

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
August 11, 2022**

**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 on 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 names, he or she will give the vote in 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, August 11, 2022.

**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 Sandra Mies-Grantham, Secretary; Commissioner Karen Otta, Treasurer; Attorney Jeff Hollen, Legal Counsel; and from Jacob's Engineering – Jennifer Koch, Craig Massie, and Darren Edwards. Present in person in the Board room were Rob Mills, Board President; Commissioner Paul Highfill; Commissioner Glen Morris, Member. Staff: Adam Denlinger, General Manager, Joy King-Cortes, Office Manager.

**Excused Absences:** None

**Announcements/Public Comments:**

President Rob Mills asked if there are any announcements. Commissioner Karen Otta had no announcement; Commissioner Glen Morris had no announcement; Commissioner Sandra Mies-Grantham will not be able to attend the Sept 11, 2022, Regular Board Meeting; Commissioner Paul Highfill had no announcement; Office Manager, Joy King-Cortes announced that the agenda was amended to include USDA PMR IV No. 26; General Manager, Adam Denlinger announced he added Repair & Replacement of Generator under Decision Item to be discussed later. Atty. Jeff Hollen had no announcement, and President Rob Mills had no announcement.

**Public Comments:** None

**Consent Calendar:**

Items on the consent calendar are July/August 2022 Invoices List; July 14, 2022, Regular Board Meeting Minutes; July/August 2022 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 46; USDA Phase IV PMR No. 26; 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 Glen Morris answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES and President Rob Mills answered YES. Commissioner Sandra Mies-Grantham motioned to approve the consent calendar. Commissioner Karen Otta seconded the motion. The motion was passed 4-0. Commissioner Glen Morris joined the meeting after the approval of the consent calendar.

**Discussion and Information Items:**

**Source Water Project Update:** The engineers discussed and answered questions from the board regarding the Beaver Creek Source Water Project.

Jennifer Koch: Jacob's Engineers continue tracking punch list items that must be completed before substantial completion can be certified. District staff and the engineers continue to support R&G Excavation along with their sub-contractors to comply with the contract that requires the Operational and Maintenance Manual to be submitted to the owner which is necessary to certify substantial completion. But the contractor and its subs seem to have difficulty meeting the requirements. The contractor asserts that the district had full operational control over the system for 30 days which is not accurate. The district staff is making water on a limited basis, with disruptions due to system failure at the intake pump station. The WTP is not 100% operating because pump 2 is not working. The district is only using one pump to make water at this time.

59 Darren Edwards: One of the pumps at the intake location failed during testing. A representative from Reese Electric took  
60 the pump out and took it to the pump supplier in Portland to check it. During the removal of the pump from the intake vault  
61 the doors sustained deep scrapes and puncture one of the panels. The doors have been ordered but the delivery and  
62 installation schedule is unknown at this time.  
63 Craig Massie: There is no option at this time but to continue supporting the contractor to complete the short punch list.  
64 Rob Mills: Asked how well the SRWD staff work with the contractor and engineers. It was discussed that the SRWD staff  
65 works well with the contractor and the engineer.  
66 Denlinger: Some items on the punch list are submittal of O&M, caustic leak in the WTP, fixing of the second pump, fixing  
67 the damaged generator vault doors, replacing the enclosure of the standby generator which was damaged during delivery,  
68 power monitoring model, installation of a mobile generator, permanent staining of the WTP floor, etc.  
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70 **Supplemental Budget:** The office Manager explained that during the preparation of the FY 2022-23 budget, it was based  
71 on the contractor's and engineers' schedule of project completion, estimated capital project budget was based on that  
72 schedule. But because of project delays, the estimated project budget was underestimated. It is necessary to have a  
73 supplemental budget to increase the resources from the USDA grant and increase capital outlay by more than 10%. A  
74 Notice Supplemental Budget Hearing is required to be published not more than 30 days and not less than 5 days before the  
75 meeting. The budget hearing is on Sept 8 during the regular board meeting. It was the consensus of the board to publish  
76 the notice of the supplemental budget hearing.  
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78 **Decision Items:**

79 **Backup generators:** The GM explained to the board that 3 backup generators need to be replaced or fixed. The generator  
80 at the Cross St. Booster Pump Station the front bearing is not working anymore. It will cost \$28K to repair it and it will cost  
81 \$34K to replace it. The housing of the generator at the York Pump Station needs to be repaired for about \$6K. The whole  
82 enclosure of the generator at the East Bayshore needs to be repaired for \$22k. The total cost to replace and repair the  
83 pumps is more or less \$66K which will be paid from the SLARA account.  
84 Commissioner Karen Otta motioned to have the generators replaced or repaired and the cost will be paid from the SLARA  
85 account. Commissioner Sandra Mies-Grantham seconded the motion. The motion was carried unanimously.  
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87 **Recessed Regular Meeting:** President Rob Mills recessed the regular session at 5:12 pm to go into an executive session.  
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89 **Executive Session:**

90 The SRWD Board will meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning  
91 the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed. Representatives of  
92 the news media and designated staff shall be allowed to attend the executive session. All other members of the audience  
93 are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the  
94 deliberations. No final decisions shall be made in Executive Session.  
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96 **Reconvened Regular Meeting:** President Rob Mills adjourned the executive session at 5:30 pm and reconvened the  
97 regular meeting.  
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99 **Reports, Comments, and Correspondence:**

100 National Special District Coalition (NSDC) Water for Firefighting Report. The GM reviewed the final draft of the report  
101 providing resources to address gaps in public health and safety.  
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103 Commissioner Glen Morris will not be able to attend the in-person meeting but will attend by Zoom on Sept. 8, 2022.  
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105 **Adjournment:** Commissioner Rob Mills adjourned the meeting at 5:30 pm.  
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107 **Next Board Meeting:** Sept. 8, 2022 @ 4:00 pm Regular Board Meeting & Supplemental Budget Hearing.  
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