

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
October 12, 2023**

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:

Present on the Zoom Conference Call were Commissioner Sandra Mies-Grantham, Member, and Commissioner Glen Morris, Member. Present in person in the Board room were Commissioner Rob Mills, Board President, and Commissioner Paul Highfill, Member. Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Trish Karlsen, Bookkeeper.

Excused Absences: Commissioner Karen Otta. Office Manager Joy King-Cortes.

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order at 4:00 p.m., Thursday, October 12, 2023 and introduced the commissioners and staff present in the board room. There were no members of the public in attendance either in person or on Zoom.

Announcements/Public Comments:

President Rob Mills asked if there were any announcements.

Commissioner Sandra-Mies Grantham had no announcement; Commissioner Glen Morris had no announcement; Commissioner Paul Highfill had no announcement; Trish Karlsen, Bookkeeper had no announcement; General Manager, Adam Denlinger had no announcement; Attorney Jeff Hollen had no announcement; President Rob Mills had no announcement.

Public Comments: There were no public comments as there were no members of the public in attendance but the General Manager, Adam Denlinger pointed out that the staff has provided to the Board a public comment they received yesterday regarding the spray issue, along with the staff's reply to be included in the public record. This public comment can also be found in the Board packet on the district's website. He also pointed out that the answers to the questions in the public comment can be found on the district's website.

Board President Rob Mills complimented the staff on the way they have handled this situation with the comments and the input and the feedback to the point that we put a lot of effort into orchestrating this meeting to manage what we thought would be a large turnout. And that we have done a superb job on managing the district through this trying time. Adam appreciated his comment and admitted that this has been one of the most difficult times of the district. He commended the Board for their response to this issue.

Consent Calendar:

Items on the consent calendar are the September/October 2023 Invoices List for approval; September 14, 2023, Regular Board Meeting minutes; August 31, 2023, Emergency Board Meeting minutes; September/October 2023 Financial Report; and General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Glen Morris answered YES, Commissioner Paul Highfill answered YES, and Commissioner Sandra Mies-Grantham answered YES. Commissioner Glen Morris motioned to approve the consent calendar not including the September 14, 2023 Regular Board Meeting Minutes and the August 31, 2023, Emergency Board Meeting Minutes. Commissioner Paul Highfill seconded the motion. The motion passed 4 – 0.

Commissioner Glen Morris motioned to approve the September 14, 2023 Regular Board Meeting Minutes. Commissioner Sandra Mies-Grantham abstained as she was not present at the September 14 Board meeting. Commissioner Rob Mills seconded the motion. The motion passed 3 – 0. Commissioner Sandra Mies-Grantham motioned to approve the August 31, 2023, Emergency Board Meeting Minutes. Commissioner Glen Morris abstained as he was not present at the August 31 Emergency Board meeting. Commissioner Rob Mills seconded the motion. The motion passed 3 – 0.

Reports, Comments, and Correspondence:

Discussion and Information Items:

Primary Source Water Project Update:

The General Manager, Adam Denlinger reported that during the week of September 18th, we experienced large ocean swells that impacted the district's Beaver Creek intake with salinity. This occurrence is reminiscent of a similar event last

63 year around the same time. Fortunately, our equipment worked as designed and it shut the system down and it has not
64 affected the quality of our drinking water system. At the same time, we were experiencing high levels of organics in the
65 water that occurs annually which could've been from the following rain event. As a precautionary measure, on September
66 26th, our operators decided to transition to the district's secondary emergency water supply, which is sourced from the
67 City of Newport.

68 During this period, water treatment plant operators have been using the downtime to address routine maintenance tasks.
69 Specifically: 1. replacing a failing valve on one of the filter skids. 2. addressing chlorine feedline issues that are crucial for
70 overall operation. 3. operators have been working with the contractor to address warranty work identified during the 11-
71 month warranty walkthrough. This includes addressing leaking Clean in Place (CIP) lines used to maintain the filter skids
72 and addressing leaking chemical injection feedlines at the intake pump station. All these repairs require temporarily taking
73 the WTP offline. With the exception of a large compressor used to maintain the filter skids all warranty work has been
74 completed or in some phase of functional testing before bringing the WTP back online.

75 He also wanted to highlight to the Board that the District received a final pay application from the contractor which is
76 currently in review by the engineer, district staff, and legal counsel.

77 Commissioner Glen Morris asked Adam about recent analytical test that we have been doing. Adam stated that all of the
78 routine analytical testing that we have been doing has come back as non-detect or within range. We did complete
79 Synthetic Organic Compounds (herbicides and pesticides) and Volatile Organic Compounds (fuels, oils, and such things)
80 testing last Wednesday, yesterday, on Beaver Creek. Those were shipped off to Analytical Labs in Eugene for analysis.

81

82 **Decision Items:**

83 **Municipal Auditor Engagement Letter with Grimstad & Associates, Certified Public Accountants:**

84 The General Manager, Adam Denlinger presented to the Board the Municipal Auditor Engagement Letter. The Auditor
85 Engagement Letter is a standard form of agreement for municipal auditor services provided by the District's financial
86 auditor Grimstad and Associates, and is subject to approval by the Board. Commissioner Glen Morris motioned to
87 approve the engagement letter from Grimstad & Associates. Commissioner Saudra Mies-Grantham seconded the motion.
88 The motion was passed 4 – 0.

89

90 **Reports, Comments, Correspondence:**

91 **General Manager Jury Duty Service:**

92 The General Manager, Adam Denlinger reported that he will be serving on jury duty for the month of November but has
93 requested some dates to be excluded from jury service to be available for specific events in November. His availability at
94 the office may be limited in the month of November.

95

96 **General Manager Presenting at the 10,000 Communities Initiative, Northwest Rural Strategy Summit:**

97 The General Manager, Adam Denlinger reported that at the request of the USDA-RD National Office, he will be presenting
98 at the 10,000 Communities Initiative, Northwest Rural Investment Strategy Summit, November 1st and 2nd. He pointed
99 out that the district's work over the past several years with regard to leveraging financial resources to obtain 10M dollars
100 in grant funding has become the subject of conversation on how small rural community water providers finance major
101 capital improvements. The district has been asked by the USDA-RD National office to present the district's most recent
102 primary source water project at this 2-day event.

103

104 **General Manager Attending the SDAO/SDIS Joint Meeting:**

105 The General Manager, Adam Denlinger will be attending the SDAO/SDIS Joint Meeting on November 15th and 16th in
106 Salem. This is a two-day meeting hosted in Salem at the SDAO Office.

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108 **Employee Appreciation Luncheon December 14th at 12:00 noon, followed by the December Regular Board Meeting at 2:00 p.m.:**

109 The General Manager, Adam Denlinger proposed that the luncheon be hosted at the District shop for staff and the Board
110 just like we did last year. The Board was in agreement with that arrangement. The Board meeting will be held after the
111 luncheon at 2:00 p.m.

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113 **ODA Pesticide Use Regulations and Water Protections in Forestry Frequently Asked Questions:**

114 The General Manager, Adam Denlinger pointed out that this document was provided to the district after the September
115 Regular Board meeting and has been provided by email to the community that requested it and posted on the district's
116 website. This document has a lot of good information with respect to the state's involvement in regulating, monitoring, and
117 enforcing herbicide and pesticide use according to the Oregon Forests Practice Act.

118

119 **Recessed Regular Board Meeting:** President Rob Mills recessed the Regular Board Meeting at 4:25 p.m. to go into an
120 Executive Session.

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122 **Executive Session: according to ORS 192.660(2), Concerning:**

123 The SRWD Board may meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel
124 concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
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126 Representatives of the news media and designated staff shall be allowed to attend the executive session. All other
127 members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to
128 report on any of the deliberations. No final decisions shall be made in the Executive Session.
129

130 **Reconvened Regular Board Meeting:** President Rob Mills adjourned the Executive Session and reconvened the
131 Regular Board Meeting at 5:03 p.m.
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133 Commissioner Sandra-Mies Grantham motioned to grant authority to the General Manager, Adam Denlinger, to enter
134 into a stipulation to arbitration on all issues related to disputes with the contractor R & G Construction. Commissioner Paul
135 Highfill seconded the motion. Commissioner Glen Morris abstained from voting. The motion passed 3 – 0.
136

137 **Adjournment:** President Mills motioned to adjourn the meeting. Commissioner Paul Highfill seconded the motion.
138 President Rob Mills adjourned the meeting at 5:11 p.m.
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140 **Next Board Meeting:** November 9, 2023, at 4:00 p.m. Regular Board Meeting.
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Approved by Board President

_____ Date: