

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
September 9, 2021**

Introduction to Remote Meeting:

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person. Due to limited capacity for in person meetings, the public is invited to attend this meeting electronically. 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, September 9, 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 Karen Otta, Treasurer; Commissioner Sandra Mies-Grantham, Secretary; Attorney Jeff Hollen, Legal Counsel. Present in person in the Board room were President Rob Mills, Board President; Commissioner Paul Highfill, member; Staff: Adam Denlinger, General Manager; Joy King, Office Manager.

Excused Absences: Commissioner Glen Morris

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta announced that she got the oath of office completed; Commissioner Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement. Adam Denlinger had no announcement. Joy King had no announcement.

Public Comments: Jim Hauffman

Consent Calendar:

Items on the consent calendar are August/September 2021 Invoices List; August 12, 2021 Regular Board Meeting Minutes; August/September 2021 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 35; USDA Phase IV PMR No. 15; Contractor's Pay Request No. 15; and General Manager's Report. President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES; and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Paul Highfill seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Paul Highfill voted YES; Commissioner Sandra Mies-Grantham voted YES, and President Rob Mills voted YES. Motion passed with 4 YES votes, and 0 NO votes.

Discussion and Information Items:

Source Water Project Update:

The interior of the membrane building is fully painted and the roofing has been placed. The electrician is running the electrical wiring throughout the building. The framers are building the walls in the control room. The tank is fully painted and ready to be disinfected. The engineer was onsite when the contractor completed commissioning the 123rd Street pump station today. The GM, Adam Denlinger had a discussion with the fire chief and two commissioners of the Seal Rock Rural Fire District (SRRFD) to have better communication between the two agencies. The SRRFD Board of Commissioners is reviewing the IGA signed by SRRFD and SRWD and might add that the hydrants need to be maintained once a year.

Decision Items:

None

Reports, Comments, and Correspondence:

Community Cluster Mail Boxes:

The responsibility of managing the community clustered boxes were transferred to a volunteer from the community. The district is responsible for its own business mailbox that will be installed on a location adjacent to the district's facility on Grebe Street. The District provided labor for the installation of the cluster boxes and the materials for the base to hold the mailboxes. The cost to purchase the cluster boxes will be paid by those who will have their mail delivered to the cluster boxes.

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Personnel Recruitment:

Water Operator 1: The Water Operator 1 Position has been extended to Cody Sutherland who will start working on September 21. He is related to one of the employees but SDAO HR Department indicated that there is no issue as long as the new employee will not be supervised by the relative.

Lead Water Treatment Plant Operator:

One application was received for the Lead Water Treatment Plant Operator position but the application was withdrawn before the interview. The WTP operator position has been advertised throughout the state of Oregon and also nationally with AWWA. The district will need to do a salary survey to be competitive in the job market. The state of Oregon is experiencing a shortage of certified water treatment operators. The District is working with OAWU to provide a contract WTP operator. Jacobs Engineering will be able to provide this service for a higher price. It is ideal to have the WTP operator on board when the integration of the computerized part of the water treatment begins.

Personnel Covid Protocols:

District staff continues to follow safety covid protocols like disinfecting common used areas, good hygiene, distancing, and using masks. The front door remains locked to the public and opens by appointment only. The county public health offers free covid tests in different locations in the county. There are district employees who have been tested through the drive-through testing site. Health care professionals are recommending to be tested once symptoms are detected. The district through the advice of the Lincoln County Health Department purchased covid testing kits for use by the employees and their family members if symptoms are present. Staff is advised to stay home if they or family members are symptomatic and to use the covid test kits or get tested by going to the drive-through testing sites. Staff must be tested negative before returning to work.

There is an agreement among agencies to help each other in case of an emergency. This could be implemented in case some employees are exposed to covid and must stay home to quarantine or to recover from covid infection. The district office staff could also stagger work schedules if needed.

Executive Session per ORS 192.660(2)(h):

President Rob Mills recessed the regular board meeting at 5:10 p.m. to meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions shall be made in Executive Session.

Reconvened Regular Board Meeting:

President Rob Mills adjourned the executive session at 5:35 p.m. and reconvened the regular board meeting. He commented that he is impressed by the way the Board is engaging and working together in doing what is best for the district. He thanked the Board and staff.

Adjournment: Commissioner Karen Otta motioned to adjourn the meeting and Commissioner Paul Highfill seconded the motion. President Rob Mills adjourned the meeting at 5:49 p.m.

Next Board Meeting: October 14, 2021, at 4:00 p.m. Regular Board Meeting.

Approved by Board President

Date: