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**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
February 10, 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 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 4:03 p.m., Thursday, February 10, 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 Karen Otta, Treasurer; Commissioner Glen Morris, member; Commissioner Sandra Mies-Grantham, Secretary; and Attorney Jeff Hollen, Legal Counsel. Present in person in the Board room were President Rob Mills, Board President; Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office Manager.

Excused Absences: Commissioner Paul Highfill, member.

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta had no announcement; Commissioner Glen Morris announced he might not be able to attend the March 10 Board Meeting if wife is not available; Commissioner Sandra Mies-Grantham had no announcement; Joy King-Cortes announced that the wordings of the resolution was amended for clarification purposes; General Manager, Adam Denlinger announced that the minutes were amended; Atty. Jeff Hollen had no announcement, and President Rob Mills had no announcement.

Public Comments: None

Consent Calendar:

Items on the consent calendar are Jan/Feb 2022 Invoices List; January 13, 2022 Regular Board Meeting Minutes; Jan/Feb 2022 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 40; USDA Phase IV PMR No. 20; Contractor's Pay Request No. 20; and General Manager's Monthly Report. Discussion: The GM explained that the January 13, 2022 Board Meeting Minutes line 55 under Source Water Update was revised to reflect the discussion of the early planning stage of the project. 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; and President Rob Mills answered YES. Commissioner Karen Otta commented that lines 89-91 are missing the second on the motion and the votes to approve the USDA ECWAG application. Joy King-Cortes will update the minutes. Commissioner Glen Morris motioned to approve the consent calendar with the amendments to the minutes. Commissioner Sandra Mies-Grantham seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; Commissioner Sandra Mies-Grantham voted YES; and President Rob Mills voted YES. Motion passed with 4 YES votes and 0 no votes.

Discussion and Information Items:

Source Water Project Update:

The contractor, R&G Excavation submitted an updated project schedule for January to March. According to the schedule, the WTP would be running early or mid-March. The project delay is costing the District in engineering services and water purchase. The engineering budget is almost all used and the engineer is estimating that engineering services will continue until April. Jacobs Engineering submitted an Amendment No. 1 to Owner-Engineer Agreement for additional engineering services, RPR project inspection services, Software integration, Start-up/Commissioning, and drafting of as-builts. The

59 amount of the amendment is \$195,699, the additional engineering costs from January through April. Commissioner Karen
60 Otta motioned to approve Amendment No.1 to Owner-Engineering Agreement. Commissioner Sandra Mies-Grantham
61 seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES;
62 Commissioner Glen Morris voted YES; Commissioner Sandra Mies-Grantham voted YES; and President Rob Mills voted
63 YES. Motion passed with 4 YES votes and 0 no votes.

64
65 **Arbitration Update:** The attorney for the contractor has requested numerous documents which Attorney Jeff Hollen and
66 GM, Adam Denlinger have responded to. The arbitration is scheduled for April 26, 27, and 28 in Portland.

67
68 **Decision Items:**

69 **Emergency Vehicle Replacement:**

70 The exhaust reburn system of the district's 2008 Kenworth Dump Truck is failing and is requiring more frequent and
71 expensive maintenance. The blue book value of the dump truck is \$45,000 and after evaluation of this vehicle, staff feels it
72 is best to replace this unit with a newer one while it still has a value towards trade-in or sale. A replacement dump truck is
73 between \$65,000 and \$80,000.

74 A vehicle is also needed for the new water treatment facility. This would be a new addition to the district's fleet as a midsize
75 pickup at an estimated cost of \$45,000.

76 The funds to buy these two vehicles will come from the Short-lived Assets Replacement Reserve Account (SLARRA).
77 Commissioner Glen Morris motioned to surplus the 2008 Kenworth Dump Truck and to replace it by purchasing a newer
78 dump truck that is a more efficient vehicle. Commissioner Karen Otta seconded the motion. President Rob Mills asked the
79 commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; Commissioner
80 Sandra Mies-Grantham voted YES; and President Rob Mills voted YES. Motion passed with 4 YES votes and 0 no votes.
81 Commissioner Karen Otta motioned to purchase a new vehicle that will be assigned to the newly constructed Water
82 Treatment Facility. Commissioner Sandra Mies-Grantham seconded the motion. President Rob Mills asked the
83 commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; Commissioner
84 Sandra Mies-Grantham voted YES; and President Rob Mills voted YES. Motion passed with 4 YES votes and 0 no votes.

85
86 **USDA ECWAG Projects:**

87 The USDA ECWAG application has been submitted to USDA and it is now under review. The ECWAG fund will pay for the
88 pipe replacement that was damaged by a landslide. The pipe replacement has been completed and is now connected back
89 into the system. Staff is continuing to work with USDA Loan Specialist, Holly Halligan to complete the USDA ECWAG
90 application to fund the Poole Slough line move.

91
92 **Budget Committee Update:**

93 The GM, Adam Denlinger reported to the Board that he extended an invitation to Deanna Gravel to serve as a budget
94 committee member, but because of numerous obligations, she declined the invitation. The Board asked the GM to extend
95 the invitation to other citizens of the district to serve as a budget committee. The term of Tom Ryan has expired on June 30,
96 2021, and he agreed to be reappointed. Commissioner Sandra Mies-Grantham motioned to reappoint Tom Ryan as a
97 budget committee member. Commissioner Glen Morris seconded the motion. President Rob Mills asked the commissioners
98 for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; Commissioner Sandra Mies-
99 Grantham voted YES; and President Rob Mills voted YES. Motion passed with 4 YES votes and 0 no votes.

100
101 **Resolution 0222-01:**

102 The OM, Joy King-Cortes reported to the Board that with the unanticipated increase in supplies and materials as a result of
103 the pandemic, it is necessary to transfer \$56,000 from contingency to materials and services. Commissioner Glen Morris
104 motioned to approve Resolution No. 0222-01. Commissioner Karen Otta seconded the motion. President Rob Mills asked
105 the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES;
106 Commissioner Sandra Mies-Grantham voted YES; and President Rob Mills voted YES. Motion passed with 4 YES votes
107 and 0 no votes.

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109 **Limited English Proficiency Plan (LEP):**

110 One of the district's responsibilities as a recipient of federal assistance is to have an LEP Plan as they relate to the needs of
111 individuals with limited English language skills. This is to comply with federal law that no person shall be subjected to
112 discrimination on the basis of race, color or national origin. Commissioner Glen Morris motioned to approve the LEP Plan in
113 compliance with the requirements as it relates to the federal assistance the district received through USDA. Commissioner
114 Karen Otta seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta
115 voted YES; Commissioner Glen Morris voted YES; Commissioner Sandra Mies-Grantham voted YES; and President Rob
116 Mills voted YES. Motion passed with 4 YES votes and 0 no votes.

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Reports, Comments, and Correspondence:

The GM will attend the OAWU Management Conference from February 27 through March 5. He will also be away from the office from March 9 through March 25. He will be able to access and respond to email and will be able to attend meetings through Zoom and Teams. While he is gone the contact person for operations is Brad Wynn, for project contact is Larry Estes, and Admin contact is Joy King-Cortes. The GM will attend the March 10 board meeting remotely. The office will be closed on February 21, 2022, in observance of Presidents Day.

Adjournment: Commissioner Karen Otta motioned to adjourn the meeting. President Rob Mills adjourned the meeting at 5:00 p.m.

Next Board Meeting: March 10, 2022, at 4:00 p.m. Regular Board Meeting.

Approved by Board President _____ Date: _____