

**SEAL ROCK WATER DISTRICT**  
**MINUTES OF THE**  
**Regular Board Meeting**  
**by Zoom Conference Call and In Person**  
**October 14, 2021**

**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 4:02 p.m., Thursday, October 14, 2021.

**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 Saundra Mies-Grantham, Secretary; 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; 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 announced that she is still in New Zealand; Commissioner Saundra Mies-Grantham will not be able to attend the November meeting; Commissioner Glen Morris will not be able to attend the November meeting; Commissioner Paul Highfill had no announcement. Adam Denlinger announced that the office will be closed on November 11 which is a holiday in observance of Veterans Day and it is also the scheduled regular board meeting. Joy King had no announcement. President Rob Mills had no announcement.

**Public Comments:** None

**Consent Calendar:**

Items on the consent calendar are Sept./Oct. 2021 Invoices List; Sept. 9, 2021 Regular Board Meeting Minutes; Sept./Oct. 2021 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 36; USDA Phase IV PMR No. 16; Contractor's Pay Request No. 16; and General Manager's Report. President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Karen Otta answered YES; Commissioner Saundra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES; Commissioner Glen Morris answered YES and President Rob Mills answered YES. Commissioner Saundra Mies-Grantham motioned to approve the consent calendar. Commissioner Karen Otta seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Paul Highfill voted YES; Commissioner Saundra Mies-Grantham voted YES; Commissioner Glen Morris abstained from voting; and President Rob Mills voted YES. Motion passed with 4 YES votes, and 1 abstained from voting.

**Discussion and Information Items:**

**Source Water Project Update:**

The contractor is continuing the construction at the Water Treatment Plant (WTP) site to include grading around the membrane building and the backwash basin. The construction of the roofing has been completed and the contractor is framing the windows of the operation and control room. The electricians are installing the electrical wiring for the WTP to include wiring for the pumps and computers and the plumbers are installing the piping in the WTP. Simulation exercise of the water treatment system will be scheduled to include the new water treatment operator. Start up procedure will be in December to check if the system runs properly before going online. According to attorney Jeff Hollen, the contractor is already behind the contract completion date. He and the legal counsel for the contractor are looking for an arbitrator with EJCDC familiarity experience. The delay is causing higher costs on water purchase and engineering costs. The District can charge liquidated damages that could help recover the additional costs caused by the delay. A note that the District has the right to withhold liquidated damages was inserted on the Pay Application submitted by the contractor, but withholding the liquidated damages has been deferred for now. The primary goal is to complete the project.

65 **Decision Items:**  
66 **Infectious Disease Policy and Procedures:**  
67 Management is providing the information made available by SDAO/SDIS regarding COVID-19 vaccinations and infectious  
68 disease protocols for consideration, approval and implementation by the Board. See attached copy of the Policy and  
69 Procedures. The Policy and Procedures address the needs of the District with regards to infectious disease based on the  
70 District's condition. This has been reviewed by SDAO/SDIS sub-committee and pre-loss legal counsel.  
71 Discussion on how to make sure the employees are safe was discussed like following protocols of wearing masks, social  
72 distancing, hand washing and the use of home testing kits approved by Lincoln County Public Health and FDA. If  
73 employees need to quarantine they may use comp time or PTO. They could also use time donated from other employees.  
74 Commissioner Karen Otta motioned to approve the Infectious Disease Policy and Procedures presented by the GM.  
75 Commissioner Glen Morris seconded the motion. Motion passed with 5 Yes votes and 0 No votes.  
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77 **Reports, Comments, and Correspondence:**  
78 **Personnel Recruitment:**  
79 The newly hired Operator 1 is working well. Staff has scheduled an interview with a qualified water treatment plant operator  
80 on October 21. The applicant has a grade 3 certification which is higher than the grade 2 certification required for the size of  
81 the WTP system the district is building. The interview panel includes district staff and Jacobs engineers.  
82 District staff met with Delta Operations personnel. It is a sister company of The Automation Group Inc (TAG), the SCADA  
83 provider of the District. Delta Operations has certified operators who manage small water treatment facilities and provide  
84 start up training of new water treatment plants and training of operators. The GM is reviewing the quote for the services  
85 they can provide.

86 **GM Performance Evaluation:**  
87 A GM Evaluation Package was included in the meeting packet for the annual GM Performance Evaluation. The Evaluation  
88 Package included the Performance Evaluation Form, List of General Manager Responsibilities, Updated GM Activity List,  
89 and SRWD: Priority Goals and Objectives. It was the consensus of the Board to continue using the Performance Evaluation  
90 Form as a tool to help the person being evaluated. President Rob Mills asked each Board member to email the completed  
91 evaluation to him so he can compile the results and make a summary of all the performance evaluations.

92 **Employee Appreciation Luncheon:**  
93 It was the consensus of the Board to have the employee appreciation luncheon at 11:00 a.m. to 12:00 p.m. on November  
94 10 and the Board meeting at 2:00 pm. It was also the consensus of the Board to provide the same amount of bonus to  
95 employees as last year.

96 **GM Time Off:**  
97 The GM is considering taking time off beginning November 12 until the end of the month.  
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99 **Adjournment:** It was the consensus of the Board to adjourn the meeting. President Rob Mills adjourned the meeting at  
100 5:09 p.m.  
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102 **Next Board Meeting:** November 10, 2021, at 2:00 p.m. Regular Board Meeting. Employee Luncheon Appreciation  
103 at 11:00 a.m.  
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109 Approved by Board President Date:  
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