

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

Minutes
Regular Board Meeting

August 15, 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: Rob Kilmer, and Greg Solarz. Board Members absent: Bill Richardson. Water Board staff present: Ivan D. Thomas, General Manager; Monica Kemper, Finance Director; Matt Whitty, Engineering Manager; Micah Demanett, Meter Services Supervisor; and Stacey Parrott, Executive Assistant & HR Specialist; Board Legal Counsel Melissa Cribbins was present (virtually). Media present: None.

Chair Matthews opened the meeting at 7:02 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 August 1, 2024, Regular Board meeting minutes. Mr. Solarz moved the minutes be approved as written. The motion was seconded by Mr. Kilmer and passed unanimously.

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

Regarding the proposal from Diversified Construction for installation of AMRs (Automated Meter Reading), Meter Services Supervisor Micah Demanett stated that the AMR replacement program has been in place for the past three years and the purchase of 935 meters for the Billing Cycle 1 have already been approved. Those meters have been received, and the next step involves installation of the meters by a contractor.

Bids were solicited from three contractors, with two submitting proposals: Olson LLC and Diversified Construction & Consulting (DCC). After evaluating the proposals, including references and project scope, the Board found both contractors to be equally qualified. However, DCC has completed several successful meter installations for the Board in the past and their bid was more cost-effective, resulting in a potential savings for the Board. Currently, there is \$184,900 in the meter replacement fund for FY2025.

General Manager Ivan Thomas noted that the cost of meters is expected to rise after June, following a 3% increase from Consolidated. The Board may need to consider ordering additional meters before the price increase.

After a brief discussion, Mr. Solarz moved to approve the General Manger enter into a contract with Diversified Construction & Consulting for automated meter reading installations in the amount of \$53,927.40. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed Professional Services Agreement with FCS Group for Water Rates and System Development Charges (SDC) studies, Finance Director Monica Kemper stated that the FCS Group, which conducted the SDC study for the Board in 2016, submitted the only proposal received. A meeting with FCS representatives was held and the Board felt confident in their qualifications. The firm has adequate staffing available and has submitted a cost and schedule that fit within the RFP's parameters and budget for the project. The Board budgeted \$100,000 in the fiscal year 2025 capital budget for the project; the FCS Group has proposed a project cost of \$53,625. The anticipated completion date for the project is January 2025.

After a brief discussion, Mr. Kilmer moved to approve the General Manager to enter into a professional services agreement with FCS Group for Water Rates and System Development Charges Studies in an amount of \$53,625. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the adoption of Resolution 410 - Restatement of Nationwide 401(a) qualified Retirement plan, Finance Director Monica Kemper stated that at the August 1, 2024, Board of Directors meeting, the Board agreed to increase the General Manager's employer deposit an additional 1% into the Nationwide 401(a) plan. It was necessary to clarify the specifics in the plan document, and Nationwide was contacted to prepare the necessary addendum. Staff has prepared Resolution Number 410 at the request of Nationwide that would allow them to make the changes effective July 1, 2024, with Board of Directors adoption.

After a brief discussion, Mr. Solarz moved to adopt Resolution No. 410 as proposed. The motion was seconded by Mr. Kilmer and passed unanimously. The resolution read as follows:

COOS BAY - NORTH BEND WATER BOARD

RESOLUTION NO: 410

A RESOLUTION ESTABLISHING THE INTENT OF THE COOS BAY - NORTH BEND WATER BOARD TO APPROVE RESTATEMENT OF THE NATIONWIDE 401A QUALIFIED RETIREMENT PLAN

The undersigned, on behalf of the Governing Board, hereby certifies that at a meeting of the Governing Board of Coos Bay-North Bend Water Board, OR ("Employer"), the following resolutions were approved:

WHEREAS, the Employer has maintained the Coos Bay-North Bend Water Board Defined Contribution Plan ("Plan") since 7-1-2011 for the benefit of its eligible employees;

WHEREAS, the Employer has decided to amend the above-referenced Plan by adopting a complete restatement of the current Plan document;

WHEREAS, the Governing Board has reviewed and evaluated the proposed amendment(s) to the Plan; and

WHEREAS, the Plan document authorizes the Employer to amend the selections under the Adoption Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board has hereby approved the proposed amendment(s) and authorizes the Employer to adopt the Coos Bay-North Bend Water Board Defined Contribution Plan as a complete restatement of the prior Plan, to be effective on 7-1-2024;

RESOLVED FURTHER that the undersigned members of the Governing Board authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The members of the Governing Board may designate any members of the Governing Board (or other authorized person) to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the Governing Board, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Governing Board, and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

IN WITNESS WHEREOF, I have executed my name below as an Authorized Representative of the Employer.

Adopted this _____ day of _____, 2024.

COOS BAY-NORTH BEND WATER BOARD

By: _____

Carmen Matthews, Chair

ATTEST:

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

Updates were given as follows:

- The Board budgeted for a Pay Equity and Compensation Study this fiscal year. The last study was conducted in 2017-2018 prior to labor negotiations. The study aims to ensure compliance with pay equity laws and to prepare for upcoming negotiations. The Board plans to hire HR Answers to conduct this study, which will include an in-house staffing analysis by the General Manager after the Pay Equity and Compensation Studies are completed.

At 7:17 a.m. Chair Matthews directed they go into executive session for the purpose of discussing potential litigation pursuant to ORS 192.660(2)(h). The Board returned to open session at 7:26 a.m.

There being no other business to come before the Board, Chair Matthews adjourned the meeting at 7:26 a.m.

Approved: _____, 2024

By: _____
Carmen Matthews, Chair

ATTEST:
