

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

Minutes  
Regular Board Meeting

7:00 a.m.  
May 26, 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; Bryan Tichota, Customer Relations Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Chris Moore and Wyatt Rutherford, representing Country Club Estates, were present. Media present: None. Chair Cribbins opened the meeting at 7:00 a.m.

Chair Cribbins asked if there were any corrections or additions to the May 5, 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 Chris Moore and Wyatt Rutherford, representatives from Country Club Estates. Mr. Moore attended a prior Board meeting and presented the Board with information in efforts to come to a consensus on what fees and charges would be applicable if water were served to the Country Club Estates (CCE) community by the Water Board. At a later meeting, the Board agreed on what fees and charges would be applicable to serve CCE. The SDC (System Development Charge) fees were decided to be the fee for a 5/8-inch meter multiplied by the number of residential lots in CCE. These charges amount to \$74,750 payable over a five year period. Additional terms and conditions concerning fees and charges were a 5/8-inch meter tap fee, applicable service fees, and a minimum monthly bill based on a 2-inch meter for a maximum peak demand from 25 homes. Mr. Thomas communicated the Board's decision to Mr. Moore.

On May 12, 2016, Mr. Moore provided General Manager Ivan Thomas with a counterproposal and appeal for the Board's consideration. The counterproposal and appeal from CCE was provided to the Board members in their Board packet. Mr. Moore gave an overview of CCE's counterproposal. After a brief discussion, it was the Board's consensus they needed additional time to discuss the counterproposal before a decision could be rendered. The Board thanked Mr. Moore and Mr. Rutherford for their time.

Regarding the proposed changes to the existing job description for the Water Treatment Plant Supervisor, Mr. Kaylor explained the existing job description for this position includes

language under the “Special Requirements/Licenses” section that has recently been changed by the Oregon Health Authority. Additionally, it is felt that increasing the length of time that a newly hired Plant Supervisor has to obtain the OHA Grade III Water Treatment Plant certification, especially for candidates from out of state, will be beneficial to current and future recruitment efforts.

Staff is also suggesting changes to the current position description under “Physical Requirements of Position”. The current description states: “duties may infrequently require moving of materials weighing up to 25 pounds. Staff feels that increasing this weight limit from 25 pounds to 50 pounds is more consistent with industry standards for the physical requirements of personnel working in a treatment plant environment as well as being representative of the bagged chemicals utilized at the Pony Creek Water Treatment facility.

Oregon Water Treatment Plant certified operators, prior to 2015, were required to successfully pass a test for certification grade levels 1 through 4 and also pass an additional separate test for a “filtration endorsement”. The Oregon Health Authority has modified this requirement to exempt operators who successfully pass their Grade III Water Treatment Plant certification test from the additional testing previously required for the filtration endorsement. The Oregon Grade III test has representative content regarding treatment plant filtration that provides OHA with an accurate evaluation of the operator’s knowledge related to the treatment of potable water using rapid sand and membrane filters. Certification at Grade 1 and Grade 2 still requires a separate filtration endorsement if personnel are working in a surface water treatment facility.

The existing Treatment Plant Supervisor position description states:

SPECIAL REQUIREMENTS/LICENSES – Possession of a valid Oregon driver’s license and acceptable driving record at time of hire; ability to secure State of Oregon Grade III Water Treatment Plant Operator Certificate with filtration endorsements within six months of hire; experience and education suitable to qualify under Oregon Department of Health Services rules as Technical Director of the Water Board’s state certified microbiological laboratory.

The proposed changes are;

SPECIAL REQUIREMENTS/LICENSES – Possession of a valid Oregon driver’s license and acceptable driving record at time of hire; ability to secure State of Oregon Grade III Water Treatment Plant Operator Certificate within 12 months of hire; experience and education suitable to qualify under Oregon Department of Health Services rules as Technical Director of the Water Board’s state certified microbiological laboratory.

The existing language the “Physical Requirements of Position” are:

While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach, and manipulate objects, tools , or controls; the position requires mobility; duties may infrequently require moving of materials weighing up to 25 pounds.....

The proposed changes are:

While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach, and manipulate objects, tools , or controls; the position requires mobility; duties may infrequently require moving of materials weighing up to 50 pounds.....

Dr. Sharps moved to approve the noted modifications to the Water Treatment Plant Supervisor’s job description. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the proposed Engagement Letter from Hough, MacAdam, Wartnik, Fisher & Gorman, LLC, for the proposed FY2016 audit, Mr. Thomas stated staff has engaged the services of this firm for 8 years and the firm has experienced and professional staff familiar with the utility’s business model and financial policies. The proposed fee for auditing services will increase by 3 percent, not to exceed \$16,395. After a brief discussion, Ms. Cribbins moved to

authorize the General Manager to sign the engagement letter entering the Board into an agreement for financial auditing services from Hough, MacAdam, Wartnik, Fisher & Gorman, LLC. The motion was seconded by Dr. Sharps and passed unanimously.

The Board's next regular meeting was set for Thursday, June 2, 2016, at 1:00 p.m., immediately following the Budget Committee Meeting.

Dr. Sharps asked what the status was on the culvert crossing on 6<sup>th</sup> Avenue. Engineering Manager Matt Whitty stated it is still in the design phase.

At 7:40 a.m. Chair Cribbins directed they go into executive session for the purposes of discussing personnel issues pursuant to ORS 192.660(2)(a) and labor negotiations pursuant to ORS 192.660(2)(d). They returned to open session at 8:17 a.m. Mr. Solarz moved to deny the appeal and counterproposal for system development charges for Country Club Estates' master meter, and authorize the General Manager to notify Mr. Moore of the Board's decision. The motion was seconded by Mr. Solarz and passed unanimously. There being no other business to come before the Board, Chair Cribbins adjourned the meeting at 8:19 a.m.

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

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