

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
January 8, 2020**

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order at 3:00 p.m., Wednesday, January 8, 2020.

Present:

President Rob Mills; Commissioner Sandra Mies-Grantham, Secretary; Commissioner Karen Otta, member. Commissioner Deanna Gravelle, member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; See sign in sheet for public attendance.

Excused Absences: Commissioner Glen Morris

Oath of Office:

Deanna Gravelle who was appointed as a commissioner to finish John Garcia's term who resigned on December 12, 2019, has accepted the appointment to fill the Position 2 vacancy. The term will expire on June 30, 2021. Deanna Gravelle will need to run for office at the next election. Joy S. King, who is a notary public administered the Oath of Office. Joy S. King will notify Dana Jenkins, the County Clerk of John Garcia's resignation and the appointment of Deanna Gravelle and will also make arrangements with Umpqua Bank to remove John Garcia and add Deanna Gravelle as a signer of all District bank accounts. The Umpqua Visa Credit cardholders also need to be updated removing John Garcia and adding Rob Mills as the President of the Board.

Announcements/Public Comments:

The GM, Adam Denlinger welcomed John Garcia who attended the meeting as a member of the public and Deanna Gravelle who is the newly appointed commissioner. Joy King announced that the District didn't receive an invoice to be included in PMR 49, therefore no PMR needs to be approved.

Consent Calendar:

Items on the consent calendar are Invoice List for December 2019/January 2020; December 12, 2019 minutes of the regular board meeting; December 2019/January 2020 Financial Report; General Manager's Report. Commissioner Sandra Mies-Grantham motioned to approve the consent calendar, not including PMR No. 49. Motion was seconded by Commissioner Karen Otta. Motion was carried 4 – 0.

Discussion and Information Items:

Source Water Project Update:

The District received a letter from USDA dated December 17, 2019, giving authorization to advertise for bids. The Source Water Beaver Creek project was advertised in the Daily Journal of Commerce (DJC) and electronically on December 18 through QuestCDN and so far 5 prime contractors have pulled contract documents. Most of the prime contractors are from the northwest and 2 of them are considered to be high-end prime contractors. There will be a mandatory pre-bid conference scheduled on January 23, 2019, at 10:30 a.m. The pre-qualified prime contractors, SRWD staff, District engineer and USDA representatives will attend the pre-bid conference. If 3 or more commissioners will attend, the District will need to advertise the pre-bid conference as a public meeting but no decision will be made.

Task Order No. 5 for Bid Services:

CH2M Hill/Jacobs Engineering submitted Task Order No. 5 for \$45,000 consisting of bid-related services for the project. Commissioner Karen Otta motioned to approve Task Order No. 5 submitted by the engineer for \$45,000. Motion was seconded by Commissioner Sandra Mies-Grantham. Motion was carried 4 – 0.

Request to Extend Filing the FY 2018-19 Audit Report :

The deadline to file the FY Audit Report with the Oregon Secretary of State Audit Division is December 31, 2019. The auditor is having difficulty reconciling the fund balances. The lead auditor reviewed the work and still can not reconcile the profit to the fund balance therefore she is suggesting asking for an extension to file the Audit Reports on February 28, 2020. The auditor's timeline is to have a draft on the week of January 13, 2020, for SRWD staff to review. The final copy will be available for approval at the February 13, 2020 board meeting. The request for an extension has been filed by staff with OST Audit Division on December 27, 2019, and we are waiting for approval.

Wholesale Water Rate Adjustment:

District staff received and reviewed the information used in calculating the annual rate adjustment from the City of Toledo. The rate effective January 1, 2020, through October 30, 2020, is \$3.67 per 1,000 gallons, an increase of \$.43 per 1,000 gallons from last year's rate of \$3.24. The wholesale rate was adopted through a resolution by the City Council on

63 December 18, 2019, and is effective beginning January 1, 2020, until the end of the contract on October 30, 2020. The
64 District is using less water at 46% compared to 48% last year. This is partly the result of the water main improvements and
65 AMI project that the District completed. The available data from 2012 to 2019 shows a 25% reduction in water purchased
66 and a 7% increase in service connections. The District has contact with the City Mayor and the City Pro-tem City Manager.
67 The City of Toledo will be hosting the Mid-Coast Water Partnership Planning meeting on January 9, 2020, at 2 p.m. at the
68 Toledo Fire hall.

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70 **Decision Items:**

71 **Budget Calendar:** The Budget Calendar for FY 2020-21 was reviewed and approved by the Board. Commissioner Karen
72 Otta motioned to approve the FY 2020-21 Budget Calendar as presented. Commissioner Sandra Mies-Grantham
73 seconded the motion. Motion was carried 4 – 0.

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75 **Budget Officer:**

76 Commissioner Karen Otta motioned to appoint Adam Denlinger as Budget Officer. Commissioner Sandra Mies-Grantham
77 seconded the motion. Motion was carried 4 – 0.

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79 **Reports, Comments, and Correspondence:**

80 The District will be closed on January 20, 2020, in observance of Martin Luther King Jr. Day. The 2020 SDAO Annual
81 Conference is on Feb 7 – 9, 2020 at Seaside, Oregon. There will be an SRWD/Staff Strategic Planning Meeting on
82 February 13, 2020, from 12 p.m. to 3:30 p.m. facilitated by Dig Deep Consultants. The regular monthly board meeting will
83 follow at 4:00 p.m.

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85 **Policy Receipt Acknowledgement Form:**

86 The State of Oregon passed a new law on Workplace Discrimination, Harassment, and Retaliation Policy and requires that
87 all employees and board members receive a copy of the new policy and sign the Policy Receipt Acknowledgement Form.
88 Each board member present received their copy and signed the form.

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90 **Executive Session:**

91 President Rob Mills recessed the regular session at 3:50 p.m. and went into executive session per ORS 192.660(2)(h), To
92 consult with legal counsel concerning the legal rights and duties of a public body with regards to current litigation or
93 litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend the executive
94 session. All other members of the audience are asked to leave the room. Representatives of the news media are
95 specifically directed not to report on any of the deliberations. No final decisions shall be made in Executive Session.

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97 **Reconvened regular meeting:**

98 President Rob Mills adjourned the executive session at 4:40 p.m. and reconvened the recessed regular meeting.

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100 **Recognition Plaque:**

101 The board discussed to recognize John Garcia for his 20 years of service to the District by presenting a plaque to him
102 where staff and board members are in attendance. Different ideas were discussed and the final decision is to use the gavel
103 that John Garcia used for 20 years and incorporate it with a design of water using glass artwork. Commissioner Karen Otta
104 will design it and the District will have a glass artist in Seal Rock make it if possible or order it online.

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106 **Adjournment:** President Rob Mills adjourned the meeting at 4:50 p.m.

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108 **Next Board Meeting:** February 13, 2020, at 4:00 p.m. Regular Board Meeting.

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Approved by Secretary

Date: