

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

Minutes  
Regular Board Meeting

February 14, 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 Cribbins presiding. Other Board members present: Greg Solarz and Bob Dillard. Board members absent: Dr. Charles Sharps. Water Board staff present: Ivan D. Thomas, General Manager; Jeff Howes, Finance Director; Bryan Tichota, Customer Relations Supervisor; Matt Whitty, Engineering Manager; Jerre Cover, Water Treatment Supervisor; and Karen Parker, Administrative Assistant. Board Legal Counsel Jim Coffey was present. Media present: None. Bruce Moore of Fort Chicago Heights Holdings II U. S., LLC was present. Vice-Chair Cribbins opened the meeting at 7:00 a.m. and asked Mr. Dillard to lead the Board and assembly in the Pledge of Allegiance.

Vice-Chair Cribbins asked if there were any corrections or additions to the February 1, 2018 Regular Board meeting minutes. Mr. Solarz inquired if the Board members would agree to edit the minutes to reflect the reason he was opposed to amendments made to the Conservation and Leak Repair Incentive portion of the utility's Operating Policies. It was the Board's consensus to delay approval of the February 1, 2018 minutes to further review the record.

Vice-Chair Cribbins asked if there were any public comments. Mr. Bruce Moore was present representing Fort Chicago Heights Holdings II U.S., LLC, a Delaware limited liability company and the owner of the old Weyerhaeuser property south of Trans Pacific Lane. The owner is making improvements to the property including relocation of an electrical substation that is currently in the middle of the property. The substation relocation conflicts with an existing 12-inch diameter Permanstrand water main that is within an easement across the property. Mr. Moore stated their company would like to relocate the existing 3,200 feet of water main and is proposing the Water Board to oversee project design and installation, with reimbursement from their company of all costs associated with the project.

Mr. Moore provided the Board members with handouts including a site overview, existing water lines, abandoned water lines and proposed new water lines. Mr. Moore stated it was his understanding Trans Pacific has been aligned several times which was designated to be the railway/roadway/utility corridor for the North Spit. However, at the east end when the road was realigned the utilities were not moved with it. The existing water line currently runs on their property which somewhat limits development potential. Mr. Moore stated they are looking at this as a property owner, not necessarily only as an LNG developer. Ms. Cribbins asked if Ford Chicago Heights Holdings would want the Water Board to vacate the existing easement. Mr. Moore stated the easement would be vacated, and a new easement granted in the Trans Pacific right-of-way. The new main would connect to an existing 12-inch diameter main in Trans Pacific

Lane installed by Oregon Dunes Sandpark, LLC, and extend 3,045 feet down Trans Pacific lane to the intersection of Jordan Cove Road. This would allow for the abandonment of all the Permastrand water main crossing private property.

Mr. Moore stated the company would like to first proceed with relocation of the water main in an effort to limit any risks of relocation of the electrical substation. After a brief discussion, Mr. Solarz moved to authorize the General Manager to negotiate and prepare a contract with Fort Chicago Holders II U. S., LLC for the installation of the new water main, including a reimbursement schedule to cover progress payments for the work. The motion was seconded by Mr. Dillard and passed unanimously. Mr. Moore thanked the Board for their consideration.

Regarding adoption of proposed Resolution No. 357 – Revisions to Water Board’s Operating Policies, Section IX-Conservation and Leak Repair, Mr. Thomas stated this resolution would allow staff to revise the prior policy to accurately reflect the actions taken by the Board at their February 1, 2018 Regular Board Meeting. Motion was made by Mr. Solarz to adopt Resolution No. 357 as proposed. The motion was seconded by Mr. Dillard and passed unanimously. The resolution read as follows:

**RESOLUTION NO. 357**

**REVISIONS TO OPERATING POLICIES, SECTION IX  
CONSERVATION AND LEAK REPAIR INCENTIVE**

WHEREAS, by and pursuant to the authority vested in the Coos Bay-North Bend Water Board (Board) through the respective Charters of the Cities of Coos Bay and North Bend, Oregon, and the laws of the State of Oregon, said Board has the right and authority to make effective regulations and service policies in connection with the operation of said water system; and

WHEREAS, Board has reviewed its Operating Policies and found it prudent and beneficial to make additions to Section IX of those Operating Policies pertaining to Conservation and Leak Repair Incentive;

NOW, THEREFORE, be it resolved that Section IX of the Operating Policies of Board be modified as shown on attached Exhibit “A”, effective February 1, 2018. All prior practices and procedures of said Section IX remain in effect, and said modifications in the Board’s Operating Policies shall remain in full force and effect until changed by appropriate action of Board.

Adopted by the Board of Directors this \_\_\_\_\_ day of February, 2018.

Nunc Pro Tunc: February 1, 2018.

Regarding the proposed updates to the utility’s Personnel Policies and Procedures Manual, Appendix A-Family Medical Leave Policy, and proposed Resolution No. 358, Mr. Thomas stated the last updates to this policy were in 2014 and since that time there have been two updates of the sick leave law in the State of Oregon. The utility has updated its sick leave policy to adhere to the new laws but has not updated its Family Medical Leave Policy to reflect needed changes. In addition, the utility does not have a formal internal process in place for employees to apply for Family Leave and there is no formal policy to track Family Leave.

The proposed updates have been reviewed by Board attorney Mr. Coffey, and the utility's insurance carrier CIS. Both parties made recommended changes to the policy and the Board members were given the proposed policy changes for their review in their Board packet. After a brief discussion, motion was made by Mr. Dillard to authorize the recommended updates and adopt Resolution No. 358 allowing staff to update the utility's Family Medical Leave Policy. The motion was seconded by Mr. Solarz and passed unanimously. The resolution read as follows:

**RESOLUTION NO. 358**

**A RESOLUTION ADOPTING REVISIONS TO THE COOS BAY-NORTH BEND WATER BOARD'S PERSONNEL POLICIES AND PROCEDURES MANUAL  
FAMILY MEDICAL LEAVE 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; and

WHEREAS, the Water Board now finds it necessary to adopt amendments to the “Family Medical Leave Policy” 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 Family Medical Leave Policy, Appendix A of the Water Board’s Personnel Policies and Procedures Manual, is hereby revised and amended as identified in Exhibit “A”, attached hereto and incorporated herein by this reference, and is hereby adopted as the revised “Family Medical Leave Policy”; and further, authorizes the General Manager to develop forms to properly administer the revised Family Medical Leave Policy.
2. It is the policy of the Board of Directors of the Water Board that the Personnel Policies and Procedures Manual is to be considered a document which is to be continually updated, to keep current with changes made to Oregon law and to provide a coherent framework for teamwork and success oriented attitudes of Water Board employees.

Regarding the proposed award of the Request for Re-quotes for Sodium Hydroxide 25% and Liquid Polyaluminum Chloride, Water Treatment Supervisor Jerre Cover stated 4 quotes were received for Liquid Polyaluminum Chloride and three quotes were received for Sodium Hydroxide 25%. The low quotes are as follows:

- Liquid Polyaluminum chloride to Cal-Chem Enterprises for \$504.00/ton
- Sodium Hydroxide to Northstar Chemicals, Inc. for \$278.75/ton

Based on the estimated quantities for Sodium Hydroxide 25% and Liquid Polyaluminum Chloride to be purchased and the quotes received, expenses will increase for the upcoming year by approximately \$5,119.40. This increase was anticipated in the 2017 budget process. Below is a tabulation of all quotes received:

<u>Bidder</u>	<u>Liquid Poly Aluminum Chloride, \$/ton</u>	<u>Sodium Hydroxide (Caustic Soda) (25%), \$/ton</u>
Kemira Water Solutions, Inc.; Lawrence, Kansas	\$611.00	
Chemtrade Chemicals US, LLC; Parisspany, New Jersey	\$755.00	
Cascade Columbia Distribution Co.; Sherwood, Oregon		\$316.00 Wet Ton
Northstar Chemicals, Inc.; Sherwood, Oregon		<b>\$278.75 Wet Ton</b>
Univar USA, Inc.; Kent, Washington		\$1386.00 Dry Ton
Cal Chem Modesto, California	<b>\$504.00</b>	
Summit Chemicals Flemington, New Jersey	\$720.00	
<i>Estimated Quantity</i>	110 tons	44 tons
<i>2017 Bid Award</i>	<i>\$482.00</i>	<i>\$217.40</i>

After a brief discussion, Mr. Solarz moved to award the chemical requotes to the supplier with the low quote for each chemical, Liquid Polyaluminum chloride to Cal-Chem Enterprises for \$504.00/ton, and Sodium Hydroxide to Northstar Chemicals, Inc. for \$278.75/ton. The motion was seconded by Mr. Dillard and passed unanimously.

The Board's next regular meeting was set for Thursday, March 15, 2018, at 7:00 a.m.

At 7:30 a.m. Vice-Chair Cribbins 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 7:38 a.m.

There being no other business to come before the Board, Vice-Chair Cribbins adjourned the meeting at 7:38 a.m.

Approved: \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Vice-Chair Melissa Cribbins

ATTEST: \_\_\_\_\_