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**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
November 10, 2022**

**Introduction to Remote Meeting:**

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person. Due to the 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 on 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 names, he or she will give the vote in 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 4:00 p.m., Thursday, November 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; Attorney Jeff Hollen, Legal Counsel; Jacobs Engineering staff present were Tom Engleson, Don Watson, Jennifer Koch, and Craig Masey. Members of the public present by Zoom were Teresa Denlinger, Ted Dewitt, and Marty Bray. Present in person in the Board room were Rob Mills, Board President; Commissioner Glen Morris, Member; and Commissioner Paul Highfill, Member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Operations Lead.

**Excused Absences:**

Commissioner Saundra Mies-Grantham, Secretary.

**Public Comments:** President Rob Mills acknowledged the presence by Zoom of Tedd Dewitt and Marty Bray residents of the Makai Subdivision, who have questions and concerns regarding the recent event that affected the water quality of the drinking water from Beaver Creek Source Water. Email received from customers to the Board are compiled and become part of the meeting materials. President Rob Mills turned over the time to the GM, Adam Denlinger to give a background of what caused the water quality problem and to answer the questions of Ted Dewitt and Marty Bray. The GM explained that a high tide and 15 ft sea swell event brought in salinity in the intake location. On October 27, staff discovered that the in-line conductivity probe at the Beaver Creek Intake which measures salinity was not functioning properly or was out of calibration. This was discovered after the system had brought in salinity at levels thought to be acceptable at that time. The intake was designed to operate at conductivity levels of 500 uS/cm but not more than 600 uS/cm. The operator shut down the system just before reaching 300 uS/cm on October 27. The district began receiving water quality complaints that the water has a high chlorine and salty taste on November 1. After troubleshooting and evaluating it was discovered that the conductivity probe may not be reading correctly and/or is out of calibration and as a result salinity entered the drinking water system requiring an isolated area of the distribution system to be thoroughly flushed. The system was switched to the secondary water source (City of Toledo & City of Newport) while field staff worked around the clock to flush in a concentrated area between 118<sup>th</sup> Street to the north and Legion Road to the south. The operations staff are working with the community and providing public notice to customers as waterlines were flushed to remove the salinity taste in the water which was completed on November 3. After consultation with the state, the actions taken by the district in response to the condition followed best practices, and no action is needed by Oregon Health Authority.

Proposed Preventive Measures are:

1. District staff will work with HACH technicians this week to recalibrate or replace the inline conductivity probe.
2. District WTP operators are working with engineers to design and install a secondary intake conductivity probe to be used for redundancy and verification of calibration.
3. District staff is working with the engineers to design and install a third salinity probe located at the WTP on the finished water system before it leaves the plant to monitor Total Dissolved Solids (TDS) before water is sent to the customers.

The new conductivity probes at the Beaver Creek intake will be set to alarm the operator between 100-150 uS/cm or 64 – 96 TDS which is the district's target threshold at the intake and will trigger the pumping to stop.

Storm events periodically will bring salinity into the intake site, so it is important to install side-by-side probes for redundancy.

60 President Mills asked who was responsible for the original calibration of the HACH probe. Don Watson explained that  
61 Portland Engineering did the testing in June and it passed the test with no issue at that time.  
62 Tedd Dewitt asked if a sensor could be installed in the creek before the water reaches the intake site to give more time to  
63 warn the operator if salinity is detected. Don Watson explained that this would be a challenge where to mount the probe  
64 since part of the instrument needs to be dry for it to work and part of it could be wet where water is constantly pushed  
65 through from the creek to the equipment where water is tested. Right now it takes 4 minutes to travel from where the probe  
66 is to enter into the intake pipe. A question was asked how would an operator know if the water is clean or acceptable if the  
67 probe is not working or if there are two probes installed side-by-side and have two different readings. Don Watson  
68 explained that the operator has a handheld probe that can be used to manually test the water and can compare the reading  
69 with the probe mounted side-by-side to determine which probe is working correctly and which one needs to be calibrated.  
70 The GM also explained that part of the SOP is when the pump shuts down because of high salinity reading, the operator  
71 also needs to check the water in the pipe using the handheld probe before treating the water. If the water tested for salinity  
72 it could be flushed into the backwash basin. Ted Dewitt also wants to know if the TDS level of the water from Beaver Creek  
73 would be consistent with water from the City of Toledo. The GM explained that the result of the analytical study of the intake  
74 site resulted in 45 – 65 TDS consistent with the water we get from the City of Toledo which is 70 TDS and from the City of  
75 Newport which is 54 TDS.  
76 Commissioner Karen Otta appreciated the work of the crew who worked long hours to flush the lines to bring the system  
77 back. Ted Dewitt also expressed appreciation as a consumer for the effort of the crew and also for the data he received.  
78 Marty Bray, a customer from the Makai subdivision commented that he periodically visits Ona Beach and observes king  
79 tides bringing salt to Beaver Creek and he is sure it will happen again. He is wondering if it is worthwhile to install a probe  
80 by the 101 bridge. He also would like to know what is the district's contingency plan if salinity affects the water in the intake  
81 site. He also wants to know how the district measures salinity when the densities of fresh water and salt water are different.  
82 The GM explained that a USGS study between 2009-2013 showed that seawater comes into Beaver Creek 12 times a year  
83 but no salinity in the intake site. Seawater intrusion is being pushed back by the water from the water basin. Occasionally,  
84 when the condition is a combination of high tide and sea swells then salinity reaches the intake site.  
85 Commissioner Morris explained that the district has agreements with the City of Newport and the City of Toledo as  
86 secondary sources of water in emergencies such as salinity in the Beaver Creek Source Water.  
87 The GM also explained that using a handheld probe the district measures salinity in different levels of Beaver Creek at the  
88 intake site.  
89 Ted Dewitt suggested that it would be good if the district use the media and the newspaper to inform the public of what the  
90 district is doing with regard to recent events that affected the water quality. The district staff posted the water quality issue  
91 on the website and published an article in the News-times.  
92

93 **Announcements/Public Comments:**

94 President Rob Mills asked if there are any announcements. Commissioner Karen Otta had no announcement;  
95 Commissioner Glen Morris had no announcement; Commissioner Paul Highfill had no announcement; Office Manager, Joy  
96 King-Cortes had no announcement; General Manager, Adam Denlinger had no announcement. Atty. Jeff Hollen had no  
97 announcement. President Rob Mills would like to receive the completed GM Performance Evaluation Form from each  
98 commissioner.  
99

100 **Consent Calendar:**

101 Items on the consent calendar are October/November 2022 Invoices List for approval; October 13, 2022, Regular Board  
102 Meeting; October/November 2022 Financial Report; Business Oregon IFA Disbursement Request No. 49; USDA Phase IV  
103 PMR No. 29; and General Manager's Monthly Report.  
104 President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Karen  
105 Otta answered YES; Commissioner Glen Morris answered YES; Commissioner Paul Highfill answered YES and President  
106 Rob Mills answered YES. Commissioner Glen Morris motioned to approve the consent calendar. Commissioner Paul  
107 Highfill seconded the motion. The motion was passed 4-0.  
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109 **Discussion and Information Items:**

110 **Source Water Project Update:** See the discussion above under public comments. The project is approaching final  
111 completion. The engineer is working with the contractor to complete the remaining items in the punch list.  
112

113 **Decision Items:** Westech submitted Change Order No. 4 for \$3,321.50 for 3 additional days of training. Commissioner  
114 Glen Morris motioned to approve Change Order No. 4. Commissioner Karen Otta seconded the motion. The motion was  
115 passed 4-0.  
116

117 **Reports, Comments, and Correspondence:**

118 The Employee Appreciation Luncheon will be December 8<sup>th</sup> at 12:00 noon at the shop, followed by the December Board  
119 Meeting at 2:00 p.m. It was the consensus of the Board to continue the status quo regarding employee appreciation  
120 bonuses.

121 The office will be closed on November 11 in honor of the Veterans Day Holiday.  
122 The office will be closed on November 24 and 25 in honor of the Thanksgiving Day Holiday.

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124 **Executive Session:** None  
125

126 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. Commissioner Karen Otta seconded the  
127 motion. Meeting adjourned at 4:55 p.m.  
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129 **Next Board Meeting:** December 8, 2022, @ 12:00 pm Employees Appreciation Luncheon; @ 2:00 p.m. Regular Board  
130 Meeting.  
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Approved by Board President

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