

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
July 14, 2022**

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 on 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 4:00 p.m., Thursday, July 14, 2022.

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; and 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-Cortes, Office Manager.

Excused Absences: Commissioner Glen Morris

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta had no announcement; Commissioner Paul Highfill had no announcement; Commissioner Sandra Mies-Grantham asked that the title Mrs. before her name should be removed from all documents; Joy King-Cortes, Office Manager announced she is glad to be back to work; General Manager, Adam Denlinger announced that it is good to have Joy back. Atty. Jeff Hollen had no announcement, and President Rob Mills announced that he saw how well the cross-training worked in Joy's absence.

Public Comments: None

Consent Calendar:

Items on the consent calendar are June/July 2022 Invoices List; June 9, 2022, Regular Board Meeting Minutes; June/July 2022 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 45; USDA Phase IV PMR No. 25; and General Manager's Monthly Report.

President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Karen Otta answered YES; Commissioner Paul Highfill answered YES; Commissioner Sandra Mies-Grantham answered YES and President Rob Mills answered YES. Commissioner Sandra-Mies Grantham motioned to approve the consent calendar. Commissioner Paul Highfill seconded the motion.

President Rob Mills asked for the commissioners' votes to approve the consent calendar. The motion was passed 4-0.

Public Comment:

Aaron McKay, a representative of Steele String Co. came in the middle of the meeting. He is the caretaker of the property owned by Steele String, where the road to the Lost Creek tank is located. He is reminding staff to make sure to lock the gate after entering and leaving the road to prevent trespassers from entering the property. The GM will meet with the district field staff to discuss the importance of closing the gate.

Discussion and Information Items:

Source Water Project Update:

The engineer is tracking punch list items that must be completed before substantial completion can be certified. Operation and Maintenance Manuals are needed to certify substantial completion, but the contractor and their subs seem to have difficulty meeting conditions and without the O & M Manuals the engineer is unable to certify substantial completion. The contractor asserts that the district has had the full system operational control for more than 30 days which is not accurate. District staff is making water on a limited basis due to disruption because of failure at the WTP or at the intake pump station. Pump No. 2 at the Beaver Creek intake is damaged and will need to be sent away for repair. The pump motor needs to be removed and sent out to Texas for repair. District staff and the engineer are concerned with contractor

61 performance and quality of workmanship on various components of the project such as undisclosed damage to the servers
62 in the electrical room for not protecting the equipment from cement dust; ongoing damage to the standby generator from
63 water intrusion after the contractor damaged the protective housing during installation and damage to the concrete floors at
64 the WTP for not protecting the floor before treating the concrete. Pump no. 3 at the WTP was evaluated by PumpTech and
65 Reese Electric on July 13, and the district is waiting for an update regarding the status of this motor.
66

67 **Decision Items:**

68 **Approval of MOU:**

69 The GM discussed with the Board the Memorandum of Understanding between Seal Rock Water District and the City of
70 Newport regarding the use of water from the intertie. The MOU provides for how the intertie can be used by the two
71 agencies. The agreement also provides a fixed rate of \$4.29 per 1,000 gallons of water used either by the City or SRWD.
72 This rate is also used to finalize the existing billing issues of water used either by the City or SRWD. The agreement also
73 provides who the authorizing parties are for the City and SRWD. Atty. Jeff Hollen has reviewed the language of the MOU.
74 The agreement could be reviewed and adjusted annually. Commissioner Paul Highfill motioned to approve the
75 Memorandum of Understanding as presented. Commissioner Karen Otta seconded the motion. President Rob Mills asked
76 for the commissioners' votes. Commissioner Karen Otta voted YES, Commissioner Paul Highfill voted YES, Commissioner
77 Sandra Mies-Grantham voted YES and President Rob Mills voted YES. The motion passed 4-0.
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79 **Reports, Comments, and Correspondence:**

80 **The 2021 Annual Consumer Confidence Report (CCR)** has been completed and is available for customers. This would
81 be the last CCR that contains analytical data from the City of Toledo. Next year the data for the CCR will come from the
82 district's own Beaver Creek water source.

83 **Vacation:** The GM will be out of town from July 15 through July 29. Joy King-Cortes and Brad Wynn will be the admin
84 contact staff. The GM will be available to respond through email and by phone when necessary.
85

86 **Executive Session:**

87 President Rob Mills recessed the regular board meeting at 4:50 p.m. to go into an executive session.
88 The SRWD Board will meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning
89 the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed. Representatives of
90 the news media and designated staff shall be allowed to attend the executive session. All other members of the audience
91 are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the
92 deliberations. No final decisions shall be made in Executive Session.
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94 President Rob Mills adjourned the executive session at 5:09 p.m. and reconvened the regular board meeting.
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96 **Adjournment:** Commissioner Karen Otta motioned for adjournment. Commissioner Sandra Mies-Grantham seconded the
97 motion. Commissioner Rob Mills adjourned the meeting at 5:10 p.m.
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99 **Next Board Meeting:** September 8, 2022, at 4:00 p.m. Regular Board Meeting.
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Approved by Board President

_____ Date: