

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
April 11, 2024**

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Introduction to Remote Meeting:

SRWD held this meeting through Zoom video conferencing. Due to the limited capacity for in-person meetings, the public was encouraged to attend the meeting electronically.

Present:

Commissioner Sandra Mies-Grantham and Commissioner Karen Otta were present on the Zoom Conference Call. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Paul Highfill, Member, Commissioner Glen Morris, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office/Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator.

Excused Absences: None

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order 4:00 p.m., Thursday, April 11, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. Present on Zoom was John French.

Announcements/Public Comments:

President Rob Mills asked if there were any announcements. Commissioner Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement; Commissioner Karen Otta had no announcement; Commissioner Glen Morris had no announcement; General Manager, Adam Denlinger had no announcement; Joy King-Cortes, Office/Finance Manager had no announcement; Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; Brad Wynn, Lead Operator had no announcement; and President Rob Mills had no announcement.

Public Comments:

President Rob Mills asked John French who attended through Zoom if he had a comment and he responded that he had no comment.

Consent Calendar:

Items on the consent calendar are the March/April 2024 Invoices List for approval; the March 14, 2024, Regular Board Meeting minutes; the March/April 2024 Financial Report; USDA Project Monitoring Report No. 43; and the General Manager’s Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Glen Morris answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES; Commissioner Karen Otta answered YES. Commissioner Paul Highfill motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. The motion passed with 4 YES vote, 0 NO vote and Commissioner Karen Otta abstained from voting since she was not present at the March 14 board meeting.

Discussion and Information Items:

Primary Source Water Project Update:

The operators are now able to remotely run the operation of the WTP, which was made possible by the implementation of the Human Machine Interface (HMI) program. The HMI allows the WTP to operate after hours with successful starts and stops in producing water, including automated routine maintenance during production. If something is wrong the process will stop and the HMI will signal the operator who can remotely sign in and respond to resolve the problem. This results in less overall cost to produce water and an overall increased level of stored water in the drinking water system. The operators are monitoring conditions as they work with the engineers and WesTech technicians to build greater optimization of the WTP.

Rate Adjustment for FY 2024-25:

Historically, the SRWD Board of Commissioners evaluates the rate annually for addressing any necessary increase and then requests that staff develop a proposal (potential scenarios) for a rate increase that will be provided to the Board and the community at a future public hearing. The U. S. Bureau of Labor and Statistics reports that over the last 12 months, the Consumer Price Index for all Urban Consumers (CPI-U) advanced 3.2 percent. The food prices advanced 2.3 percent. Energy prices advanced 0.6 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy advanced 3.6 percent over the year. Maintaining pace with inflation annually supports the likelihood that significant rate adjustments will not be necessary in the future. The market is uncertain as we project for the future budget.

65 It was the consensus of the board to maintain the pace with the price index, staff was instructed to develop scenarios
66 considering a 3.5% rate increase to be considered at the next board meeting on May 9.
67

68 **Decision Items:**

69 **GSI Water Solutions Scope of Services:**

70 GSI Water Solutions submitted two Scopes of Work for continued monitoring to meet requirements of the Beaver Creek
71 Water Use Permit S-55012. The first Scope of Work is for Year 7 Water Temperature Monitoring Support for \$22,510.
72 The second Scope of Work is for Year 6 Streamflow Monitoring Support on Beaver Creek for \$43,445. These reports will
73 be provided to the Oregon Water Resources Department (OWRD) and the Department of Environmental Quality (DEQ).
74 Commissioner Karen Otta motioned to approve the Scope of Work submitted by GSI. Commissioner Glen Morris
75 seconded the motion. The motion passed unanimously.
76

77 **Resolution No. 0424-01 for Funding through DEQ:**

78 The district needs to adopt a resolution for funding through the Department of Environmental Quality (DEQ) Clean Water
79 State Revolving Fund (CWSRF), to develop a Drinking Water Protection Plan (DWPP) and to authorize the General
80 Manager to execute the funding agreement. The DWPP will be structured to meet the requirements for approval by the
81 Oregon Department of Environmental Quality (DEQ) and Oregon Health Authority (OHA). The amount of the forgivable
82 loan is \$50,000. Commissioner Karen Otta motioned to approve Resolution No. 0424-01 a Resolution of the Seal Rock
83 Water District to accept funds provided by the Oregon Department of Environmental Quality, through the State of Oregon
84 Clean Water State Revolving Fund Program in the amount of \$50,000. Commissioner Sandra Mies-Grantham seconded
85 the motion. The motion passed unanimously.
86

87 **Owner Engineer Agreement Amendment No. 6:**

88 Jacobs Engineering submitted Owner Engineer Agreement Amendment 6 of the EJCDC which provided continued
89 engineering services through October 2024, in the amount of \$57,500. It was the consensus of the board to defer this for
90 discussion during the May board meeting.
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92 **Reports, Comments, Correspondence:**

93 The Annual Budget Committee Meeting is on April 18, and the budget packet will be delivered on April 15. Commissioner
94 Karen Otta requested to email her the budget packet.
95 The Oregon Health Authority Water Testing Scam Community Advisory will be mailed to customers with the bills.
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97 **Recessed Regular Session to go into Executive Session:**

98 President Rob Mills recessed the regular session at 4:56 p.m. to go into Executive Session, pursuant to ORS
99 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body regarding current
100 litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend
101 the executive session. All other members of the audience were asked to leave the room and sign off from Zoom.
102 Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions
103 shall be made in the Executive Session.
104

105 **Adjourned the Executive Session/Reconvened Regular Board Meeting:**

106 President Rob Mills adjourned the executive session and reconvened the regular board meeting at 5:30 p.m.
107

108 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. Commissioner Paul Highfill seconded the
109 motion. President Rob Mills adjourned the meeting at 5:32 p.m.
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111 **Next Board Meeting:** May 9, 2024, at 4:00 p.m. Regular Board Meeting and Budget and Rate Hearing.
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121 Approved by Board President

Date: