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**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting by Zoom Conference Call
December 10, 2020**

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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.

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Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order at 4:02 p.m., Thursday, December 10, 2020.

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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; and President Rob Mills. Staff: Adam Denlinger, General Manager; Joy King, Office Manager. Atty. Jeff Hollen, District legal counsel.

Excused Absences: Commissioner Deanna Gravelle and Commissioner Sandra Mies-Grantham.

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Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Glen Morris replied NO; Commissioner Karen Otta replied NO; Office Manager Joy King replied NO; General Manager Adam Denlinger replied NO; President Rob Mills had NO announcement.

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Consent Calendar:

Items on the consent calendar are Invoice List for November/December 2020; November 12, 2020 minutes of the regular board meeting; October 22, 2020 minutes of special board meeting; November/December 2020 Financial Report; Business Oregon IFA Disbursement Request No. 26; USDA Phase IV PMR No. 6; Contractor's Pay Request No. 6; 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 Glen Morris motioned to approve the consent calendar, not including the October 22, 2020 minutes of the special board meeting. Commissioner Karen Otta seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES, and President Rob Mills voted YES. Motion carried with 3 YES votes.

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Discussion and Information Items:

Source Water Project Update:

The GM, Adam Denlinger updated the Board on the project highlights in the Monthly Report. The contractor is working on completing the remaining portion of piping that connects the pipe from lot 500 to the existing District line, then to the tank site in Makai. All PUD conduit and communication lines have been completed. At the water treatment site, the work has begun for the clear well tank foundation. The concrete for the ring wall has been completed and passed inspection. The subcontractor will begin construction of the ½ million gallons clear well the first week of January. Grinding and paving of the Beaver Creek Road including striping have been completed. Because of the pandemic it has taken longer to get some of the materials needed and the fire that happened in the coastal area affected the working conditions and affected travel from the valley to the construction site for several days, the contractor is looking into requesting an extension to finish the project. The engineer and district staff are supporting the contractor to get the work done.

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Decision Items:

June 30, 2020 Financial Audit Report:

The Office Manager, Joy King updated the Board on the status of the audit. Staff received the draft audit report on December 1, for review and to complete the MD&A. The District will be able to file the June 30, 2020 Audit Report with the Secretary of State Audit Division on time. The single audit which is required by USDA as part of the loan requirement will also be filed on time. The District is in compliance with the state Local Budget Law, Oregon statutes and follows Generally Accepted Accounting Principles in preparing the financial statements. The audit report does not contain any negative comments from the auditor. Commissioner Glen Morris motioned to approve the June 30, 2020 Audit Report prepared by Grimstad and Associates. Motion was seconded by Commissioner Karen Otta. President Rob Mills asked for each commissioner's vote. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; President Rob Mills voted YES. Motion was passed with 3 YES votes.

65 **Reports, Comments, and Correspondence:**

66 **GM Performance Evaluation:**

67 President Rob Mills explained the process of how the performance review of the GM, Adam Denlinger was done. He
68 received the completed Performance Evaluation form from each commissioner, which he compiled into one document with
69 combined numerical ratings and comments or narratives. President Rob Mills and Commissioner Karen Otta met with the
70 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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72 The GM expressed his appreciation of the format of his evaluation and the Board's comments which are in line with his own
73 assessment. The GM was asked to provide a list of priority goals and objectives for the coming year. The GM went over
74 and discussed the list of priority goals and objectives for the next 4 years. (Please see attached list.) The list will be
75 revisited in 6 months to update the Board on what has been accomplished. The GM expressed that it has been a pleasure
76 to work in the District with sophisticated Board members who are involved. He appreciates the professionalism of the Board
77 and staff.
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79 **Office Closures:**

80 The office will be closed on December 25 and January 1 in observance of Christmas Day and New Year's Day.

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82 **Easement Negotiation:**

83 Atty. Jeff Hollen, legal counsel updated the Board that he is working with Atty. Jennifer Paul in the wordings that should go
84 into the documents resulting from the easement negotiation.

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

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88 **Next Board Meeting:** January 14, 2021, at 4:00 p.m.

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94 Approved by Board President

Date: