

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

Minutes
Regular Board Meeting

November 14, 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 Carmen Matthews presiding. Other Board members present: Bill Richardson, Rob Kilmer, and Greg Solarz. Board Members absent: none. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Miller, Operations Manager; Matt Whitty, Engineering Manager; Jason Mills, Distribution Supervisor; and Stacey Parrott, Executive Assistant & HR Specialist; Board Legal Counsel Melissa Cribbins was present. Media present: None. Christine Moffitt was present.

Chair Matthews opened the meeting at 7:00 a.m. and led the Board and assembly in the Pledge of Allegiance.

Chair Matthews asked if there were any corrections or additions to the November 14, 2024, Regular Board meeting minutes. Mr. Solarz noted a suggestion to amend the minutes to credit attendee Ms. Danielle Fish for her recommendation to coordinate with the Coast Guard regarding emergency management. The amendment proposed changing the phrase “made by the public” to “made by Ms. Danielle Fish” in the relevant section. This amendment was agreed upon by the board. Mr. Solarz moved the minutes be approved as amended. The motion was seconded by Mr. Richardson and passed unanimously.

Chair Matthews asked if there were any public comments. Ms. Christine Moffitt, Coos Bay, expressed concerns regarding logging and slash burning within the Pony Creek Watershed. The Board thanked Ms. Moffitt for her detailed comments and suggestions. Chair Matthews acknowledged the importance of reviewing forest management practices and proposed adding a forest management agenda item to a future board meeting.

There were no further public comments.

Regarding the proposed award of the Fiscal Year 2024 Water Main Bundle, Engineering Manager, Matt Whitty presented information and results of the bidding process for the project. The bundle includes 1,038 feet of 8-inch Ductile Iron water main and 509 lineal feet of 2-inch diameter PVC water main on Meade Avenue and 1,089 feet of 6-inch diameter PVC water main on Garfield Avenue in Empire. The project will retire unlined 8-inch Cast Iron main on Meade that experienced a significant failure in 2016 plus 2-inch galvanized iron main serving 16 services including multi-family housing. The Garfield project will retire 4-inch AC water main that has a history of main breaks.

The project was advertised, and bids were opened on Tuesday, November 5, 2024. Five bids were received, the low bidder was Wind Rose Excavation, a relatively new contractor, first licensed in Oregon in June 2022. The five bids are as follows:

- Wind Rose Excavation \$505,024.50
- Mars Construction \$573,776.00

- S & W Underground \$876,282.34
- Knife River Materials \$981,724.00
- Johnson Rock Products, Inc. \$1,037,937.00

Mr. Whitty stated he conducted a background review and contacted the City of Albany's project manager, who provided positive feedback on Wind Rose Excavation's performance on past projects. The owner, Nathan Daly, has extensive experience with Pacific Excavation, a large regional company specializing in public works projects. Wind Rose also has experience in water main projects and has been actively bidding on projects statewide.

The FY 2024 budget includes \$565,000 for contractor costs plus a 10% contingency. Total budgeted funds for the project including \$36,300 for in-house design and project management is \$657,800. Mr. Whitty shared that on November 6th staff issued Notice of Intent to award the project to Windrose Excavation notifying all bidders and allowing a 7-day protest period that will expire prior to the November 14th Board meeting. No protest and no requests for information have been received as of today and none are anticipated.

Mr. Solarz moved to accept the low bid in the amount of \$505,024.50 and award the 2024 Water Main Replacement Bundle to Windrose Excavation. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the adoption of Resolution 413 – Proposed updates to the Water Board Personnel Policies and Procedures Manual – Addition of Appendix D, Volunteer Policy, General Manager Ivan Thomas stated that the Water Board undergoes a risk management audit every three years by City County Insurance Services (CIS), during the most recent audit, CIS recommended implementing a volunteer policy.

Mr. Thomas shared that historically, the Water Board's volunteers have consisted of the Board of Directors and budget committee members. The Board of Directors applies for volunteer opportunities through the Cities of Coos Bay and North Bend; the Water Board has not historically held information on other volunteers. The Water Board attorney and the General Manager have prepared a draft of a Water Board volunteer policy and application process for consideration. The intent of the policy is to formalize guidelines for all Water Board volunteers, provide an application process, and have the ability to perform background checks on volunteers. All of which were recommended in our most recent risk management audit. Resolution No. 413 has been prepared for adoption to recommend updates to the Water Board's Personnel Policies and Procedures Manual; Addition of Appendix D, Policy for Water Board Volunteers.

Further discussion followed, including a concern from Mr. Solarz about the scope of background checks, emphasizing the importance of avoiding overreach while ensuring due diligence. Board Legal Counsel, Melissa Cribbins clarified that background checks would be conducted in compliance with state guidelines and only as necessary for specific roles. She noted that any authorization form for background checks would require clear definitions and Board approval. Mr. Matthews highlighted the importance of protecting the Water Board from liability and ensuring public confidence in volunteer roles.

Following a brief discussion, Mr. Kilmer moved to adopt Resolution No. 413 allowing staff to update the Water Board's Personnel Policies and Procedures Manual, to include Appendix D, Policy for Water Board Volunteers. The motion was seconded by Mr. Richardson and passed unanimously. The resolution read as follows:

RESOLUTION NO. 413

A RESOLUTION ADOPTING REVISIONS TO THE COOS BAY-NORTH BEND WATER BOARD’S PERSONNEL POLICIES AND PROCEDURES MANUAL – ADDITION OF APPENDIX D – VOLUNTEER POLICY

WHEREAS, the Coos Bay – North Bend Water Board (hereinafter “Water Board”) is a joint instrumentality of the Cities of Coos Bay and North Bend, Oregon, organized and operated under the authority granted by the City Charters of Coos Bay and North Bend and ORS 225.050; and

WHEREAS, the Board of Directors of Water Board has the authority to adopt resolutions to amend and update policies and procedures; and

WHEREAS, Citycounty Insurance Services (CIS), the Water Board’s liability insurance provider, recently conducted a risk management audit and recommended the Water Board adopt a formal standards and policies for volunteers; and

WHEREAS, the Water Board now finds it necessary to establish a Volunteer Policy with the addition of Appendix D of the Water Board’s Personnel Policies and Procedures Manual; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COOS BAY – NORTH BEND WATER BOARD AS FOLLOWS:

1. The Water Board’s Personnel Policies and Procedures Manual, is hereby revised to include Appendix D – Volunteer Policy, as identified in Exhibit “A”, attached hereto and incorporated herein by this reference.
2. The Volunteer Policy, as presented in Exhibit “A”, is hereby adopted and shall be effective immediately upon passage of this Resolution.
3. The General Manager is hereby authorized and directed to implement the policy and ensure all potential volunteers are informed of the guidelines and application process.

Adopted the 14th day of November , 2024.

COOS BAY – NORTH BEND WATER BOARD

By: _____
Carmen Matthews, Chair

ATTEST:

_____ **EXHIBIT “A”**

APPENDIX D – POLICY FOR WATER BOARD VOLUNTEERS

**Coos Bay-North Bend Water Board
Volunteer Policy**

Introduction

Thank you for your interest in volunteering for the Coos Bay North Bend Water Board. Your service is highly valued and appreciated. The Water Board is firmly committed to the safety of our volunteers. We make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards.

Volunteer Definition

A volunteer is any person, including volunteers appointed by the Cities of Coos Bay and North Bend, who donates service to the Water Board without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered. Types of volunteers may include:

- Board members
- Budget committee members

- Work study students
- Unpaid interns.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by the Water Board and a parent or guardian.

Who is Not a Volunteer?

- Work release inmates (by election) – Volunteer Accident Policy coverage provided with waiver.
- Community service workers (by election) – Volunteer Accident Policy coverage provided with waiver.
- Persons not approved by the Water Board for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by parent or guardian.
- Individuals or groups that are volunteering for another agency are not covered by the Water Board. Example: Boys Scouts performing services at a public event or volunteers of another entity responding in a mutual aid agreement.

Policies and Procedures to Become a Volunteer

Registration/Application

All volunteers must complete and sign the Volunteer Registration Form and waiver form, and return the completed forms for approval prior to start of work. Emergency contact information will be obtained from the Volunteer Registration Form in the event of an emergency.

Screening Process

Interviews may be conducted for certain positions prior to selection. Certain volunteer positions may require an additional Authorization to Release information to be completed for a background check.

Approval

Volunteers will receive approval of acceptance by the Water Board prior to starting work.

Vehicle Policy

Volunteers are not permitted to drive Water Board vehicles.

Orientation

After approval and prior to the onset of volunteer work, all volunteers will receive an orientation from the General Manager, including, but not limited to: duties, emergency procedures, injury and accident reporting procedures,

Insurance Coverage

Normally, volunteers are considered “agents” and are covered by the Water Board’s general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers. For work-related injuries, the Water Board provides Worker’s Compensation coverage.

Record Keeping

Volunteer board and committee members will be considered to have worked during the time period of the scheduled meetings. All other volunteers must track their hours and report them to their supervisor weekly.

Performance Management

Evaluation and feedback of the performance of volunteer duties should be provided regularly, including recognition for volunteer service.

Regarding proposed reservoir dive cleaning, inspection, and repairs, Operations Manager Jeff Miller presented an update on the success of the November 2022 cleaning, which included the 9-million-gallon clearwell, chlorine contact chamber, and low-lift sump well. The cleaning resulted in improved water quality at the plant, prompting the proposal for additional cleaning and inspection for the current fiscal year. On October 2, 2024 staff sent out a request for quotes for the work, receiving the following quotes:

- Advance Diving Services \$21,542.00 and \$ 390.00/hour for repairs
- Liquidvision Technology \$29,955.10 and \$ 575.00/hour for repairs
- Potable Divers Inc. \$15,000 and \$300.00/hour for repairs

Mr. Miller stated the Water Board currently has \$55,000 budgeted for using divers for reservoir cleaning and repairs and recommends the Board of Directors accept Potable Divers, Inc's bid as the lowest responsive bidder.

Further discussion followed, Mr. Richardson inquired about the cleaning process and disposal of material removed from the reservoirs. Mr. Miller and Mr. Thomas explained that the process varies by site but typically involves vacuuming material, pumping it to a disposal site, or using existing drainage systems. Mr. Solarz raised concerns about repair specifications. Mr. Thomas clarified that the bid specifies repairs would be conducted based specifically on what "will best satisfy the Water Boards requirements" and only on Water Board approval; these are also supported by video evidence and detailed inspection reports provided by the contractor.

After a brief discussion, Mr. Kilmer moved to authorize Potable Divers Inc. to clean, inspect, and repair the clearwell, low-lift sump well, chlorine contact chamber, and the high-level reservoir for the amount of \$15,000 and \$300 per hour for necessary repairs. The motion was seconded by Mr. Richardson and passed unanimously.

Regarding Distribution reorganization to include Utility Worker Lead position, Distribution Supervisor Jason Mills presented a proposal to reclassify an existing Utility Worker position to a Crew Leader position within the distribution crew. Historically, the Water Board maintained two Crew Leader positions, however recent turnover and lack of experienced applicants led to hiring an additional Utility Worker instead of a Crew Leader. Now, with increased internal experience, we are recommending reclassifying one Utility Worker positions to a Crew Leader position to better meet the current needs of the distribution team and to maintain continuity and service quality. This change has been budgeted for the second half of FY 2025.

After a brief discussion, Mr. Richardson moved to approve the replacement of one Utility Worker position with an additional Crew Leader WD2 role. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding proposed updates to the Utility Crew Lead job description, General Manager Ivan Thomas presented proposed updates to the Utility Crew Lead job description, primarily to align certification requirements with current Oregon Health Authority (OHA) standards. The updated description specifies that candidates must obtain a Water Distribution Level 3 (WD3) certification within an agreed-upon timeframe, not exceeding one year beyond eligibility. The flexibility of OHA's certification requirements was discussed, noting that experience, education, and training can affect the timeline for achieving certification. The updates were designed to align with OHA's guidelines while ensuring clear expectations for new hires.

After a brief discussion, Mr. Solarz moved to accept the updates to the Crew Lead job description allowing staff to make recommended edits. The motion was seconded by Mr. Richardson and passed unanimously.

The Board's next regular meeting was set for Thursday, December 5, 2024, at 7:00 a.m.

Updates were given as follows:

- Service Center Design Improvements – Updates to the service center, including a remodeled breakroom and a new meter services office, were completed.

- Timber Slash Burning – The recent slash burning from the timber sale occurred on November 5th and 6th under favorable conditions approved and monitored by the Coos Forest Protective Association (CFPA). While initial burns produced minimal smoke impact, smoldering piles later caused localized smoke issues in nearby residential areas which caused some concerns from the community members. The Confederated Tribes expressed concerns, and staff met with tribal representatives to address the matter. The gross revenue from the timber sale was \$1.55 million, with a net return of just under \$1.5 million after costs. Revenue from the timber sale helps mitigate utility rate increases for the public. The remaining seven slash piles will be burned at a later date under favorable weather conditions.

At 7:43 a.m. Chair Matthews directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h) and personnel issues pursuant to ORS 192.660(2)(a). The Board returned to open session at 8:24 a.m.

There being no other business to come before the Board, Chair Matthews adjourned the meeting at 8:24 a.m.

Approved: _____, 2024

By: _____
Carmen Matthews, Chair

ATTEST:
