

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
October 10, 2024**

Introduction to Remote Meeting:

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

Present:

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

Excused Absences: None

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order at 4:02 p.m., Thursday, Oct. 10, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. The public present on Zoom was Jon French.

Announcements/Public Comments:

President Rob Mills asked if there were any announcements. Commissioner Glen Morris had no announcement; Commissioner Karen Otta had no announcement; Commissioner Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill 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; and President Rob Mills had no announcement.

Public Comments:

President Rob Mills asked the public who attended through Zoom if he had any comments. Jon French had no comment.

Consent Calendar:

Items on the consent calendar are the Sept./Oct 2024 Invoices List for approval; the September 19, 2024, Regular Board Meeting minutes; Financial Report, USDA Project Monitoring Report No. 49; 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 Paul Highfill answered YES; Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Sandra Mies-Grantham seconded the motion. The motion passed unanimously.

Discussion and Information Items:

Water Treatment Plant Update:

Last month the Clean in Place (CIP) skid heating element at the water treatment plant that was failing was sent to Phoenix National Laboratories, LLC (PNL) in Arizona to be tested to find out what is damaging the heating element. The district received a comprehensive metallurgist report from PNL which listed notable magnesium, aluminum, sulfur, and chlorines associated with corrosion and pitting. It looks like the combination of these products is negatively affecting the heating element. WesTech designed the membrane treatment system including how to treat the water and how to maintain the membrane filter skid. Operators have been following design standards and the recommendation of WesTech regarding chemical applications. In evaluating the process, it was discovered that the application of the heating elements seems to be exposing them to the chemicals during or after cleaning the membranes. The chemicals being used are safe, but when they are combined, they cause corrosion. There was a discussion about why the design did not isolate the heating element. WTP operators are working with Jacobs Engineers, WesTech, and Chromalox, the manufacturer of the heating elements to find a resolution to solve the issue. Potential resolutions are 1. Alternate Immersion Heater Material compatible with thiosulfate/chlorine chemistry. 2. Switch dichlorination chemical to 38% sodium bisulfite which is not acceptable due to health and safety implications. 3. Modify Clean in Place (CIP) skid piping to isolate heater from dichlorination chemistry.

The WTP is running on one of the three heaters which extends runtimes for routine membrane cleaning and maintenance. The district ordered 3 heating elements which will arrive in two weeks.

63 **Lost Power at Intake Site:**
64 There was a power surge at the South Beaver Creek Road intake site that burned out the Variable Frequency Drive (VFD)
65 control panel. The district has a spare and the electrician and The Automation Group (TAG) installed the reserve unit. The
66 electrical engineers of Consumer Power, Inc (CPI) and Jacobs Engineering will get together to gather data to find out why
67 the power surge went through the surge protector and burned the VFD. The Automation Group, Inc (TAG) was able to find
68 2 available VFDs for the district for spare. The district has 5 locations throughout the system with VFDs installed.
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70 **Decision Items:**
71 The November regular board meeting was rescheduled for November 21, 2024, at 4:00 pm.
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73 **Audit Engagement Letter:**
74 Commissioner Glen Morris motioned to approve the audit engagement letter received from Grimstad and Associates,
75 Municipal Auditor/CPA. Commissioner Sandra Mies-Grantham seconded the motion. The motion was passed
76 unanimously.
77

78 **Report, Comments, and Correspondence:**
79 A detailed Metallurgical Report from Phoenix National Laboratories (PNL) dated September 17, 2024, was received.
80 The GM will be attending the Tri-State Water Utility Council Annual Meeting on November 7 in Vancouver, Washington,
81 and the SDAO/SDIS Joint Meeting on November 13-14 in Salem.
82 The Employee Appreciation Luncheon is scheduled for December 12 at 12:00 p.m. followed by the December regular
83 board meeting at 2:00 p.m.
84

85 **Public Meeting Law Training:**
86 The Oregon Government Ethics Commission (OGEC) has released its webinar training on Public Meeting Law on its
87 website. ORS 192.700 requires every member of a governing body of a public body with total expenditures for a fiscal
88 year of \$1 million or more shall attend or view training prepared under this section at least once during the member's term
89 of office and shall verify the member's attendance using the method prescribed by the commission. The webinar covers
90 the individual responsibilities of the governing body member, how statutes apply to holding a public meeting, the
91 grievance process, and an overview of executive session. The GM will email the link of the webinar to each commissioner
92 to individually register for the webinar.
93

94 **Executive Session:** None
95

96 Atty. Jeff Hollen reported that all the conditions of the settlement agreement with R & G Excavating have been met and
97 the settlement agreement has been signed. All the needed documents have been forwarded to USDA for their review and
98 approval. When the district receives the grant funding, a check will be written to R & G Excavating for final payment.
99

100 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. Commissioner Karen-Otta seconded the
101 motion. President Rob Mills adjourned the meeting at 4:43 p.m.
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103 **Next Board Meeting:** November 21, 2024, at 4:00 p.m. Regular Board Meeting.
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111 Approved by Board President

Date: