

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

Minutes
Regular Board Meeting

November 15, 2018
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 Vice-Chair Dillard presiding. Other Board members present: Greg Solarz and Dr. Charles Sharps. Board members absent: Melissa Cribbins. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Jerre Cover, Water Treatment Supervisor; Rick Abbott, Distribution Supervisor; Jeff Page, Operations Manager; Monica Kemper, Accounting Technician; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Paul Nielson from Isler CPA was present. Mark Hampton and Marc Van Camp from Stuntzner Engineering were present. Vice-Chair Dillard opened the meeting at 7:00 a.m. and asked Mr. Cover to lead the Board and assembly in the Pledge of Allegiance.

Vice-Chair Dillard asked if there were any corrections or additions to the October 18, 2018, Regular Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously. Vice-Chair Dillard asked if there were any corrections or additions to the October 26, 2018 Special Board meeting minutes. Dr. Sharps moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

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

Mark Hampton, PE and Marc Van Camp, PE of Stuntzner Engineering were present to give the Board information concerning a proposed new development in Coos Bay. The developers, Mr. Zomerschoe and Mr. Smith, have retained Stuntzner Engineering for design work on this development, including design of an extension of the utility's distribution system.

The undeveloped property consists of 14 acres located north of Lockhart Avenue and west of South 11th Street. The developers plan is to put in a multi-family housing complex between 150 to 200 units. Mr. Hampton stated a booster station with a fire pump would be put in. The developers want to establish public right of way. Mr. Solarz asked who the architect is. Mr. Hampton stated the contractor is Riverdale Construction from Medford.

Dr. Sharps stated the utility has a tank at the top of California Street. Mr. Thomas commented Mr. Whitty has met with Stuntzner Engineering for preliminary discussions regarding water service to the development.

Attorney Jim Coffey confirmed a Main Extension Contract would be prepared and entered into once the Board has approved the final design.

The Board thanked Mr. Hampton and Mr. Van Camp for their information on the proposed project.

Paul Nielson of Isler CPA was present to review the contents of the completed financial audit of the Board's accounting system for the fiscal year ended June 30, 2018. Mr. Neilson reviewed the Schedule of Operating Revenues and Expenditures-Budget and Actual for the year ended June 30, 2018. Mr. Neilson explained due to implementation of GASB 75, the fiscal year 2018 beginning net position was reduced by \$199,792. Prior year balances were not restated. Total revenues increased in total by 4.68% or \$344,011 and operating expenses increased in total by 0.08% or \$4,743.

The internal controls for the Board are operating as designed and regulations are being complied with. No material mistakes or deficiencies were noted.

After a brief discussion, Dr. Sharps moved to accept the Fiscal Year 2018 financial audit as presented. The motion was seconded by Mr. Dillard and passed unanimously.

Regarding renewal of the Pacific Source dental insurance contract, Mr. Thomas stated Pacific Source has submitted a proposal for the next coverage period of December 1, 2018 through November 30, 2019. The proposal includes a rate increase of 12.58% across each group within the plan.

The total billing for fiscal year 2017-18 was \$42,494. If staffing remains consistent with a full staff of 41 employees, the total annual cost proposal would equal a maximum of \$51,356, an increase of \$8,862 from last fiscal year. Pacific Source's rates are competitive with other dental insurance companies.

After a brief conversation, motion was made by Dr. Sharps to authorize the General Manager to execute the contract renewing the Pacific Source dental plan as proposed. The motion was seconded by Mr. Solarz and passed unanimously.

Mr. Thomas presented staff's request regarding the proposed addition of a Water Treatment Plant Operator trainee and updates to the current job description for Water Treatment Plant Operator. The utility has historically required its treatment operators to have Oregon water treatment certifications upon hire. In the previous 10 years, most operators who were hired did not have the certifications when hired, nor did they have the experience to get the certifications within the 6-month requirement that is in the current job description. Oregon Water Treatment rules require individuals who sit for an exam have at least one year of hands-on experience, or a combination of 6-months hands-on experience with certain advanced education requirements in the field of expertise.

The addition of a Water Treatment Plant Operator Trainee would allow the utility access to a larger pool of applicants that may not have certifications but have some related experience or education. This would allow staff to train an operator that might be hired from a trainee position. The trainee position is an entry level job, and they make a reduced wage of a certified Water Treatment Plant Operator. Staff researched trainee wages and found that a trainee generally makes 75% to 90% the salary of a certified operator. In reviewing the 2018 AWWA Compensation Survey the average starting annual wage at a Board operated utility for a trainee position is \$36,563 or \$17.58 per hour. This annual wage equates to 84.39% of the Water

Board's starting salary for a Treatment Plant Operator. The following pay scale is suggested for the proposed trainee position:

Class	Range	Position Title	1	2	3	4	5	6
231	30	WTP Operator Trainee	17.58	18.46	19.38	20.35	21.37	22.44

Mr. Thomas stated he has been working with the SEIU Local 503 Oregon Public Employees Union to obtain their approval and recognition of the proposed trainee position and pay scale. As of November 8th the Union has not responded. Mr. Dillard inquired what the pay scale is for an operator. The full pay scale was included in the Board packet. Mr. Thomas stated Step 1 for a Water Treatment Operator 1 is \$20.83.

Regarding the proposed updates to the Water Treatment Plant Operator (WTPO) job description, the current time required for an operator to obtain their water treatment certifications is 6 months for a WTPO1, 2 years for a WTPO2 and 4 years for a WTPO3. The proposed time frame for a trainee to obtain their WTPO1 certification is 2 years, 4 years for a WTPO2, and 6 years for a WTPO3. The certified operator position would follow the same time frame with the exception that a WTPO1 certification will be required at the time of hire. This resolves the issue of hiring applicants with no treatment certification and placing them in an impossible position of obtaining the State treatment certification without an associate's degree in water/wastewater technology. The State requirements will not allow individuals to obtain a WTPO1 certification without one year's experience.

After a brief discussion, motion was made by Dr. Sharps to accept the addition of the Water Treatment Plant Operator Trainee job description and pay scale pending approval of the SEIU Local 503 Oregon Public Employees Union, authorizing the General Manager, if needed, to negotiate the wage up to 90% of the existing pay scale for Water Treatment Plant Operator. The motion was seconded by Mr. Dillard and passed unanimously.

Dr. Sharps moved to accept the proposed updates to the Water Treatment Plant Operator job description. The motion was seconded by Mr. Solarz and passed unanimously.

The Board welcomed Jeff Page, the utility's new Operations Manager. Mr. Page thanked the Board and stated he is looking forward to working in his new position with the utility.

The Board's next regular meeting was set for Thursday, December 6, 2018.

Updates were given as follows:

- Wisconsin Pump Station Design – RH2 Engineering will be completed with the design by late winter.
- Tank Maintenance Project – Two tanks (Millington and Terramar) were steam cleaned, re-chlorinated and refilled, however they did not pass what staff feels was acceptable to put back on line. Paint samples were taken and staff is waiting for results of those samples. Mr. Thomas inquired why paint samples were not taken the first time around and has asked SUEZ to give a presentation to the Board on what they plan to do.
- Hemlock and Juniper – Knife River will begin paving today.
- Joe Ney Dike – Additional grout injection is needed on the spillway. Contech has quoted \$25,000 for the additional repairs. Mr. Thomas inquired if the Board was comfortable

going forth with Contech as a sole source since they have performed the prior repairs and we only have one quote. Mr. Coffey stated it could be done on an emergency basis, and make an amendment to the original contract.

- Sodium Hypochlorite System – Staff is currently feeding the sodium hypochlorite. The representative that built the pump skid was on site yesterday and did a walk through and start up.
- High Service Pump Drive Replacement – The new drive was installed and is working, however when the plant was shut down the pump stays on at 50% according to the drive that is with the SCADA. Staff is waiting to hear back from the SCADA representative as they will have to rewrite a program for a different model drive than the old one. Mr. Thomas stated any costs that are incurred will be covered by insurance once the \$5,000 deductible is paid.
- Office Remodel – New carpet has been installed and a new desk will be delivered. The Customer Relations Supervisor should be able to move into his new office soon.

Regarding the Joe Ney Dike repairs, Dr. Sharps moved to amend the original contract with Contech to perform the necessary grouting work at the spillway. The motion was seconded by Mr. Solarz and passed unanimously.

The Board's next regular meeting was set for Thursday, December 6, 2018, at 7:00 a.m.

At 8:05 a.m. Vice-Chair Dillard directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h). They returned to open session at 8:20 a.m. There being no other business to come before the Board, Vice-Chair Dillard adjourned the meeting at 8:20 a.m.

Approved: _____, 2018

By: _____
Vice Chair Bob Dillard

ATTEST: _____