

SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting by Zoom Conference Call
January 14, 2021

Introduction to Remote Meeting:

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person observing social distancing and the wearing of face masks in order to mitigate the transmission of the novel coronavirus and reduce the risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings. He further explained that the Board President will call each name to confirm those who are present by zoom conference. After each person hears their name, they need to reply. For each decision item in the agenda that needs to be approved, after discussion and deliberation, the Board President will call each name of the commissioner for their vote. After the commissioners hear their name, he or she will give the vote to the affirmative by saying YES or negative by saying NO.

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order at 4:02 p.m., Thursday, January 14, 2021.

Present:

President Rob Mills confirmed that all commissioners present can hear each other by doing a roll call. Present by Zoom Conference Call were Commissioner Glen Morris, member; Commissioner Karen Otta, member; Commissioner Sandra Mies-Grantham and President Rob Mills. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Atty. Jeff Hollen, District legal counsel.

Excused Absences: Commissioner Deanna Gravelle

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Glen Morris had no announcement but commented and thanked the GM for the project pictures included with the GM report; Commissioner Karen Otta had no announcement; Commissioner Sandra Mies-Grantham had no announcement; Office Manager Joy King had no announcement; General Manager Adam Denlinger had no announcement; President Rob Mills had no announcement. A member of the public, Jim Hauffman introduced himself. He is an emeritus SDAO Board member and acquainted with President Mills and the GM, Adam Denlinger. He serves on the Board of Tillamook Transportation District. He was present at the SDAO Conference in 2019 when SRWD was recognized and awarded the Special District Program Award and he was impressed by what he had seen. He is fascinated with how water districts function and would like to know more by attending and observing the SRWD monthly board meeting.

Consent Calendar:

Items on the consent calendar are Invoice List for December 2020/January 2021; December 10, 2020 minutes of the regular board meeting; October 22, 2020 minutes of special board meeting; December 2020/January 2021; Financial Report; Business Oregon IFA Disbursement Request No. 27; USDA Phase IV PMR No. 7; Contractor's Pay Request No. 7; and General Manager's Report. President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Glen Morris answered YES, Commissioner Karen Otta answered YES; President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar, not including the October 22, 2020 minutes of the Special Board meeting for a lack of quorum to approve it. Commissioner Glen Morris seconded the motion; Discussion- Commissioner Karen Otta asked why the unaccountable water was a lot higher this month. The GM explained that there is a leak of about 65 GPM in the Sandpiper area. The field crew found it this morning and fixed the leak. After the discussion, President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; Commissioner Sandra Mies-Grantham voted YES for all items except the December 10 regular board meeting minutes since she wasn't present at the meeting, and President Rob Mills voted YES. Motion carried with 4 YES votes O NO vote.

Discussion and Information Items:

Source Water Project Update:

The contractor has completed the tie-in of all the piping including the tie-in to the treatment plant. Currently, the contractor is testing the various installed piping and concentrating on building the backwash. The rebar will be inspected tomorrow and anticipating the cement to be poured next week.

The sub-contractor, Paso Robles has mobilized on-site and will be working straight through for two weeks to construct the clearwell.

The contractor has submitted a request for a 5 months time extension which has been reviewed by the staff and the engineer. A 5 months extension would add cost to the District in engineering, permitting, legal, staff time, and water purchase from the City of Toledo. A response letter was drafted by the engineer and reviewed by the GM and Jeff Hollen, District legal counsel. Attorney Jeff Hollen explained that the approved extension only included those days subject to the conditions of the contract which is 30 days for the change in sub-surface condition at the intake site. The Geotech Report

64 did not match with the actual condition of the intake site. An additional 5 days extension was also approved for unfavorable
65 working conditions due to the smoke caused by fire in the surrounding area. The main reason why other requested time
66 extensions were not approved was because the contractor didn't ask for the extension 30 days after any condition was
67 discovered to exist that required the extension, a requirement outlined in the contract. The GM explained that Jacobs
68 Engineering is confident that the contractor will be able to complete the project on time by bringing in more manpower than
69 they currently have working on the project. Staff and the engineer will work with the contractor to be successful in
70 completing the project on time.

71 The membrane filtration system will be delivered by Westech tomorrow, January 15, 2021 and will be stored inside the
72 District's shop facility. The contractor's insurance covers unloading and the storage of the membrane equipment.

73 74 **Covid 19 Measure Update:**

75 Staff updated the Board of where we are at the present after the no turn-off and no late charges were implemented in April
76 2020 due to the coronavirus pandemic. The lost revenue from April 2020 thru January 2021 is \$12,665.50.

77 As of January 13, 2021, the delinquent bills total is \$13,324.00. There are about 14 accounts with more than 3 months
78 delinquent bills; 20 accounts with 2 months delinquent bills, and 141 accounts with 1 month delinquent bills. Most of the
79 customers with 1 month delinquent bills will pay before the end of January. Staff has communicated with those customers
80 whose accounts are 2 or more months delinquent to contact the office to make payment arrangements. The majority of
81 those customers haven't responded either by calling or in writing to make payment arrangements. Staff is recommending to
82 return to the normal process by sending a letter to those customers to encourage them to contact the office and to
83 emphasize that if they don't contact the office to make payment arrangements then their water service is subject to be
84 turned off at a given date. Hopefully, this would be a motivation for the delinquent customers to contact the office to avoid
85 the turn off of their water service. There was discussion for staff to research for grants to help those customers with
86 delinquent bills. It was the consensus of the Board to go back to the normal billing process but for staff to work with
87 customers with payment arrangements to avoid turning the meters off if possible.

88 89 **Decision Items:**

90 **FY 2021-22 Budget Calendar:**

91 Commissioner Glen Morris motioned to approve the FY 2021-22 Budget Calendar. Motion was seconded by Commissioner
92 Karen Otta. President Rob Mills asked for each commissioner's vote. Commissioner Karen Otta voted YES; Commissioner
93 Glen Morris voted YES; Commissioner Sandra Mies-Grantham voted YES; President Rob Mills voted YES. Motion was
94 passed with 4 YES votes.

95 96 **Appoint Budget Officer:**

97 Commissioner Glen Morris motioned to appoint the GM, Adam Denlinger as the Budget Officer for the FY 2021-22 Budget
98 Process. Motion was seconded by Commissioner Karen Otta. President Rob Mills asked for each commissioner's vote.
99 Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; Commissioner Sandra Mies-Grantham
100 voted YES; President Rob Mills voted YES. Motion was passed with 4 YES votes.

101 102 **Reports, Comments, and Correspondence:**

103 **GM Performance Evaluation:**

104 President Rob Mills explained the process of how the performance review of the GM, Adam Denlinger was done. He
105 received the completed Performance Evaluation form from each commissioner, which he compiled into one document with
106 combined numerical ratings and comments or narratives. President Rob Mills and Commissioner Karen Otta met with the
107 GM to discuss and go over the performance evaluation. A copy of the document was given to the GM for his review.

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109 The GM expressed his appreciation of the format of his evaluation and the Board's comments which are in line with his own
110 assessment. The GM was asked to provide a list of priority goals and objectives for the coming year. The GM went over
111 and discussed the list of priority goals and objectives for the next 4 years. (Please see attached list.) The list will be
112 revisited in 6 months to update the Board on what has been accomplished. The GM expressed that it has been a pleasure
113 to work in the District with sophisticated Board members who are involved. He appreciates the professionalism of the Board
114 and staff.

115 116 **Reports, Comments, and Correspondence:**

117 The office will be closed on January 18 in observance of Martin Luther King, Jr. Day.

118 Registration for the SDAO Conference has started and the Conference Sessions will be provided online for free of charge
119 on February 3 & 4.

120 The District received a call from the source water provider, the City of Toledo asking the District not to pump water to the
121 reservoirs. The recent storm brought so much rain that caused flooding. The turbidity of the Siletz River is really bad and
122 can't be treated. The District's Driftwood tank was low that staff asked the City of Newport to turn on the Newport intertie to
123 supply water to the District. This is the first time that the intertie has been used to supply water to the whole District and has
124 proven that the intertie is working perfectly.

125 The District is recruiting a field operations employee to fill the position of Dave Anderson who retired on October 31, 2020.
126 Staff is developing a job description for a water treatment plant operator which is needed before recruiting for the position.

127 The recent storm brought so much rain that caused flooding of the Beaver Creek and with the king tide, the monitoring test
128 at the intake site picked up conductivity or salinity in the bottom of the creek below the intake window. There is more water
129 at the intake site but there is no sign of erosion.

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131 **Adjournment:** President Rob Mills adjourned the meeting at 4:57 p.m.

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133 **Next Board Meeting:** February 11, 2021, at 4:00 p.m.

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139 Approved by Board President Date:

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