

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
March 14, 2024**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65

**Introduction to Remote Meeting:**

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

**Present:**

Commissioner Sandra Mies-Grantham was present on the Zoom Conference Call. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Paul Highfill, Member, Commissioner Glen Morris, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office/Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator

**Excused Absences:** Commissioner Karen Otta

**Call Regular Meeting to Order:**

President Rob Mills called the regular board meeting to order 4:00 p.m., Thursday, March 14, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. Present in Zoom was John French.

**Announcements/Public Comments:**

President Rob Mills asked if there were any announcements. Commissioner Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement; Commissioner Glen Morris had no announcement; General Manager, Adam Denlinger had no announcement; Joy King-Cortes, Office/Finance Manager announced that there is an updated Financial Report for the meeting; Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; Brad Wynn, Lead Operator had no announcement; and President Rob Mills had no announcement.

**Public Comments:**

President Rob Mills asked John French who attended through Zoom if he had a comment and he responded that he had no comment.

**Consent Calendar:**

Items on the consent calendar are the February/March 2024 Invoices List for approval; the February 15, Regular Board Meeting minutes; the February/March 2024 Financial Report; USDA Project Monitoring Report No. 42; 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 Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES. Commissioner Paul Highfill motioned to approve the consent calendar. Commissioner Sandra Mies-Grantham seconded the motion. The motion passed with 3 YES votes and 0 NO votes, and Commissioner Glen Morris abstained from voting since he was not present at the February 15 board meeting.

**Discussion and Information Items:**

**Primary Source Water Project Update:**

The Water Treatment Plant operators were successful at installing another new heater rod to one of the three heater elements used in the Clean in Place (CIP) process. Several modifications have been made to the programming and performance of the WTP Filter Skids by WesTech during the week-long performance visit to the WTP. Before the modifications it took 8 hours to do the CIP process and now it only takes 45 minutes to complete the CIP process. It took 3-4 days to fill up the water tank before the modifications, now it only takes half a day. The WTP is now programmed to start and stop at Clearwell level in an automated condition, as most WTP do, and would benefit from longer run-times at lower flow rates. Many other adjustments to the treatment process were performed and performance testing and monitoring will continue for several weeks. In all, the weeklong performance testing of WesTech equipment was overwhelmingly successful.

**Decision Items:**

**Leak Adjustment Amendment:**

The freezing weather in February caused broken pipes for 4 customers, one from South Bay Road, 3 from 130<sup>th</sup> Drive, and 1 from 98<sup>th</sup> Street. Only two customers qualified for a leak adjustment. The current SRWD Leak Adjustment Policy was adopted on October 13, 2005, and revised on February 12, 2009. The Leak Adjustment Policy calculation was based on the cost of water purchased from the City of Toledo which is no longer applicable since the district's water treatment plant is now producing water. Staff presented an updated draft Leak Adjustment Policy for approval. Commissioner Glen

66 Morris motioned to approve the updated Leak Adjustment Policy. Commissioner Paul Highfield seconded the motion. The  
67 motion passed 4 – 0.  
68

69 **Reports, Comments, Correspondence:**

70 **The GM Performance Review** is scheduled for June 2024. The performance review packet will be sent electronically to  
71 each commissioner and paper versions are also available. President Robert Mills explained that the GM performance  
72 review will be done by each commissioner by completing the GM Performance review form and President Mills will  
73 consolidate them into one form. The employee performance evaluation by the managers was also discussed. Most of the  
74 employees' evaluations need to be done by July 2024.

75 **The SRWD Annual Budget Committee Meeting** is scheduled for April 18, 2024, at 6:00 pm.

76 It was the consensus of the board to schedule the September board meeting on September 19 to accommodate the GM's  
77 schedule who will be out of the office on September 10,11, and 13 to attend the arbitration.  
78

79 **Recessed Regular Session to go into Executive Session:**

80 President Rob Mills recessed the regular session at 4:24 p.m. to go into Executive Session, pursuant to ORS  
81 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body regarding current  
82 litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend  
83 the executive session. All other members of the audience were asked to leave the room and sign off from Zoom.  
84 Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions  
85 shall be made in the Executive Session.  
86

87 **Adjourned the Executive Session/Reconvened Regular Board Meeting:**

88 President Rob Mills adjourned the executive session and reconvened the regular board meeting at 4:50 p.m.  
89

90 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. Commissioner Sandra Mies-Grantham  
91 seconded the motion. President Rob Mills adjourned the meeting at 4:51 p.m.  
92

93 **Next Board Meeting:** April 11, 2024, at 4:00 p.m. Regular Board Meeting.  
94  
95  
96  
97  
98  
99

100 \_\_\_\_\_  
Approved by Board President

\_\_\_\_\_  
Date: