

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
June 8, 2023**

**Introduction to Remote Meeting:**

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person. Due to the 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 via 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 names, he or she will give a vote in the affirmative by saying YES or negative by saying NO.

**Call Regular Meeting to Order:**

President Rob Mills called the work session & regular board meeting to order at 4:00 p.m., Thursday, June 8, 2023.

**Present:**

President Rob Mills confirmed that all commissioners present can hear each other by doing a roll call. No one was present on Zoom Conference Call. Present in person in the Board room were Commissioner Rob Mills, Board President; Commissioner Karen Otta, Treasurer; Commissioner Saundra-Mies Grantham, Secretary; and Commissioner Paul Highfill, Member. Attorney Jeff Hollen, Legal Counsel. 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 Saundra-Mies Grantham had no announcement; Commissioner Paul Highfill had no announcement; Joy King-Cortes, Office Manager had no announcement; General Manager, Adam Denlinger had no announcement. Attorney Jeff Hollen had no announcement. President Rob Mills had no announcement.

**Consent Calendar:**

Items on the consent calendar are May/June 2023 Invoices List for approval; May 13, 2023, Regular Board Meeting minutes; May/June 2023 Financial Report; USDA PMR Phase IV No. 34; and General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Karen Otta answered YES; Commissioner Saundra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES; and President Rob Mills answered YES. May 13, 2023, minutes will be approved in the July Board meeting since there is no majority present to approve it. Commissioner Karen Otta motioned to approve the consent calendar not including the May 13, 2023, Board Meeting Minutes. Commissioner Paul Highfill seconded the motion. Commissioner Karen Otta commented that the last name of the engineer who attended the Water Treatment open house is Engleson. Joy King will update the minutes. The motion passed 4-0.

**Discussion and Information Items:**

**Primary Source Water Project Update:** There have been activities with the contractors and subcontractors recently working on the items on the final punch list. Many items have been completed and are being reviewed by the engineer. The 2" drain line located between the membrane building and the wash basin had been repaired; the floats at the intake site had been replaced; and the labeling of the electrical wiring throughout the project location had been completed. There are 3 medium size boxes containing extra material received today. The remaining items for final completion include electrical commissioning third-party testing of the generator at the WTP; the sound insulation for the backup generator which could be moved to the warranty item; and the refinishing of the concrete flooring in the WTP which could also be moved to warranty item. The Operations and Maintenance Manuals have been delivered to the engineers and are being reviewed. The project will be completed when the contractor completes the final punch list, and after the engineer reviews and certifies the project then SRWD and R&G can go into arbitration.

Jeff Hollen, legal counsel commented that the contract is very specific as to when is substantial completion. He and the opposing attorney will contact the arbitrator for his availability to set the arbitration date.

The accuracy of the electrical labeling was discussed. The GM explained that the subcontractor who did the electrical work throughout the project location is the same contractor that did the electrical labeling.

63 **Decision Items:**

64 **Resolution 0623-01: Rate Adjustment Resolution:**

65 A rate hearing notice was sent to customers as an insert to the monthly bills inviting patrons to attend the rate hearing  
66 held on May 11, 2023, at 4:00 pm. Ten comments were received through email for the May 11 rate hearing. Five  
67 additional comments were received and are included in the June 8 board meeting packet. The impact of the inflationary  
68 costs in Materials and Services is affecting the district and is a significant driver for this year’s rate increase. To meet the  
69 ongoing operational and maintenance needs of the water distribution system, and the newly constructed water treatment  
70 system it is necessary to increase the rate. Commissioner Karen Otta motioned to adopt Resolution 0623-01, a resolution  
71 adjusting the rates and charges to be paid by customers of the Seal Rock Water District. President Rob Mills seconded  
72 the motion. The motion was passed 4 – 0.

73 **Resolution 0623-02: FY 2023-24 Budget:**

74 On April 20, 2023, the Budget Committee held a Budget Committee meeting to review and approved the FY 2023-24  
75 Budget. A public hearing was held during the regular board meeting on May 11, 2023, to receive public comments  
76 regarding the FY 2023-24 Budget approved by the Budget Committee. The staff did not receive any comments by mail,  
77 phone, and email. Commissioner Karen Otta motioned to adopt Resolution 0623-02, a resolution adopting the  
78 FY 2023-24 in the amount of \$10,749,570; a resolution making appropriations; a resolution imposing the tax; and a  
79 resolution categorizing the tax. Commissioner Sandra Mies-Grantham seconded the motion. The motion was  
80 passed 4 – 0.

81 **Reports, Comments, Correspondence:**

82 Five comments from customers were received regarding the rate increase.

83 **Recessed Regular Board Meeting:** President Rob Mills recessed the Regular Board Meeting at 4:43 p.m. to go into an  
84 executive Session.

85 **Executive Session: according to ORS 192.660(2), Concerning:**

86 The SRWD Board may meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel  
87 concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.  
88 Representatives of the news media and designated staff shall be allowed to attend the executive session. All other  
89 members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to  
90 report on any of the deliberations. No final decisions shall be made in Executive Session.

91 **Reconvened Regular Board Meeting:** President Rob Mills adjourned the Executive Session and reconvened the  
92 Regular Board Meeting at 5:12 p.m.

93 **Adjournment:** Motioned by Commissioner Paul Highfill to adjourn the meeting. The motion was seconded by  
94 Commissioner Karen Otta. The meeting was adjourned at 5:13 p.m.

95 **Next Board Meeting:** June 8, 2023, at 4:00 Regular Board Meeting.

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109 Approved by Board President

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