

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
December 12, 2019**

**Call Regular Meeting to Order:**

Commissioner Rob Mills called the regular board meeting to order at 1:32 p.m., Thursday, December 12, 2019.

**Present:**

Commissioner Glen Morris, Treasurer; Commissioner Sandra Mies-Grantham, Secretary; Commissioner Rob Mills, member; Commissioner Karen Otta, member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Jeff Hollen, Legal Counsel. See sign in sheet for public attendance.

**Excused Absences:** President John Garcia

**Announcements/Public Comments:** Commissioner Glen Morris will not be able to attend the January 9, 2020 Board Meeting.

**Consent Calendar:**

Items on the consent calendar are Invoice List for November/December 2019; November 14 minutes of the regular board meeting; Dec 5 minutes of Special Board Meeting; November/December 2019 Financial Report/Invoices to approve; General Manager's Report. Commissioner Karen Otta motioned to approve the consent calendar as presented. Motion was seconded by Commissioner Sandra Mies-Grantham. Motion carried 4 – 0. Except Commissioner Karen Otta abstained from voting for the Dec. 5, Special Board meeting minutes since she was not present at that meeting and Commissioner Glen Morris abstained from voting for the November 14 board meeting minutes since he was not present at that meeting. The Nov 14 Regular Board meeting minutes and the Dec 5 Special Board meeting minutes were approved 3 – 0.

Commissioner Rob Mills read the resignation letter from President John Garcia. Motion by Commissioner Glen Morris to accept President John Garcia's resignation. Commissioner Karen Otta seconded the motion. There was discussion regarding doing something to recognize John Garcia's long service and contributions to the District. Some of the items discussed were ordering a plaque of recognition to be presented at a gathering with the Board and employees present; write up for the newspaper about John Garcia's service and contribution to the District. This matter will be discussed at the next board meeting. Motion carried 4 – 0.

Commissioner Glen Morris nominated Deanna Gravelle, who is a Budget Committee member, to fill the vacant position no. 2 as a result of John Garcia's resignation. The appointed board member will serve the unfinished term (June 30, 2021), and run for office on the next election which is on May 2021. Commissioner Glen Morris motioned for staff to contact Deanna Gravelle to see if she will accept the appointment. Motion was seconded by Sandra Mies-Grantham. Motion passed 4 – 0.

Commissioner Glen Morris discussed the need to have a President of the Board and nominated Commissioner Rob Mills to be the President of the Board. Commissioner Rob Mills commented that it could be construed that there's a conflict of interest since he is a part-time paid employee of Special District Association of Oregon (SDAO). It was discussed that Commissioner Rob Mills could be appointed as interim President of the Board of Commissioners until there will be a full Board and he needs to check with SDAO if there is truly a conflict of interest. Commissioner Sandra Mies-Grantham motioned for Commissioner Rob Mills to be the interim President of the Board. Motion was seconded by Commissioner Karen Otta. Motion was carried 4 – 0.

**Discussion and Information Items:**

**2.5 gallons emergency water supply containers:** Commissioner Glen Morris shared his experience while he was in Oahu, Hawaii. The water district in Hawaii provided emergency collapsible water containers to their older customers. There are different areas where water is available and the containers are stored in different locations. The cost of the collapsible container is \$3.50 each. This could be funded from grants for Emergency Planning. This could be part of the discussion with consultants about the District's Strategic Planning which will be held in February.

**Source Water Project Update:**

There was a discussion of how soon the District can advertise the project for bids. The project documents have been sent, reviewed and approved by Mike Beyer, USDA State Engineer. The District's legal counsel, Jeff Hollen needs to sign 2 USDA forms before the District can go out to bid. The forms are RD 442-22, Opinion of Counsel Relative to Rights-Of-Way and RD Form 442-21, Right-Of-Way Certificate. Jeff Hollen, legal counsel added exceptions to the forms regarding the easement across the real property owned by Majesty Sinks and Jams, LLC. The District is following legal procedures to obtain the needed easement. These forms with exceptions were sent to Holly Halligan, USDA Community Program

63 Specialist for her review and approval. If she approves them then the District's legal counsel, Jeff Hollen and the GM, Adam  
64 Denlinger will sign the two forms. The District can then advertise the project for bids.  
65 Paul Berg, Jacobs Engineering updated the Board with the project schedule using a flow chart calendar. When USDA  
66 approves the District to start advertising to bid in January, it would be for 7 to 8 weeks. It will allow time for contractors to go  
67 over the bid documents and put together their bids. This time period will also allow the District to receive more competitive  
68 bids. Bid opening will be in February; Award the project for construction in 25 days; Notice to proceed March 2020;  
69 construction is 320 days; In Water Work is from June 23, 2021 until July 20, 2021 or 53 days; start up is from June 2021  
70 through July 2021 or 20 days. Seeking RPF for Interim Financing could take 60 days to complete but can be processed  
71 simultaneously with Advertising for project bids.  
72 If Holly Halligan approves the exceptions on the two forms – Opinion of Counsel Relative to Rights-Of-Way and Right-of  
73 Way Certificate, she can also pre-approve the District to go out to bid. The exceptions state that the rights-of-way are  
74 legally in place but one easement has to go through a legal process. The GM, Adam Denlinger will discuss this with Holly  
75 Halligan but she might want to know how the Board feels about the exception on the RD Form 442-22 and RD Form 442-  
76 21.  
77 Commissioner Karen Otta motioned to approve RD Form 442-22, Opinion of Counsel Relative to Rights-Of-Way and RD  
78 Form 442-21, Right-Of-Way Certificate including the exceptions on both forms. Motion was seconded by commissioner  
79 Glen Morris. Motion carried 4 – 0.

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81 **Amendments to SRWD Personnel Policy:**  
82 The Seal Rock Public Employee Association (SRPEA) sent a notice of the dissolution of their association. With that  
83 dissolution, the union agreement is also dissolved. The key components of the bargaining unit agreement need to be  
84 included in the personnel policy including Bereavement Time, limit on Time Bank, Annual Leave Cap, Donating time to  
85 other employees to name only a few. The GM will revise the Personnel Policy and asked for President Rob Mills to review  
86 the draft before presenting it to the Board for approval. Commissioner Glen Morris wants to make sure that nothing is taken  
87 from the employee by incorporating what's in the union contract to the Personnel Policy.  
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89 **Reports, Comments, and Correspondence:**  
90 The office will be closed on Dec 25 in observance of Christmas Day and January 1 in observance of New Year's Day.  
91 SDAO Conference is on Feb 7-9, 2020 in Seaside. The January 9 Board meeting was changed to January 8, Wednesday  
92 at 3:00 pm.  
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94 **Beaver Creek Salinity:**  
95 The GM and the engineer reported to the Board that recently due to king tides in excess of 9.5 feet and less rain, the data  
96 gathered by GSI shows a high level of salinity at the intake location. There is topping off of saltwater over the sandbar at the  
97 mouth of Beaver Creek because of the high tides. The probe used by GSI to measure salinity is set lower and it shows the  
98 saltwater wedge this year on the intake location is higher. This could be an anomaly or a new condition that happens when  
99 the tide is over 9.5 feet and there's less rain. There is not much available information about Beaver Creek, because of that  
100 the District will continue to monitor this condition. It might be that the District needs to install a reverse osmosis for a short  
101 period of time when conditions of salinity are high. The District also can shut down the treatment plant for a short period  
102 when salinity is high, and use the stored water in the two reservoirs which will last for 3 days.  
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104 **Adjournment:** President Rob Mills adjourned the meeting at 3:45 p.m.

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106 **Next Board Meeting:** January 8, 2020, at 3:00 p.m. Regular Board Meeting.  
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115 Approved by Secretary

Date:

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