Seven suppliers submitted quotes for five chemicals. All products meet the specifications outlined in the Request for Quotes. If the same amount of chemicals are used as last year the overall savings would be approximately \$6,000.

After a brief discussion, motion was made by Mr. Richardson to accept all quotes and award the chemical quotes to the supplier with the low quote for each chemical type. The motion was seconded by Mr. Kilmer and passed unanimously. The suppliers with low quotes were as follows:

- Liquid Poly aluminum chloride to USALCO for \$970.00/ton
- Anhydrous ammonia to Airgas Specialty Products, Inc. for \$2,800/ton
- Sodium hypochlorite (12.5%) to HASA, Inc. for \$2.62/gal
- Sodium Fluoride to Cascade Columbia district Co. for \$3,040.00/ton
- 25% Sodium Hydroxide to Univar USA, Inc. for \$246.25/ton

Regarding the proposed updated job description for the Finance Director, Mr. Thomas stated the proposed update is mainly to remove the customer service portion from the Finance Director's job duties. HR Answers reviewed the draft suggesting minor edits. After a brief discussion, Mr. Solarz moved to approve the updated job description as presented for the Finance Director. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed updated job description for the Administrative Assistant, Mr. Thomas stated the Board previously had discussions regarding the Administrative Assistant position, adding some human resources duties to it, doing a salary study, and a job description study on that position with the human resources duties included.

Mr. Thomas stated he reviewed some HR descriptions and had HR Answers review. HR Answers obtained job description information from a Human Resources Specialist and staff changed the title to Executive Assistant/Human Resources Specialist.

The proposed job description includes a major portion of the current job duties, but what staff added are some of the Human Resources duties such as benefits enrollment and assisting the General Manager with executive Human Resources duties. As far as the pay scale /salary, the study came back with what the current salary is so there would not be an increase.

Ms. Cribbins asked if this would be effective as of the date of retirement of the current Administrative Assistant. Mr. Thomas confirmed that is correct.

Mr. Solarz expressed his concerns the job description is not clear enough as to the ability to exercise discretion regarding exposure to personnel files and executive session. Mr. Solarz referred to the "Essential Job Functions" No. 2: - "Ability to provide administrative support to the General Manager. Ability to exercise discretion with highly confidential and sensitive matters."

Mr. Solarz suggested Attorney Cribbins review this. Ms. Cribbins stated she could review this further before finalizing the proposed job description. Mr. Solarz asked if this job description could be tabled until the next Regular Board Meeting. Mr. Thomas agreed to put this on the next Board Meeting's Agenda.

Mr. Thomas stated he would like to be able to hire an individual based on the new job description and work with the current Administrative Assistant for 2 to 3 months prior to her June 1<sup>st</sup> retirement date. This would mean advertising the position in February and hiring an individual by April. Ms. Cribbins stated the other option for the Board members would be to approve the proposed job description today with the understanding that the confidentiality language would be amended.

Mr. Kilmer moved to approve the updated job description for the Executive Assistant/Human Resources Specialist to include additional language as discussed. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, February 1, 2024, at 7:00 a.m.

Updates were given as follows:

- Merritt Dam Seismic Study – The field investigation is near completion. On December 22, 2023 a dynamic cone penetrometer test was done on the dam. Drill pads were installed. Last week they completed three of the four boreholes, and next week will be back to do the last drilling at the foot of the dam.
- AMR Billing Cycles – There have been some billing issues with Cycle 8. The installers are doing 8,12 and 10. They have completed Cycle 8. The installers are out with sheets that they put the new meter numbers on. These are returned to staff and then staff have to manually input all of the new serial numbers and the new read of zero because it's a brand-new meter.

These issues caused a lot of calls to customer service. When the meter is installed, they have a zero read. Due to time constraints in November with two holidays, reads were collected prior to the change outs being completed in our system. While Data Processing is working on completing them and updating them, staff are reading them. The installation date to the read date was short, making the reads lower for one month. The following month, those reads were caught up and current, so they had a short month and then a lower bill, and then a higher bill the next month. This did not affect all of the customers in Cycle 8, just those that staff were not able to get the updates into the system prior to release and those load automatically. To correct that, staff are now getting the sheets earlier and inputting the actual installation date that the group has put in to eliminate any of that crossover time with the read dates.

The AMR installers have completed Cycle 12. There are 19 meters in that cycle that our crew needs to do the installs on larger meters. The installers are currently working on Cycle 10 and have installed about 530 meters of 1800.

- Travel Southern Oregon Coast (TSOC) Trail Information – A letter was received from the person who builds the trails stating more space is needed and a larger phased area of potential development with well-planned trail connections and routing would be much preferred. They are referring to the main part of the watershed, which the waterboard did not want to do or agree with at the time and that the trail builder does not at this point, recommend TSOC try to make the investment into mountain biking trails.

Attorney Cribbins met with Julie Miller at TSOC about more space being needed and to wait on the legislative session to see what's happened with the recreational immunity cases and see if there's going to be any news on that. In the meantime, the Board should think about if they want to add space to this, whether that be on the parcels that are southwest of the main part of the watershed on the south of Libby Road.

At 7:29 a.m. Chair Solarz directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h). The Board returned to open session at 7:56 a.m.

There being no other business to come before the Board, Chair Solarz adjourned the meeting at 7:56 a.m.

Approved: \_\_\_\_\_, 2023

By: \_\_\_\_\_  
J. Gregory Solarz, Chair