

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
October 11, 2018**

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7 Call Regular

8 Board Meeting: President John Garcia called the regular board meeting to order at 4:00 p.m., Thursday,  
9 October 11, 2018.

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11 Present: President John Garcia; Commissioner Sandra Mies-Grantham, Secretary; Commissioner  
12 Rob Mills, member and Commissioner Karen Otta, member. Staff: Adam Denlinger, General  
13 Manager; Joy King, Office Manager. See sign in sheet for public attendance.  
14

15 Excused Absences: Commissioner Glen Morris.

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17 Announcements: Joy King announced she will attend the Oregon Finance Officer Association (OGFOA) in  
18 Salem on Oct 15 through October 17. Commissioner Karen Otta announced she will not be  
19 able to attend the December 13 Board Meeting.  
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21 Public Comments: Tom Ryan, as a Board member of the Makai Road District expressed appreciation for the  
22 information he gains by attending the board meeting.  
23

24 Agenda Calendar: Items on the consent calendar are Invoice Lists for September/October 2018;  
25 May 10, 2018 Board Meeting Minutes; July 12, 2018 Board Meeting Minutes; August 9, 2018  
26 Board Meeting Minutes; September 13, 2018 Board Meeting Minutes; September/October  
27 2018 Financial Report/Invoices to approve; USDA Project Monitoring Report No. 36;  
28 Ferguson AMI Project Pay Request No. 7 and General Manager's Report. Motioned by  
29 commissioner Rob Mills to approve the agenda calendar with the exceptions of the May 10,  
30 July 12 regular board meeting minutes due to lack of a quorum to approve them.  
31 Commissioner Karen Otta seconded the motion. Motion carried 4 – 0.

32 Discussion and

33 Information Items:

34 Primary Source Water:

35 Biological Assessment: The District's Biological Assessment (BA) is now in the 135 days consultation period process  
36 with National Marine and Fisheries Service (NMFS) and United States Department of  
37 Agriculture (USDA). The BA needs to go through a general counsel review and when NMFS  
38 and USDA come into agreement regarding the BA, a Biological Opinion will be released and  
39 may include some conditions placed on the project. The 135 days review process will put us  
40 into early January 2019. The consultants and staff will need to update the project description  
41 in the Environmental Assessment (EA), complete the additional cultural work for the pipeline  
42 reroute to the Water Treatment Plant site and submit an amended consultation document to  
43 State Historic Preservation Office (SHPO), and obtain concurrence from Department of State  
44 Lands (DSL) for the additional wetland survey completed recently. A joint permit application  
45 needs to be submitted to the United State Army Corps of Engineer (USACE) and DSL.  
46 The engineer's design is about 30% completed which includes the footprint for Makai  
47 treatment plant and waterline. In December the design should be 60% completed, in which  
48 time the engineer will do an update presentation.

49 Membrane Filtration

50 Site Visit:

51 The GM, Adam Denlinger visited with Rockaway Creek PW Director who provided him with a  
52 tour of the facility and answered questions pertaining to their membrane filtration. Paul Berg,  
53 CH2M Hill Engineer will do an update presentation in December of the membrane filtration  
54 that the District will purchase.

55 Staffing Assignment:

56 With the completion of the AMI project, it is necessary to recognize a staff who has been  
57 performing duties outside his scope of work such as programing the AMI meters, working  
58 with System Analytics, and providing customer service by using the AMI system to detect  
59 leaks and contacting the customers. The GM is proposing to promote this employee to  
60 Operations Lead Position, a position filled in the past but was never filled when that employee  
61 resigned. It was recommended by President Garcia that the Position Summary should  
62 include a duty that this person will direct and give assignment to the field crew.  
63 The GM will post an internal job announcement for 7 days as required by the Employee  
64 Association.

65 Auditor's Letter: Grimstad and Associates is performing the audit of the District's Financial Statements for  
66 FYE June 30, 2018. The Engagement Letter outlines the objectives, audit procedures, and  
67 the management responsibilities. It was the consensus of the board for John Garcia to sign  
68 the letter.

69 Decision Items:  
70 Notice of Intent to  
71 Award: The GM and the engineer interviewed the two most qualified membrane filtration firms, Pall  
72 Corporation and WesTech Inc. During the interview District staff discussed exceptions and  
73 adjustments to the scope of supply of the two firms. Staff and engineer are recommending to  
74 the Board to consider purchasing the Membrane Filtration Equipment from WesTech Inc. The  
75 purchase price is slightly higher but the system requires less chemicals, which will  
76 significantly lower the operational cost and there will be less chemicals for the employees to  
77 handle. The adjusted final cost is \$922,808. The funding of this project will come from loan  
78 and grant. The District will pay around \$40K to build the rack and this will be reimbursed from  
79 IFA loan.

80 Contract Review  
81 Board: The Seal Rock Water District Board serving as the Contract Review Board considered to  
82 award the contract and to purchase the Membrane Filtration Equipment.  
83 Commissioner Karen Otta motioned to award the contract to the most qualified membrane  
84 vendor, WesTech Inc. Motion was seconded by commissioner Sandra Mies-Grantham.  
85 Motion carried 4 – 0.

86  
87 Power Supply: Seal Rock Water District would like to have CLPUD supply power to its Makai Water  
88 Treatment Location which is within CLPUD territory and its water intake location downstream  
89 of South Beaver Creek Bridge which is within CPI territory. A letter of agreement was  
90 reviewed by the Board, which outlined the agreement between the District, CLPUD and CPI.  
91 CPI is willing to have CLPUD serve SRWD in their territory. PUD will supply power from  
92 Highway 101 to the water intake site south of the Beaver Creek Bridge. CIP would like to tie  
93 their North and South single phased service together in return for using their territory. CLPUD  
94 and CPI will share a trench and the cost will be paid by SRWD. The engineer's estimate to  
95 bring power to the intake location is approximately \$200K and \$65K is necessary for the  
96 installation of the CPI system. The cost will be included in the construction budget.  
97 Commissioner Karen Otta motioned to authorize staff to execute an agreement between  
98 Central Lincoln People's Utility District (CLPUD) and Consumer Power Inc (CPI) for the  
99 installation of power infrastructure to supply power to the District systems in South Beaver  
100 Creek. Commissioner Sandra Mies-Grantham seconded the motion. Motion carried 4 – 0.

101  
102 Reports & Comments: Staff discussed holding the Annual Employee Appreciation Luncheon at Georgie's on Dec 13,  
103 2018 at 11:30. The Board was in favor of the change in venue.  
104 Reminder for the board that the GM Performance Evaluation form is due in November 2018.  
105 The GM will be out of the office from Oct. 22 to Nov 2. It's necessary to move the Nov.  
106 meeting to Nov. 15, 2018.  
107 The District has received reimbursement from Business Oregon IFA for the preliminary  
108 engineering and final design expenses amounting to \$250K.  
109 Two employees – the Bookkeeper and the Utility Billing Clerk will attend the AMI Reach  
110 Conference from Oct. 19 to Oct. 22.

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112 Adjournment: Commissioner Sandra Mies-Grantham motioned to adjourn the meeting. President John  
113 Garcia adjourned the meeting at 5:20 p.m.

114  
115 Next Board Meeting: November 15, 2018 at 4:00 p.m. Regular Board Meeting.

125 Approved by Secretary

Date

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