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

Minutes | August 6, 2026
Regular Board Meeting | 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 Bill Richardson presiding. Other Board members present: Rob Kilmer, Carmen Matthews, and Greg Solarz. Board Members absent: none. Water Board staff present: Ivan D. Thomas, General Manager; Matt Whitty, Engineering Manager; Monica Kemper, Finance Director; Jeff Miller, Operations Manager; Aimee Hollis, Customer Relations Manager; and Stacey Parrott, Executive Assistant & HR Specialist. Board Legal Counsel Melissa Cribbins was present. Media present: None.

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

Regarding election of Board Officers, Mr. Solarz moved to follow the regular rotation of officers to commence immediately. The motion was seconded by Mr. Kilmer and passed unanimously. Officers for the following year are as follows: Chair – Rob Kilmer; Vice-Chair – Greg Solarz; Secretary – Carmen Matthews; Member – Bill Richardson.

Chair Kilmer asked if there were any corrections or additions to the July 23, 2026, Regular Board meeting minutes. Mr. Matthews moved the minutes be approved as written. The motion was seconded by Mr. Solarz and passed unanimously.

Chair Kilmer asked if there were any public comments and there were none.

Regarding the approval of the invoice for the Tank Asset Management Program for Fiscal Year 2027 to Utility Service Co., INC., General Manager Ivan Thomas stated that the Water Board entered into the program in 2018, when the service provider was operating as SUEZ. Although the company has changed names over the years, the services provided under the program have remained substantially the same. Mr. Thomas stated that all major tank refurbishment work has been completed, and the FY2027 payment covers ongoing maintenance, including regular inspections, periodic draining and cleaning of the tanks, coating and surface warranties, and future recoating. Mr. Thomas noted that some tanks are expected to begin another refurbishment and recoating cycle around FY2029 and that this work is included as part of the program without an additional charge. The FY2027 invoice is $119,603.31, which staff reviewed and confirmed is consistent with the established payment schedule.

After a brief discussion regarding the services covered under the program, a motion was made by Mr. Richardson to approve the FY2027 payment for the tank asset management program to Utility Services Co., INC. for $119,603.31. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the proposed increase in legal fees for Board Attorney, Melissa Cribbins, PC, effective September 1, 2026, Mr. Thomas explained that it had been approximately one year since the attorney's fees were last adjusted. As with other professional services reviewed annually, an update was requested. This was requested by Attorney Cribbins, who sought an increase in hourly rate from $230 to $245, based on her 2026-2027 rates. The FY26-27 budget contains sufficient capacity for this increase. Based on these considerations, staff recommended approval of the proposed change.

A motion was made by Mr. Solarz to authorize the proposed increase in legal fees. The motion was seconded by Mr. Matthews and passed unanimously.

Regarding the proposed updates to the Operations Division pay scales, Executive Assistant and Human Resources Specialist Stacey Parrott explained that the Water Treatment Plant Supervisor position has remained vacant for over two years despite ongoing recruitment efforts through recruiting firm, Prothman. A comparison with the 2025 AWWA compensation study showed the Water Board's current salary range of approximately $88,056 to $112,384 is below the AWWA comparable range of approximately $95,965 to $122,479. A review of similar statewide job postings also indicated that the Board's current pay scale is approximately 3–5% below market, which may be contributing to some of the difficulty in recruiting qualified candidates. Staff proposed adjusting the Water Treatment Plant Supervisor range to approximately $94,308 to $120,364 annually.

Ms. Parrott shared that staff also evaluated wage compression within the Operations Division and recommended 5% adjustments to the Operations Manager and Distribution Supervisor pay scales. The adjustments would preserve the existing 5% step progression, maintain appropriate separation between supervisory and management positions, and bring both positions within approximately 2% of the AWWA market comparison. She noted that the Distribution Supervisor and Water Treatment Plant Supervisor positions have historically remained closely aligned due to their comparable technical requirements and responsibilities. The estimated additional payroll impact for FY2027 is approximately $5,000, which can be absorbed through savings from currently budgeted vacant positions. Longer-term impacts are anticipated within two to three years and are estimated at $10,000 to $20,000 annually based on current staffing levels.

The Board briefly discussed whether other recruitment avenues for the Water Treatment Plant Supervisor position were available and whether the current pay scale was believed to be a significant factor in the Water Treatment Plant Supervisor position remaining vacant. Mr. Thomas and Ms. Parrott responded that compensation could be one contributing factor and explained that, while the Water Board still has recruitment services available through Prothman, the Water Board will also increase its own direct recruitment efforts, which have been successful in the past. Mr. Thomas emphasized the importance of filling the position with a qualified individual to provide dedicated leadership and expertise at the treatment plant.

Following discussion, Mr. Solarz moved to approve the proposed update to the Operations Division pay scales, allowing staff to adjust the pay scales for the Water Treatment

Supervisor, Operations Manager, and the Distribution Supervisor. The motion was seconded by Mr. Matthews and passed unanimously.

The Board's next regular meeting was set for Thursday, August 20th, 2026, at 7:00 a.m.

Updates were given as follows:

- SDC Methodology Notice – the System Development Charge (SDC) Methodology Report prepared by FCS requires public notice; that process has been completed, providing 90 days' notice prior to final Board consideration. The final report will be available for public review beginning September 3, 2026, providing at least 60 days for review. In addition to the required outreach to developers, the Water Board also posted the notice on its website and shared with media outlets to provide broader public access. Final Board consideration and adoption of the SDC Methodology Report is scheduled for November 5, 2026.

At 7:16 a.m. Chair Kilmer directed they go into executive session for the purposes of discussing potential litigation pursuant to ORS 192.660(2)(h), personnel issues pursuant to ORS 192.660(2)(a), and performance evaluation of General Manager pursuant to ORS 192.660(2)(i).

The Board returned to open session at 7:59 a.m., Chair Kilmer stated the Board had conducted a performance review of the General Manager Ivan Thomas.

Mr. Solarz moved to renew the General Manager's contract for the coming year, amending and authorizing the General Managers compensation package as proposed. The motion was seconded by Mr. Richardson and passed unanimously.

There being no further business to come before the Board, Chair Kilmer adjourned the meeting at 8:00 a.m.

Approved: __August 20_______, 2026 By: _________________________
Rob Kilmer, Chair

ATTEST: ___________________