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**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
February 13, 2020**

**Call Regular Meeting to Order:**

President Rob Mills called the regular board meeting to order at 4:00 p.m., Thursday, February 13, 2020.

**Present:**

Commissioner Rob Mills, President; Commissioner Glen Morris, Treasurer; Commissioner Sandra Mies-Grantham, Secretary; Commissioner Karen Otta, member; Commissioner Deanna Gravelle, member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Jeff Hollen, Legal Counsel. See sign in sheet for public attendance.

**Announcements/Public Comments:**

Adam Denlinger, GM reported to the Board that at the February 7-9 SDAO Conference held at Seaside, the result of the secret ballot votes during the business meeting of at Large Big Six Board, he was replaced by a Park and Recreation representative who had one vote higher than his votes.

Commissioner Deanna Gravelle informed the Board that she attended the Lincoln County Special District Meeting on Saturday and she has read the orientation packet she received from the staff.

**Consent Calendar:**

Items on the consent calendar are Invoice List for January/February 2020; January 8, 2020 minutes of the regular board meeting; January/February 2020 Financial Report; General Manager's Report. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Karen Otta made a date correction on the January 8, board meeting minutes page 1, line 56. The date should be changed to Feb 13 instead of Feb 15. Motion was seconded by Commissioner Sandra Mies-Grantham. Commissioner Glen Morris abstained from voting since he was not present at the January 8 board meeting. Motion was passed 4 – 0.

**Discussion and Information Items:**

**Source Water Project Update:** The GM reported that 16 prime bidders attended the mandatory pre-bid conference on January 23 held at the Seal Rock Garden Club. The district engineer received questions from the bidders and in response issued two contract addenda. The district staff responded to several requests for information from potential bidders and also provided site visits to different project locations. District staff, engineer and attorney worked together in response to the issues raised by the County PWD. The solutions to satisfy the county are included in the addenda. The bid opening was pushed out to February 27 to give the bidders time to review the additional information.

The removal of the trees from the Makai Water Treatment Site was not included in the contract, so district crews removed the trees with the assistance of the Job Corp crew.

DEQ permit in returning the backwash from the treatment plant requires a 20 feet pipe extending from the utility easement to Beaver Creek main stream. District staff and engineer will meet with DEQ representatives to discuss the possibility of discharging the backwash into an existing storm drain culvert on Beaver Creek Road that discharges directly into Beaver Creek. If DEQ approves this, the district will also seek permission from the county who owns the culvert.

Business Oregon IFA as one of the project funding agencies requires language regarding the Davis Bacon Act to be included in the construction contract. The engineer will include that language in the addenda to satisfy the funding agency. Attorney Jeff Hollen updated the board regarding the easement of the property owned by Love Thy Neighbor. The district's consultants are dealing with the owner's lawyer in going through the process of obtaining the easement for lot 503. The district has satisfied all the requirements for the easement through lot 500 owned by Majesty Jams and Sinks which the district received the final order for immediate possession of the easement signed by the court. Default against CL-PUD and Oregon Coast Bank for possession of the easement through lot 500 was also signed by the court.

The district will follow conditions of the contract regarding notification of property owners before entering the property to work on the easements, by giving three weeks notice ahead.

**FY 2018-19 Audit Report:**

The audit is mostly done but there's one issue that needs to be resolved before it will be finalized. It needs to be reviewed by another auditor from Portland who comes and helps Grimstad and Associates. The auditor gave assurance that the final audit report will be filed by the extension date which is February 28. Staff is recommending when the draft audit is received, it will be emailed to each of the board for review and comments. To comply with the public meeting law, those who have comments should only respond to district staff and not to each board member. The final FY 2018-19 Audit Report will be presented to the board during the March 12 regular board meeting.

**Insurance Agent of Record:**

The district was visited by Steve Silva, a WHA insurance agent whose main office is in Eugene and Wilsonville. They have clients along the Oregon Coast who are SDAO members with SDIS Insurance and would like to make a presentation of the

64 different services they offer to the board. District staff believe now is the time to explore other options for insurance agent of  
65 record. It was the consensus of the board to invite a WHA insurance agent to do a presentation during the March 12 regular  
66 board meeting.

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68 **Mid-Coast Water Conservation Consortium**

69 **IGA and By Laws:**

70 The GM presented a draft updated Intergovernmental Agreement and By Laws of the Mid-Coast Water Providers  
71 Conservation Consortium. It needs to be reviewed by legal counsel before it becomes the final version.

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73 **Decision Items:**

74 **Budget Committee Members:**

75 Three of the Budget Committee Members' terms expired on June 2019. They were notified during the last budget  
76 committee meeting on April 18, 2019, and they agreed to be reappointed to serve another 3 year term. Commissioner Glen  
77 Morris motioned to reappoint James Senn, Barry Compton, and Barbara Flewellyn to serve as budget committee members  
78 for another 3 year term. Commissioner Karen Otta seconded the motion. Motion was passed 4 – 0. Commissioner Deanna  
79 Gravelle left early to attend another engagement.

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81 **Reports, Comments, and Correspondence:**

82 **Recognition Plaque:**

83 The GM informed the board that the two glassmakers approached by district staff create the recognition plaque designed by  
84 commissioner Karen Otta don't have the materials needed to make it. The GM will work with Patricia Karlsen to find an  
85 alternative plaque design.

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87 **Resignation:**

88 Commissioner Glen Morris announced that he is resigning as the Treasurer of the Board effective immediately and  
89 motioned to appoint Commissioner Deanna Gravelle to be the Treasurer of the Board. Commissioner Sandra Mies-  
90 Grantham seconded the motion. Motion was passed 4 – 0.

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92 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. President Rob Mills adjourned the meeting at  
93 5:05 p.m.

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95 **Next Board Meeting:** March 12, 2020, at 4:00 p.m. Regular Board Meeting.

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105 Approved by Secretary

Date: