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**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
December 9, 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 2:05 p.m., Thursday, December 9, 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; 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:** Commissioners Glen Morris and Sandra Mies-Grantham.

**Announcements/Public Comments:**

President Rob Mills asked if there are any announcements. Commissioner Karen Otta announced that she will be back in the USA in January; Commissioner Paul Highfill had no announcement. Joy King announced that the minutes had been updated on lines 65 through 74 discovered by commissioner Karen Otta as missing the necessary votes. The necessary motion and votes were added. General Manager, Adam Denlinger requested to move the line item Consider Citizen Member Model Ship Donation from Discussion as the last item under Reports, Comments, and Correspondence; Atty. Jeff Hollen had no announcement; President Rob Mills had no announcement.

**Public Comments:** None

**Consent Calendar:**

Items on the consent calendar are Nov./Dec. 2021 Invoices List; Nov. 15, 2021, Regular Board Meeting Minutes; Nov./Dec. 2021 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 38; USDA Phase IV PMR No. 18; Contractor's Pay Request No. 18; 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 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 Paul Highfill voted YES; and President Rob Mills voted YES. Motion passed with 3 YES votes and 0 No votes.

**Discussion and Information Items:**

**Source Water Project Update:**

The contractor has done a lot of work at the intake site and the water treatment plant including plumbing and electrical work. The Westech chemical feed panel was installed; and the conduit, panel, and wiring for facility lighting, outlets, and switches were installed. A functional test of the WTP is scheduled for Dec. 16. It will be a computer simulation that will be done by the software integrator from Jacobs Engineering. This will be attended by the GM, Adam Denlinger; the newly hired WTP Operator – Larry Estes; and senior operator, Brad Wynn.

The brine tank was installed. This will be used to generate chlorine for cleaning. The engineer's estimated start up and commissioning of the WTP is in February. The process could take 6 weeks or more.

The WTP Operator, Larry Estes has been reading the Westech O&M, has visited the project sites, and has taken pictures.

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**Decision Items: Representation Letter:**

The representation letter is provided in connection with the audit of the financial statement of the District. The letter outlines the responsibilities of the District in providing the needed financial information to the auditor. It will be signed by President Robert Mills, GM Adam Denlinger, and Office Manager, Joy King-Cortes.

**Audit Report FY 2020-21:**

The draft audit report was reviewed by SRWD staff and there are minor edits that were provided to the auditor. The auditor has no negative comment on the District's books and finds the financial records of the District in good order. Commissioner Karen Otta motioned to approve the Audit Report for FY 2020-21. Motion was seconded by Commissioner Paul Highfill. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Paul Highfill voted YES; and President Rob Mills voted YES. Motion passed with 3 YES votes and 0 No votes.

**GM Annual Performance Evaluation:**

President Robert Mills discussed that he received the completed performance evaluation from each commissioner and consolidated the results into one form. He met with Adam Denlinger, GM, and discussed the consolidated evaluation without Commissioner Karen Otta because of the distance where she is. Commissioner Paul Highfill shared that as a new commissioner he hasn't had the opportunity to work and be around the GM but he met with the field staff and office staff and asked them questions regarding the performance of the GM. The staff had no reluctance to answer the questions to the positive. Commissioner Karen Otta commented that she is impressed with how the GM, Adam Denlinger handles the project and keeps the District running. The GM expressed his sincere appreciation for the support of the Board and the staff. The GM's Personnel Action form was discussed. The GM requested that instead of a bonus or a wage step increase to give him a management leave of 80 hours. There was a consensus to differ the decision to January when all the Board Members will be present.

**Reports, Comments, and Correspondence:**

The office will be closed on Dec 24 in observance of the Christmas Holiday.

The office will be closed on Dec 31 in observance of the New Year's Day Holiday.

The preclosing of the Installment Water General Obligations Bond will be on December 15, 2021. Holly Halligan, USDA Loan Specialist will come to the District office to sign the closing documents. The loan closing will be on December 17, 2021, at the bond counsel office in Portland.

**Model Ship Donation:** President Robert Mills obtained a 4' model ship, an elaborate replica of an 1850 confederacy ship made by a neighbor Mr. Fisher, who had passed away for several years. It has a display table and a glass display case. President Mills, as the owner of the ship, would like to display it in the District office and give it to Adam Denlinger someday when he is no longer working for the District. Atty. Jeff Hollen doesn't see any conflict of interest since the owner, President Robert Mills is requesting to display the ship in the office. Ownership will transfer to Adam Denlinger in the future when he is no longer an employee of the District.

**Adjournment:** President Rob Mills adjourned the meeting at 3:10 p.m.

**Next Board Meeting:** January 13, 2022, at 4:00 p.m. Regular Board Meeting.

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Approved by Board President

Date: