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

Minutes — July 23, 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.

Chair Richardson asked if there were any corrections or additions to the June 18, 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 Richardson asked if there were any public comments and there were none.

Regarding the proposed renewal of Property/Liability Insurance Coverage with City/County Insurance Services (CIS), Finance Director Monica Kemper stated the utility's agent, Nasburg Huggins Insurance Agency, has provided the annual proposal for property and liability insurance for FY2026- 2027.

The FY 2026-2027 proposed premium cost is $200,268.25. This amount represents a 1.00% increase over the previous year's premium and had been included in the FY2026-2027 budget; however, the budgeted amount was approximately $15,000 lower than the final renewal premium due to revised information following preparation of the budget. Ms. Kemper explained that anticipated savings in other budget line items will offset the difference and that no budget amendment will be necessary. Property and liability insurance services for FY2026-2027 will be effective July 1, 2026.

A motion was made by Mr. Solarz authorizing the General Manager to accept the renewal contract and enter into an agreement with CIS Insurance Services, Inc., for Property/Liability insurance in the amount of $200,268.25. The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the proposed extension of the Water Board's professional services agreement with Dyer Partnership through Fiscal Year 2027-2028, Engineering Manager, Matt Whitty explained that Dyer Partnership has served as the Water Board's engineering consultant since the original agreement was executed in 2013 and that the contract has been extended periodically to continue providing engineering services needed.

Mr. Whitty reviewed several recent and ongoing projects completed by Dyer Partnership, including the Transmission Tunnel Rehabilitation Project, the Terramar Pump Station Generator Replacement project, the isthmus and South Slough Cathodic Protection Project, and engineering support for the upcoming Wisconsin Pump Station Improvement project. He noted the agreement establishes standard terms and fee schedules, allowing the Water Board to authorize individual task orders for engineering services as projects arise. It was recommended extending the agreement through Fiscal Year 2027-2028 to ensure continuity of engineering services and support for the Water Board's capital improvement program.

Mr. Matthews moved to authorize the General Manager to extend The Dyer Partnership contract through FY2028. The motion was seconded by Mr. Solarz and passed unanimously.

Regarding the proposed purchase of a 2026 Chevy Colorado Trail Boss as replacement for vehicle #39, Operations Manager Jeff Miller presented the requested purchase as part of the Water Board's Vehicle Replacement Program (VRP). Mr. miller explained that the proposed purchase would replace a 2013 Ford F-150 assigned to the Meter Services Supervisor. The existing vehicle has accumulated more than 121,000 miles and has experienced increasing maintenance and repair costs, including intermittent engine-related issues.

Mr. Miller stated that staff evaluated the operational needs of the position and determined that a mid-size four-wheel-drive pickup would adequately meet the department's requirements while providing improved maneuverability. He also noted that the Chevy Colorado's steel body panels allow the Water Board's automated meter reading equipment to be mounted magnetically, eliminating the need for straps currently used with existing vehicles.

Bids were solicited for the proposed new 2026 Chevrolet Colorado Trail Boss, as follows:

- Tonkin Chevrolet of Hillsboro (OregonBuys dealer): $44,922.54
- Guaranty Chevrolet of Junction City: $42,663.33
- Ken Ware Chevrolet of North Bend: $43,640.94

The Vehicle Replacement Program currently has a balance of $439,071.00 and staff recommended accepting the bid from Guaranty Chevrolet of Junction City.

Board members discussed the procurement process and inquired whether local dealerships are given preference during vehicle purchases. Staff explained that while local vendors are routinely invited to submit quotes, public procurement requirements require award to lowest responsive bidder when all specifications are met. Staff noted that local dealerships have been awarded in recent purchases.

Following discussion, Mr. Matthews moved to approve the purchase of a 2026 Chevy Colorado Trail Boss from Guaranty Chevrolet of junction City as part of the Water Board's Vehicle Replacement Program, at a cost of $42,663.33 The motion was seconded by Mr. Kilmer and passed unanimously.

Regarding the re-engineering of the Water Board’s Administration Division and the addition of the Human Resources and Safety Compliance manager position, General Manager Ivan Thomas explained that the proposal is the result of evaluating the Water Board’s administrative needs over the past few years as increasing state and federal regulations have expanded responsibilities related to human resources, paid leave programs, workers; compensation administration, OSHA compliance, employee benefits, and other personnel matters. Mr. Thomas noted that these responsibilities have historically been shared among several employees without a centralized management structure, making it increasingly difficult to coordinate and monitor the Water Board's compliance obligations.

Mr. Thomas stated that the proposed reorganization would establish a Human Resources and Safety Compliance Manager position responsible for overseeing human resources functions, administering employee leave and benefit programs, coordinating workers' compensation claims, managing safety compliance and training, and administering the Water Board's safety management software. The proposed position would devote approximately 55 percent of its time to human resources functions, 35 percent to safety compliance and training, and 10 percent to executive support responsibilities. He further explained that the reorganization would provide employees with a single point of contact for human resources matters while improving coordination of safety programs and regulatory compliance throughout the organization.

Mr. Thomas also discussed the planned remodel of the Administration and Engineering areas, previously authorized by the Board, explaining that the project will provide dedicated office space for confidential personnel matters and secure storage of employee records. He noted that implementation of the reorganization will occur over the coming months in conjunction with the remodel and that funding for the additional position has been included in the FY2026-2027 budget.

Board members discussed implementation of the new position, including employee training, the transition of responsibilities, and the need for confidential workspace to support human resources functions. Staff explained that the transition will occur gradually, with assistance from existing personnel, and that the organizational changes are expected to improve administrative efficiency and strengthen the Water Board's human resources and safety programs.

Following discussion, Mr. Kilmer moved to approve the re-engineering of the Administration Division, including the addition of the Human Resources and Safety Compliance Manager position, authorizing the General Manager to update job descriptions and pay scales as proposed, and implement the organizational changes as outlined. The motion was seconded by Mr. Matthews and passed unanimously.

The Board’s next regular meeting was set for Thursday, August 6, 2026, at 7:00 a.m.

Updates were given as follows:

- Tilt Trailer purchase - the new trailer approved by the Board has been received and is currently undergoing minor modifications, including wiring adjustments to match the tow vehicles. Once licensing and registration are complete, the trailer will be placed into service.

- Cathodic Protection Isthmus Slough and South Slough – a contract has been executed with Papaya Contracting, LLC for the Isthmus Slough and South Slough Cathodic Protection Project. The contractor is developing an alternative construction approach that will allow much of the work to be completed from a floating barge rather than during low-tide conditions. The construction schedule has not yet been defined, but work is expected to begin in the near future.

- FY25 Water Main Replacements – SLE, Inc. has completed the Harris Avenue and Myrtle Avenue water main replacement projects. Construction is now focused on the Lockhart Avenue water main replacement, which includes approximately 2,400 feet of new water main, making it one of the Water Board's largest replacement projects in recent years. Staff recently met with the contractor to coordinate final tie-ins and system testing, and the project is expected to be completed within the next few weeks.

At 7:24 a.m. Chair Richardson 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 8:14 a.m. and there being no other business to come before the Board, Chair Richardson adjourned the meeting.

Approved: __August 6_______, 2026 By: ________________________

Rob Kilmer, Chair

ATTEST: __________________