

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

Minutes  
Regular Board Meeting

1:00 p.m.  
June 2, 2016

Coos Bay-North Bend Water Board met in open session in the Board Room at the above address, date, and time with Chair Cribbins presiding. Other Board members present: Richard Vigue, Greg Solarz and Dr. Charles Sharps. Board members absent: None. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Supervisor; Jim Kaylor, Water Treatment Supervisor/Operations Manager; Bryan Tichota, Customer Relations Supervisor; Jeff Howes, Finance Director; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Rob K. Schab and Shannon Souza were present. Media present: None. Chair Cribbins opened the meeting at 1:00 p.m.

Chair Cribbins asked if there were any corrections or additions to the May 26, 2016 Regular Board meeting minutes. Mr. Vigue moved the minutes be approved as written. The motion was seconded by Dr. Sharps and passed unanimously.

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

Mr. Thomas welcomed Rob Schab and Shannon Souza, Sol Coast Consulting & Design. Mr. Schab will be attending the annual AWWA Conference and Exposition in Chicago to give a presentation on the Matson Creek Fisheries Restoration Project. A preview of the presentation was given to the Board and they welcomed the Board's feedback on any additional information to include in their presentation. Board members suggested additional pictures be added to show the final completion of the project. The presentation was very informative and well done.

Regarding the proposed residency requirement for Water Board employees required to respond in emergency situations, Mr. Thomas stated staff proposes to update the residency requirement from 15 miles to 40 minutes response time. This change would affect only certain positions within the utility. The utility's policy currently states "All exempt and bargaining unit employees assigned to the Water Treatment Section, Construction Section, Engineering Section, Customer Service Truck Operators, and General Manager are subject to the provisions of this policy." This portion of the policy would remain the same.

Staff researched residency requirements for other water utilities and municipalities and found some utilities have no residency requirement, some with time limits of 30 and 45 minutes, but none were found with a mileage restriction.

Mr. Thomas commented with a mileage restriction of 15 miles, it is difficult to recruit a pool of qualified applicants. Many potential candidates residing outside the 15 mile boundary would not be willing to relocate. Updating the residency requirement to 40 minutes would be preferable as

it would provide a larger recruitment area, allowing Coquille, Bandon, Reedsport, Lakeside and some Myrtle Point residents to apply for Water Board positions.

Staff recommends the Board preapprove the recruitment for all currently posted and upcoming positions using the new residency requirement of 40 minutes. With this change, all affected staff would be required to reside within 40 minutes of the Water Board Service Center. Any affected staff currently residing outside the 40 minutes residency requirement would be exempt from the new policy from this date forward as long as they do not relocate in the future. Mr. Thomas said if pre-approved by the Board, this would take effect immediately and be in place until Personnel Policy updates are brought before the Board for approval at a future meeting in July or August 2016.

Mr. Solarz expressed his concerns changing road miles to minutes and prefers a more defined residency requirement. After a brief discussion, Mr. Vigue moved to approve the General Manager's recommendation to update the residency requirement from 15 miles to 40 minutes. The motion was seconded by Dr. Sharps and passed with Mr. Vigue, Ms. Cribbins and Dr. Sharps voting in favor, and Mr. Solarz abstaining.

Regarding the proposed changes to the job description for Water Treatment Plant Operators, Mr. Kaylor stated the current job description includes language that specifies Treatment Plant Operators "infrequently require moving of materials weighing up to 25 pounds." Staff recommends that this weight requirement be increased to 50 pounds which is consistent with both the industry standards and the chemical deliveries at the Pony Creek Water Treatment facility. The Water Treatment Plant Supervisor position has recently been modified to include the same language related to the amount of weight that may need to be moved.

In addition, the existing job description for the Water Treatment Plant Operator also stipulates the employees reside within 15 miles of the Pony Creek Water Treatment Plant. Staff is recommending that this requirement be modified to a residency that provides a 40 minute response time to the Pony Creek Water Treatment facility at 2315 Ocean Blvd, Coos Bay, Oregon 97420. Providing a specific response time rather than a mileage limitation for new employees will provide a much larger recruitment area for the position of Water Treatment Plant operator. After a brief discussion, Dr. Sharps moved to approve the noted modifications to the Water Treatment Plant Operator's job description. The motion was seconded by Mr. Vigue and passed unanimously.

Regarding the Upper Pony Creek earthquake induced seismic deformation analysis, Engineering Manager Matt Whitty gave a brief overview of the draft report of the analysis conducted by AECOM. The result of the analysis is positive because the dam is expected to survive a major earthquake. However, their main concern is the vent pipe. The 48-inch gated outlet pipe that controls the reservoir level has a 10-inch vent pipe. This pipe was not installed in accordance with the original design. The vent pipe was designed to be installed along the upstream face of the dam. During construction this configuration was changed, and the vent pipe was installed vertically through the upstream shell of the dam. This vent pipe will likely fail and shear off during a major seismic event. The upstream shell will also likely develop longitudinal and transverse cracks providing a pathway for water to the failed vent pipe. Because this vent pipe may fail at depth within the upstream shell rather than at shallow depth where it was designed, there is a possibility of loss of a portion of the upstream shell through uncontrolled release of water through the failed vent pipe. This could then result in increased crest settlement and potential for a dam breach if the reservoir level is high.

Staff has requested information from AECOM on what prompted the change in location of the vent pipe during construction. The engineer of record is no longer with the company, and files associated with the project are either in storage or destroyed. Staff will be conducting a search of Water Board files for further information on this change.

The Board's next regular meeting was set for Thursday, June 16, 2016, at 1:00 p.m., immediately following the Budget Committee Meeting.

At 1:55 p.m. Chair Cribbins directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a) and performance evaluation of General Manager pursuant to ORS 192.660(2)(i). They returned to open session at 2:35 p.m.

Chair Cribbins moved they increase the General Manager's annual compensation from \$115,000 to \$116,293.75 (an increase of 1.125%) effective July 1, 2016 and successful completion of the General Manager's probationary period has been met. The motion was seconded by Mr. Vigue and passed unanimously. At 2:37 p.m. there being no other business to come before the Board, Chair Cribbins declared the meeting adjourned.

Approved: \_\_\_\_\_, 2016

By: \_\_\_\_\_  
Chair Melissa Cribbins