

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
January 13, 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 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 4:01 p.m., Thursday, January 13, 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 Glen Morris, member; and Attorney Jeff Hollen, Legal Counsel. Present in person in the Board room were President Rob Mills, Board President; Commissioner Paul Highfill, member; and Commissioner Sandra Mies-Grantham, Secretary; Staff: Adam Denlinger, General Manager; Joy King, Office Manager.

Excused Absences: None

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta had no announcement; Commissioner Glen Morris had no announcement; Commissioner Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement. Joy King had no announcement; General Manager, Adam Denlinger had no announcement; Atty. Jeff Hollen had no announcement, and President Rob Mills had no announcement.

Public Comments: None

Consent Calendar:

Items on the consent calendar are Dec. 2021/Jan. 2022 Invoices List; Dec. 9, 2021, Regular Board Meeting Minutes; Dec. 2021/Jan. 2022 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 39; USDA Phase IV PMR No. 19; Contractor's Pay Request No. 19; 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 Glen Morris 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 Glen Morris answered YES for all items on the consent calendar except the December 9, 2021, Regular Board Meeting Minutes since he was not present in that meeting; Commissioner Sandra Mies-Grantham answered YES for all items on the consent calendar except December 9, 2021, Regular Board Meeting Minutes since she was not present in that meeting; Commissioner Paul Highfill voted YES; and President Rob Mills voted YES. Motion passed with 5 YES votes for all items on the consent calendar except the December 9, 2021, Regular Board Meeting Minutes where 3 commissioners voted YES and Commissioners Glen Morris and Sandra Mies-Grantham abstained from voting.

Discussion and Information Items:

Source Water Project Update:

The contractor is doing site restoration at the intake and membrane building sites while most of the work is being done by the sub-contractor. According to the contractor's schedule, the start-up date is March 1, however, the engineer believes it is unlikely due to the delay in some equipment delivery. During the planning stage of the project before going out to bid, no one anticipated the effects the pandemic could have had on the bid results. The district was fortunate to begin the project

59 when we did. The progress is slow, but the result of the project will be as expected. The timing of the interim loan closing
60 resulted in a lower interest rate for the long-term loan which is a big savings for the district.
61

62 **Decision Items:**

63 **Budget Calendar:** Commissioner Sandra Mies-Grantham motioned to approve the FY 2022-23 Budget Calendar.
64 Commissioner Karen Otta seconded the motion. Motion passed with 5 YES votes and 0 NO votes.

65 **Budget Officer:**

66 Commissioner Paul Highfill motioned to appoint the GM, Adam Denlinger, as the Budget Officer to oversee the preparation
67 of the FY 2022-23 budget. Commissioner Sandra Mies-Grantham seconded the motion. Motion passed with 5 YES votes
68 and 0 NO votes.

69 **USDA ECWAG Grant Funding Application:**

70 There are two waterline repairs that qualify for USDA Emergency Community Water Assistance Grants Program (ECWAG).
71 The heavy rain on December 20 caused a landslide on the west side of Hwy 101 across from the Newport Airport and
72 broke the district's water main. Field crews responded and were able to turn off the valve within 30 minutes of the
73 emergency call. To continue water service to customers in the service area while the repair was being done, district crews
74 created a bypass to deliver water to the customers. ODOT has been working to complete stabilizing the slide area and
75 restoring the hillside. When this is done field crews with the support of R&G Excavation will complete the permanent repair
76 of the waterline damaged by the landslide. The district needed to install 300 linear feet to secure the water system beyond
77 the slide area. The district crews and the contractor started the completion of the installation of 12" HDPE pipe and the
78 connection to the Pacific Shores master meter which was completed and the bacti-test will be done on January 14. District
79 staff would like to apply for the ECWAG for \$150,000 to fund the emergency repair.
80

81 District crews discovered a second slide on the easement road through the Freeman's property adjacent to the supply line
82 on Poole Slough. The waterline hasn't been damaged yet, but the continuation of the slide could damage the district's water
83 supply line. The district crews have secured the slide area with heavy plastic and sandbags to prevent erosion. Permanent
84 repairs in this area include replacing the section of waterline in the affected area and extending the waterline up the hill to
85 the access road with about 600 linear feet of 14" HDPE pipe which could cost about \$1 million. The district staff would like
86 to apply for the \$1 million USDA ECWAG funding.
87

88 District staff is working with Civil West Engineering to complete the Preliminary Environmental Report (PER) and
89 Engineering Report (ER) for the Hwy 101 emergency waterline repair and the Poole Slough waterline move as required by
90 USDA ECWAG funding applications. Commissioner Glen Morris motioned to authorize GM, Adam Denlinger to apply for
91 USDA ECWAG funding for the Highway 101 emergency line replacement and the Poole Slough waterline move.
92 Commissioner Sandra Mies-Grantham Seconded the motion. Motion passed with 5 YES votes and 0 NO vote.
93

94 For the last 26 days, district crews have been tracking water loss in the Bayshore and Sandpiper area and found the leak
95 on Oceania Way. It is in the best interest of the district to replace the 300 linear feet of waterline by district crews.
96

97 **Tracer Study:**

98 With the installation of the new membrane water treatment facility, Oregon Health Authority (OHA) requires the district to
99 complete a Tracer Study. The tracer study will demonstrate the effective disinfection contact time through the clearwell and
100 will establish the actual tank efficiency factor. Jacobs Engineering submitted a Scope of Work for the Engineering Tracer
101 Study not to exceed \$7,600. Commissioner Glen Morris motioned to approve the Engineering Tracer Study Scope of Work
102 submitted by Jacobs Engineering. Commissioner Karen Otta seconded the motion. Motion passed with 5 YES votes and 0
103 NO votes.
104

105 **MCWPP Coordinator:**

106 Alexandria Scott, owner of Lure & Ivy Consulting Services, submitted a proposed service agreement for continued
107 professional services for MCWPP through June 2022 funded by OWRD grant.
108 Included in the meeting packet is the draft Oregon's Mid-Coast Water Planning Partnership Water Action Plan. It has been
109 submitted to OWRD for review. The completed action plan will be presented to the Board in April or May 2022.
110 Commissioner Glen Morris motioned to approve the proposed agreement submitted by Alexandria Scott. Commissioner
111 Karen Otta seconded the motion. Motion passed with 5 YES votes and 0 NO votes.
112

113 **GM Annual Performance Evaluation:**

114 The Board discussed the completed GM annual performance evaluation. It was discussed that in lieu of salary adjustments,
115 the GM will be given 80 hours of management leave. Commissioner Glen Morris motioned to approve 80 hours of
116 management leave be given to the GM, which is this year only and not a yearly occurrence. Commissioner Karen Otta
117 seconded the motion. Motion passed with 5 YES votes and 0 NO votes.

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Reports, Comments, and Correspondence:

The Mid-Coast Water Planning Partnership Draft Water Action Plan is now ready for review. It is the result of five years with thousands of volunteer hours of work. It is full of good information. On January 17, 2022, the District office will be closed in observance of Martin Luther King, Jr. Day. HB 5006 Water Work Group Membership Request. OWRC Chair Reeve and Oregon Representatives Helm, Owens, and Reardon, and OWRD Director Byler asked Oregon Consensus (OC) to offer an opportunity for affiliate groups to designate their own member participants to engage in the Water Work Group effort funded from HB 5006, section 238. The MCWPP is asking Adam Denlinger to be the representative from the area.

Executive Session according to ORS 192.660(2):

President Rob Mills recessed the regular board meeting at 5:12 p.m. to go into an executive session. The SRWD Board will 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.

President Rob Mills adjourned the executive session at 5:42 p.m. and reconvened the regular board meeting.

SDAO Conference:

The in-person annual SDAO Conference in February has been canceled due to the covid 19 pandemic. The facility doesn't have the required HVAC system in place so they can not ensure the safety of the attendees from covid infection. Also, they will not be able to provide the service needed due to staff shortage,

Adjournment: President Rob Mills adjourned the meeting at 5:45 p.m.

Next Board Meeting: February 10, 2022, at 4:00 p.m. Regular Board Meeting.

Approved by Board President _____ Date: _____