

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
August 12, 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 4:04 p.m., Thursday, August 12, 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; Commissioner Saundra Mies-Grantham, Secretary; Commissioner Glen Morris, member; 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: None

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta announced that she is not sure when she will be back in the U.S.; Commissioner Glen Morris announced he will not be able to attend the September board meeting; Commissioner Saundra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement. Adam Denlinger had no announcement. Joy King had no announcement.

Public Comments: None

Consent Calendar:

Items on the consent calendar are July/Aug 2021 Invoices List; July 8, 2021 Regular Board Meeting Minutes; July/Aug 2021 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 34; USDA Phase IV PMR No. 14; Contractor's Pay Request No. 14; and General Manager's 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 Saundra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES; and President Rob Mills answered YES. Commissioner Glen Morris motioned to approve the consent calendar. Commissioner Saundra Mies-Grantham seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta abstained from voting; Commissioner Paul Highfill voted YES; Commissioner Glen Morris voted YES; Commissioner Saundra Mies-Grantham voted YES; and President Rob Mills voted YES. Motion passed with 4 YES votes, and 1 abstained from voting.

Discussion and Information Items:

Source Water Project Update:

The contractor has completed the block walls and the metal roof of the membrane building and the interior is being painted. The construction of the Beaver Creek Pump Station and the backwash basins are completed. The subcontractor of the clearwell started coating the outside of the structure. The project schedule was discussed. The substantial completion date is August 26 but the contractor will not be able to meet that.

Decision Items:

The District received notification that the Seal Rock Post Office will permanently close on October 31, 2021. District staff has been working with the Walport Post Office to work with the customers living in the vicinity of the SRWD Facility to install cluster boxes by the district shop facility on Grebe Street. The district was given permission to have a business mailbox separate from the cluster boxes for the customers who live in the vicinity. The cost of the cluster boxes will be divided among the users. The District will provide the cement pad and the field crew will install the cluster boxes. There was a discussion about the liability of the district if the cluster boxes are installed on district property. It was the consensus of the board for staff to find out if the district has any liability if the cluster boxes are installed on district property. If there is no liability then the board authorizes the installation of the cluster boxes on the area adjacent to the shop facility on Grebe Street.

66 **MC-WPP Proposal for Phase 2 Community Engagement:**

67 The district serves as the lead agency of MC-WPP and the GM as the convener presented to the board for approval of the
68 Mid-Coast Water Planning Partnership Proposal for Phase 2 Community Engagement with Oregon's Kitchen Table. Their
69 services include soliciting input and feedback from residents of Mid-Coast communities regarding the actions the
70 Partnership has identified to meet current and future water needs of the Mid-Coast region. The cost for their services is
71 \$15,000 which will be funded by grants from OWRD and other agencies. The district has no obligation after the project
72 report is completed. Commissioner Paul Highfill motioned to authorize the general manager to execute the proposal
73 submitted by Oregon's Kitchen Table. Commissioner Sandra Mies-Grantham seconded the motion. President Rob Mills
74 asked the commissioners for their votes. Commissioner Karen Otta abstained from voting; Commissioner Paul Highfill
75 voted YES; Commissioner Glen Morris voted YES; Commissioner Sandra Mies-Grantham voted YES; and President Rob
76 Mills voted YES. Motion passed with 4 YES votes, and 1 abstained from voting.
77

78 **Reports, Comments, and Correspondence:**

79 **Drought:**

80 On July 21, the Governor issued a Drought Declaration in the state including Lincoln County. The streamflow gauges of the
81 Siletz River are alarming. Recently, the district issued a Stage 2 Water Curtailment Advisory. If the streamflow of the Siletz
82 River continues to go down, OWRD and MCWPP are looking to issue a stage 3 water curtailment advisory. This includes
83 no use of irrigation, no washing of vehicles, no filling up of swimming pools, spas, and hot tubs. The district will not do line
84 flushing and will advise the fire department not use water for fire training. The district does not have the manpower to
85 enforce the curtailment but can educate the public to limit and conserve water.

86 **Wearing Mask:**

87 The Governor issued a declaration to wear masks indoor and outdoor regardless of vaccination status. Covid infection in
88 Lincoln County is high. In order to protect the staff, the front lobby is closed to the public and open only by appointment.
89 The Federal and State government have mandated the vaccination of their employees. The vaccination of the district
90 employees was discussed. Staff will inquire from BOLI and SDAO if the district has the authority to mandate the vaccination
91 of the employees. Periodic covid swab testing of the employees was also discussed. It was the consensus of the board for
92 the employees to be periodically tested and the cost of the testing will be covered by the district.

93 **Recruitment:**

94 The district has advertised for two open positions – Water Distribution Operator 1 and Water Treatment Operator, locally
95 and nationally. As of August 12, the district has only received one applicant for each position. The competitiveness of the
96 salary was discussed. The district needs to have a salary survey/study done in the near future since the last time a
97 consultant was hired to do the salary survey/study was in 1991. It was discussed that the whole county is experiencing
98 difficulty in recruiting employees. There is a need for the district to hire a water treatment plant operator before the start up
99 of the water treatment plant to be part of the training that will be provided by Westech. The district might need the help of
100 Jacobs Engineering to recruit a water treatment plant operator.
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102 **Executive Session per ORS 192.660(2)(h):**

103 President Rob Mills recessed the regular board meeting at 5:25 p.m. to meet in Executive Session, pursuant to ORS
104 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with regards to current
105 litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend the
106 executive session. All other members of the audience are asked to leave the room. Representatives of the news media are
107 specifically directed not to report on any of the deliberations. No final decisions shall be made in Executive Session.
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109 **Reconvened Regular Board Meeting:**

110 President Rob Mills adjourned the executive session at 5:59 p.m. and reconvened the regular board meeting.
111 It was motioned by Commissioner Glen Morris to authorize the GM, Adam Denlinger to engage and retain a consultant
112 whose professional service is needed to review the source water project contract that the district is currently engaged in.
113 And the GM is authorized to spend up to \$20,000 for the professional service of the consultant. Commissioner Sandra
114 Mies-Grantham seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen
115 Otta abstained from voting; Commissioner Paul Highfill voted YES; Commissioner Glen Morris voted YES; Commissioner
116 Sandra Mies-Grantham voted YES; and President Rob Mills voted YES. Motion passed with 4 YES votes, and 1
117 abstained from voting.
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119 **Adjournment:** President Rob Mills adjourned the meeting at 6:00 p.m.

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121 **Next Board Meeting:** September 9, 2021, at 4:00 p.m. Regular Board Meeting.
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126 Approved by Board President

Date: