

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
June 13, 2024**

Introduction to Remote Meeting:

SRWD held this meeting through Zoom video conferencing. Due to the limited capacity for in-person meetings, the public was encouraged to attend the meeting electronically.

Present:

Commissioner Sandra Mies-Grantham was present on Zoom video conference. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Glen Morris, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office/Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator.

Excused Absences: Commissioner Karen Otta, Treasurer; Commissioner Paul Highfill, Member.

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order 4:00 p.m., Thursday, June 13, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. Present on Zoom was John French.

Announcements/Public Comments:

President Rob Mills asked if there were any announcements. Commissioner Glen Morris had no announcement; General Manager, Adam Denlinger had no announcement; Joy King-Cortes, Office/Finance Manager announced that PMR No. 45 was added to the meeting packet; Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; Brad Wynn, Lead Operator had no announcement; and President Rob Mills had no announcement.

Public Comments:

President Rob Mills asked John French who attended through Zoom if he had a comment and he responded that he had no comment.

Consent Calendar:

Items on the consent calendar are the May/June 2024 Invoices List for approval; the May 9, 2024, Budget & Rate Hearing & Regular Board Meeting minutes; USDA Project Monitoring Report No. 45; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Glen Morris answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Glen Morris motioned to approve the consent calendar. Commissioner Sandra Mies-Grantham seconded the motion. The motion passed with 3 YES votes and 0 NO votes.

Discussion and Information Items:

Public Meeting Policy: The Special District Association of Oregon recommended that SDAO members adopt a Public Meeting Policy as one of the Best Practice requirements to avail of a discount on the Property and Liability insurance premium. In the past, the district followed the State of Oregon Public Meeting Law Manual. The draft Public Meeting Policy adheres with the Oregon Public Meeting Law Manual. It was discussed since the draft Public Meeting Policy was provided by SDAO and reviewed by the GM, it was recommended to approve it tonight instead of adding this to the agenda under Decision Items in the July Board meeting. Commissioner Glen Morris motioned to approve the Public Meeting Policy as presented. Commissioner Sandra-Mies-Grantham seconded the motion. The motion passed with 3 YES votes and 0 NO votes.

Decision Items:

Resolution No. 0624-01

FY 2024-25 Water Rate Adjustment: To meet the ongoing operational and maintenance needs of the district an adjustment in the rate is necessary. A public service announcement went out with the April bills alerting customers to the proposed rate increase. The district held a Public Hearing on May 9, 2024, to receive public testimony regarding the proposed rate increase. If approved by the Board the rate increase would take effect beginning with the May-June meter reading cycle and the monthly base facility charge for the statements mailed at the end of June 2024. Commissioner Glen Morris motioned to approve Resolution No. 0624-01, a Resolution Adjusting the Rates and Charges to be Paid by Customers of the Seal Rock Water District. President Rob Mills seconded the motion. The motion passed with 3 YES votes and 0 NO votes.

Resolution No. 0624-02

FY 2024-25 Budget: The budget for FY 2024-25 was prepared pursuant to Oregon Local Budget Law. On April 18, 2024, the SRWD Budget Committee met to review and approve the FY 2024-25 Budget. Commissioner Glen Morris motioned to

66 approve Resolution No. 0624-02, a **Resolution Adopting the FY 2024-25 Budget**. Be it resolved that the Board of
67 Commissioners of Seal Rock Water District Hereby Adopts the Budget for FY 2024-25 in the Total Amount of
68 \$10,123,140. This Budget is now on File at the District Office at 1037 NW Grebe Street, Seal Rock, Oregon.

69 **A Resolution Making Appropriations**. Be it Resolved that the Amounts Shown are hereby Appropriated for FY 2024-25
70 Beginning July 1, 2024.

71 **Resolution Imposing the Tax**. Be it Resolved that the Board of Commissioners of the Seal Rock Water District Hereby
72 Imposes the Following Ad Valorem Property Taxes within the District for Tax Year 2024-25 Beginning July 1, 2024:

- 73 1) At the Permanent Rate of \$0.1259 per \$1,000 of Assessed Value for the General Fund Operations and
- 74 2) In the Amount of \$1,039,100 for Debt Service on the General Obligation Bonds.

75 **Resolution Categorizing the Tax**. Be it Resolved that the Taxes Imposed are Hereby Categorized for Purposes of
76 Article XI Section 11b as:

77 Subject to the General Government Limitation Permanent Tax Rate \$0.1259/\$1,000.

78 Excluded from Limitations: General Obligation Bond Debt Service \$1,039,100.

79 President Rob Mills seconded the motion. The motion passed with 3 YES votes and 0 NO votes.

80

81 **General Manager's Annual Performance Review:**

82 President Robert Mills explained the process of how the GM Annual Performance Review was completed. The completed
83 performance evaluation from each commissioner was compiled by President Robert Mills and consolidated into one
84 document which was given to the GM. The GM, Adam Denlinger expressed appreciation for the comments of each
85 commissioner. He is thankful for the support of the Board, especially during the last two difficult years of dealing with the
86 project. Commissioner Sandra Mies-Grantham thanked the GM for his management of the district and how he
87 represents the district at the local, state, and federal levels. Commissioner Glen Morris thanked the GM for his work
88 obtaining the water rights needed in completing the district's water treatment plant. Twenty years ago, the district was in
89 danger of not having the necessary water to support the community but now the district has its own source of water and a
90 water treatment system. President Rob Mills feels the district is blessed to have Adam as the GM. After the discussion,
91 Commissioner Glen Morris motioned to give the GM, Adam Denlinger a step increase on the wage scale from step 9 to
92 step 10. President Rob Mills seconded the motion. The motion passed with 3 YES votes and 0 NO votes.

93

94 **Question from the Public:** John French asked for clarification regarding the right of the public to ask questions under the
95 Oregon Public Meeting Law. The GM explained that the monthly regular Board meeting is a business meeting following
96 an agenda to take care of the business of the district. A customer can request to be added to the agenda to appear before
97 the board for discussion. There is also a public comment section on the agenda, but it is not intended to be a question-
98 and-answer part of the meeting. Any questions should be directed to the GM who runs the daily operation of the district,
99 who will answer questions from the customers during normal business hours and not during the board meeting.

100

101 **Reports, Comments, Correspondence:**

102 The district office will be closed on June 19, in honor of the Juneteenth Holiday.

103 The SRWD Consumer Confidence Report will be released before the end of June.

104 Lincoln County has \$398,000 ARPA funding available for grants of up to \$50,000. Staff would like to apply for the grant to
105 partly fund the Water Master Plan. It was the consensus of the board for staff to apply for a \$50,000 Lincoln County ARPA
106 funding grant.

107

108 **Executive Session:**

109 President Rob Mills recessed the regular board meeting at 4:45 p.m. to go into an Executive Session pursuant to ORS
110 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with regard to current
111 litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend
112 the executive session. All other members of the audience are asked to leave the room. Representatives of the news
113 media are specifically directed not to report on any of the deliberations. No final decisions shall be made in the Executive
114 Session.

115

116 **Adjourned the Executive Session:**

117 President Rob Mills adjourned the executive session at 5:10 p.m. and reconvened the regular board meeting.

118 Commissioner Glen Morris motioned to reject the settlement offer letter from R & G Excavating Inc. dated May 30, 2024.

119 Commissioner Sandra Mies-Grantham seconded the motion. The motion passed with 3 YES votes and 0 NO votes.

120

121 **Adjournment:** Commissioner Sandra Mies-Grantham motioned to adjourn the meeting. President Rob Mills adjourned
122 the meeting at 5:11 p.m.

123

124 **Next Board Meeting:** July 11, 2024, at 4:00 p.m. Regular Board Meeting.

125

126

127

128

Approved by Board President

Date: