

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

Minutes
Regular Board Meeting

June 20, 2025
1:00 p.m.

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Vice Chair Bill Richardson presiding. Other Board members present: Chair Carmen Matthews (virtual), and Greg Solarz. Board Members absent: Rob Kilmer. Water Board staff present: Ivan D. Thomas, General Manager; Monica Kemper, Finance Director; Jeff Miller, Operations Manager; Matt Whitty, Engineering Manager; Aimee Hollis, Customer Relations Manager; Micah Demanett, Meter Services Supervisor; Junibert Magalona, Accounting Specialist; and Stacey Parrott, Executive Assistant & HR Specialist. Board Legal Counsel Melissa Cribbins was present. Media present: None.

Vice-Chair Richardson opened the meeting at 1:02 p.m.

Vice-Chair Richardson asked if there were any corrections or additions to the May 15, 2025, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Matthews and passed unanimously.

Vice-Chair Richardson asked if there were any public comments and there were none.

Regarding adoption of the FY2025-26 financial budget, Mr. Thomas stated the Budget Committee recommended to adopt the 8.00% rate adjustment in general water rates, fire services and fire hydrants as shown in Exhibit “A” of proposed Resolution No. 417, the Budget Committee also suggested a 3.00% increased rate adjustment in System Development Charges, and asked the Board if they had any modifications or comments.

After a brief discussion, Mr. Solarz moved to adopt FY25-26 budget as proposed by the Budget Committee and adopt Resolution No. 417 which includes a rate increase of 8.00% and a 3.00% rate adjustment in System Development Charges. The motion was seconded by Mr. Matthews and passed unanimously. The Resolution read as follows:

Resolution No. 417

**ADJUSTMENTS TO GENERAL WATER RATES
FIRE SERVICES, FIRE HYDRANTS
AND
SYSTEM DEVELOPMENT CHARGES**

WHEREAS, by and pursuant to the authority vested in the Coos Bay-North Bend Water Board (Water Board), pursuant to the respective charters of the Cities of Coos Bay and North Bend, Oregon, and the laws of the State of Oregon, said Water Board has the right and authority to fix rates to be paid by users of water from the Water Board system, to make and determine reasonable classifications of various rates, and to promulgate and make effective regulations and service fees in connection with the operation of said water system; and

WHEREAS, Water Board has reviewed current rates and charges in relationship to the operational and capital needs of the utility and found them insufficient to meet Water Board's goals; and

WHEREAS, Water Board has determined that the needs of the utility must be appropriately funded;

NOW, THEREFORE, BE IT RESOLVED, that general water rates, fire services fire hydrants and System Development Charges for all classifications of water users within and without the corporate limits of the Cities of Coos Bay and North Bend, Oregon, established by duly adopted resolutions of Coos Bay-North Bend Water Board, shall be amended by the attached Exhibit "A" to be effective July 1, 2025, for all bills rendered on or after July 1, 2025.

Adopted this _____ day of _____, 2025.

COOS BAY-NORTH BEND WATER BOARD

By: _____
Carmen Matthews, Chair

**HIGHLIGHTED IS NEW 25-26
GENERAL WATER RATES**

Rate per 100 cubic feet for all consumption over 300 cubic feet			Minimum charge for consumption metering from 0 to 300 cubic feet per month		
<u>Classification</u>	<u>Inside</u>	<u>Outside</u>	<u>Meter Size</u>	<u>Inside</u>	<u>Outside</u>
Residential	\$4.665	\$6.210	Meter Surcharge	\$0.00	\$5.00
Multiple-residential	3.660	5.333	5/8-inch	31.70	44.28
Commercial	3.713	5.413	3/4-inch	33.64	47.10
Industrial	3.221	4.312	1-inch	41.56	58.16
Public/Other	3.373	4.909	1 1/2-inch	61.32	85.88
Untreated		0.553	2-inch	90.99	127.40
			3-inch	160.24	224.40
			4-inch	259.22	362.88
			6-inch	506.56	709.20
			8-inch	803.38	1,124.74
			10-inch	1,149.69	1,609.57

FIRE SERVICES

**To be charged monthly at the rate of \$8.00 per inch
of diameter of service pipe in addition to any meter rate**

<u>Fire Service Line Size</u>	<u>Monthly Fee</u>
2" or less	16.00
3"	24.00
4"	32.00
6"	48.00

8"	64.00
10"	80.00

SYSTEM DEVELOPMENT CHARGES

METER SIZE	(ME) Meter Equivalent	SDC
5/8"	1.0	\$ 5,108
3/4"	1.5	\$ 7,662
1"	2.5	\$ 12,770
1.5"	5.0	\$ 25,540
2"	8.0	\$ 40,863
3"	16.0	\$ 81,726
4"	25.0	\$ 127,697
6"	50.0	\$ 255,396
8"	80.0	\$ 408,633
10"	115.0	\$ 587,410

FIRE HYDRANT RATES

- Hydrants inside the Cities of Coos Bay and North Bend which are owned by the Cities of Coos Bay and North Bend - NO CHARGE
- Hydrants owned and maintained by private parties or by other public bodies within the Cities of Coos Bay and North Bend, per month in advance - \$16.51
- Hydrants owned and maintained by organized fire districts, private parties, or by other public bodies outside the corporate limits of Coos Bay and North Bend, per month in advance - \$22.92

NOTE: THE ABOVE GENERAL WATER RATES, FIRE SERVICES, FIRE HYDRANTS, AND SYSTEM DEVELOPMENT CHARGES SHALL BE IN EFFECT FOR ALL CHARGES MADE AND BILLED AS OF THE JULY 1, 2025, BILLING DATE.

Exhibit "A" to Resolution No. 417

Regarding the proposed renewal of Property/Liability Insurance Coverage with City/County Insurance Services, Finance Director Monica Kemper stated the utility's agent, Nasburg Huggins Insurance Agency, has provided the annual proposal for property and liability insurance for FY2025- 2026.

The FY 2025-2026 proposed premium cost with a multi-line credit is \$198,950.06. This is an increase of \$8,878.60 from FY 2024-2025. This amount represents a 4.46% increase over the previous year's premium. The increase is considered minimal and has been accounted for in the approved budget. Property and liability insurance services for FY 2025-2026 will be effective July 1, 2025.

Mr. Solarz motioned to authorize the General Manager to sign the CIS Property and Liability proposal to secure property and liability insurance service renewals for the 2025-2026 fiscal year at a proposed cost of \$198,950.06. The motion was seconded by Mr. Richardson and passed unanimously.

Regarding the proposed renewal of Workers' Compensation Insurance with SAIF Corporation for FY2025-2026, Ms. Kemper stated that the annual proposal was received from the Water Board's agent Nasburg Huggins Insurance Agency, Inc.

The estimate for workers' compensation in FY 2024-2025 was closed at \$32,057. The 2025-2026 proposal illustrates a price increase of \$1,342 for a total estimate of

\$33,399.28. The price increase for FY2026's renewal is primarily due to an increase in subject payroll. While the Water Board's modification (mod) rate decreased from .99 to .81 an .18 point decrease, the increase in wage base bears the burden of the premium increase. The mod rate is based on the latest three-year history of workers' compensation claims and projected payroll for the coming year. The Water Board's mod rate is considered to be excellent. The best workers' compensation premiums are at a mod rate below 1.00.

Workers' compensation insurance services for FY 2025-2026 will be effective July 1, 2025. Premiums will be billed applicable to the service dates within the same year. The Water Board receives pre-pay and premium discounts totaling the cost of workers compensation insurance at \$33,399.28 which is budgeted accordingly in the FY 2025-2026 Water Board budget.

A motion was made by Mr. Solarz authorizing the General Manager to sign the SAIF Workers' Compensation agreement to secure workers' compensation insurance service renewals for the 2025-2026 fiscal year at an estimated cost of \$33,399.28. The motion was seconded by Mr. Matthews and passed unanimously.

Ms. Kemper presented proposed Resolution No. 418 titled "Resolution Extending Workers' Compensation Coverage to Volunteers of Coos Bay-North Bend Water Board for Policy Year 2025-2026. Insurance will be provided by SAIF Corporation, at a nominal premium of \$2.63 per year.

Mr. Solarz moved to adopt Resolution No. 418 as proposed. The motion was seconded by Mr. Richardson and passed unanimously. The resolution read as follows:

Resolution No. 418

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF COOS BAY-NORTH BEND WATER BOARD FOR POLICY YEAR 2025-2026

WHEREAS, ORS 656.031 provides that workers' compensation coverage will be extended to the classes of volunteer workers;

NOW, THEREFORE, be it resolved that Coos Bay-North Bend Water Board elects to provide workers' compensation coverage as listed below:

1. Unpaid volunteer Board Members will be provided with workers compensation based on providing administrative duties and hours volunteered. The assumed hourly wage for unpaid volunteer Board Members will be the assumed minimum wage filed by the National Council on Compensation Insurance for the year in which the volunteer services are provided.
2. A roster of active volunteers (non-public safety) will be kept monthly for reporting purposes. It is acknowledged that SAIF may request copies of these rosters during year-end audit; and

3. Unanticipated volunteer projects or exposure not addressed herein will be added to Coos Bay-North Bend Water Board's coverage agreement (1) by endorsement, (2) with advance notice to SAIF, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated and must be pre-approved; and
4. This resolution will be updated annually.

Adopted this _____ day of _____, 2025.

COOS BAY-NORTH BEND WATER BOARD

By: _____
Carmen Matthews, Chair

Regarding the proposed creation of a Customer Service Representative career ladder and Customer Service Representative Senior job description, Customer Relations Manager Aimee Hollis stated that this initiative was part of the recent labor negotiations and aims to provide a defined advancement path within the Customer Service department. The senior position requires deeper operational knowledge and the ability to support data processing functions. Promotions will be based on defined eligibility criteria. The proposed salary for the CSR Senior position is set at 4% above the current CSR rate. The position was reviewed and supported by HR Answers who conducted the Board's FY2025 pay equity review. Changes would be in effect July 1, 2025.

Mr. Richardson moved to approve the addition of the Customer Service Representative career ladder and the addition of the new job description for the Customer Service Representative Senior; effective July 1, 2025. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, July 17, 2025, at 7:00 a.m.

At 1:12 p.m. Vice-Chair Richardson directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h).

The Board returned to open session at 2:02 p.m. There being no other business to come before the Board, Chair Solarz adjourned the meeting at 2:02 p.m.

Approved: _____, 2025

By: _____
Carmen Matthews, Chair

ATTEST: _____