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SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting by Zoom Conference Call Only
July 9, 2020

Introduction to Remote Meeting:

Adam Denlinger, General Manager, explained that this board meeting is being conducted remotely in order to mitigate the transmission of the novel coronavirus and reduce the risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings. He further explained that the Board President will call each name to confirm those who are present. 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 4:06 p.m., Thursday, July 9, 2020.

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, member; Commissioner Glen Morris, member; Commissioner Sandra Mies-Grantham, Secretary; and President Rob Mills. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Atty. Jeff Hollen, District legal counsel.

Excused Absences: Commissioner Deanna Gravelle

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Glen Morris replied NO; Commissioner Sandra Mies-Grantham replied NO; Commissioner Karen Otta announced she completed her review of the employees evaluation file. She would like to report more about it and also would like to discuss later about the amount the District has paid to the City of Toledo. Office Manager Joy King replied NO; General Manager Adam Denlinger replied NO.

Consent Calendar:

Items on the consent calendar are Invoice List for June/July 2020; June 11, 2020 minutes of the regular board meeting; July 1, 2020 minutes of the joint meeting with the City of Toledo; June/July 2020 Financial Report; USDA Phase IV PMR No. 1 and General Manager's Report. President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Glen Morris answered YES, Commissioner Karen Otta answered YES and commented that the name Michael Pace was not included as present in the joint meeting minutes. Joy King will revise the minutes to include the name; Commissioner Sandra Mies-Grantham answered YES. Commissioner Sandra Mies-Grantham motioned to approve the consent calendar with the revision on the July 1, 2020, joint meeting minutes. Commissioner Karen Otta seconded the motion. President Rob Mills asked the commissioners for their votes: Commissioner Glen Morris abstained from voting; Commissioner Karen Otta voted YES; Commissioner Sandra Mies-Grantham voted YES; President Rob Mills voted YES. Motion carried 3 – 0.

Discussion and Information Items:

Commissioner Karen Otta discussed with the Board that she has completed the review of each employee's performance evaluation. Everything looks in order and looks good. The process of the evaluation was discussed. The employees set goals for the following year, then the supervisor sits down with the employee and goes over the prior year's evaluation and reviews what was accomplished and sets new goals for the coming year and discusses what is expected of the employee. There was a discussion about employees' feedback when the Board conducts the General Manager's performance review.

Costs Paid to City of Toledo:

There was a discussion about the amount of money the District has contributed to the City of Toledo Capital Improvements throughout the years. The District has tracked those contributions from 2011 thru the present. Commissioner Karen Otta would like to see the contributed amount back in the beginning when the District started buying water from the City of Toledo and put the information in chronological order and use graphics for presentation. The District has records back to 1974. The General Manager will gather the information and forward that to Commissioner Otta. Jeff Hollen, District legal counsel reminded the Board that there was a proposal from the City of Toledo for the 2020 rates that was presented as a discussion item on the agenda but the City's representatives came with expectation for that to be approved. There was also a miscalculation in the 2019 rates and the City wants the District to retro pay that. This could be added to the items for discussion during negotiation.

Water to City of Newport through the Intertie:

The cost of providing emergency water to the City of Newport per thousand gallons is the same as what the District pays to the City of Toledo including admin costs to pay for the actual work of field crew monitoring water flow. The District has

65 delivered approximately 4 million gallons to the City of Newport by June 22. The intertie is off right now and on standby in
66 case the City needs water for the South Beach area. According to Jacobs Engineering, the cause of the filtration issue the
67 City is having is isolated to the City water supply.
68

69 **Source Water Project Update:**

70 A lot of work is going on at the water intake site. Sheet pile has been driven on the creek for the cofferdam. In-water work
71 started July 1 until Sept 15. Two consultants came to monitor and rescue any fish on July 22 at the intake worksite but none
72 was found.

73 The current pandemic could impact the construction of the project due to longer deliveries of needed materials which could
74 take 6-8 weeks instead of 2 weeks. But because the contractor is very experienced, he already has materials lined up for
75 the project. HDPE pipes have been delivered and fused and ready to start installing them. Work at the treatment site at
76 Makai has started also.
77

78 **Replacements of District Vehicles:**

79 The General Manager, Adam Denlinger presented to the Board for discussion the importance of replacing the 3 vehicles
80 now that the prices are unprecedentedly low. The District's 3 vehicles that need replacing are- the 2010 Ford escape that has
81 105,000 miles, has transmission issues that would cost between \$3k to \$4k to fix; the 2010 Ford 150 that has 134,432
82 miles, has transmission issues and the body is starting to rust; and the 2006 F250 that has 128,000 miles and brake issues.
83 The Board discussed the importance of purchasing the vehicles now that the prices are low. Joy King explained that the
84 District has been setting aside funds in the Depreciation Reserve Fund for several years to replace the vehicles. Also, as a
85 requirement of the District's USDA 2016 G.O. Bond Loan the District has to set aside \$84,000 annually to replace assets
86 that have a life of 15 years or less. The District has enough funds in the reserve to replace the 3 vehicles. Commissioner
87 Glen Morris motioned to move this discussion item into a decision item. Motion was seconded by commissioner Karen Otta.
88 President Rob Mills asked the commissioners for their votes: Commissioner Glen Morris voted YES; Commissioner Karen
89 Otta voted YES; Commissioner Sandra Mies-Grantham voted YES; President Rob Mills voted YES. Motion carried 4-0.
90

91 **Decision Items:**

92 **Replacements of District Vehicles:**

93 Commissioner Glen Morris motioned to authorize the District to replace three service vehicles and trade them in when
94 purchasing the replacements. Commissioner Karen Otta seconded the motion. President Rob Mills asked the
95 commissioners for their votes: Commissioner Glen Morris voted YES; Commissioner Karen Otta voted YES; Commissioner
96 Sandra Mies-Grantham voted YES; President Rob Mills voted YES. Motion carried 4-0.
97

98 **Reports, Comment, and Correspondence:**

99 The 2019 Consumer Confidence Report is available on the website srwd.org and by mail.
100

101 **Recessed Regular Meeting:**

102 President Rob Mills recessed the regular board meeting at 5:10 p.m. to go into an executive session.
103 The SRWD Board will now meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel
104 concerning the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed.
105

106 **Reconvened Regular Meeting:**

107 President Rob Mills adjourned the executive session and reconvened the regular board meeting at 5:24 p.m.
108 Commissioner Karen Otta motioned to authorize the District to enter into mediation pertaining to the easements owned by
109 Love Thy Neighbor and Majesty and Jams, LLC, and pay ½ of the mediation cost. Motion was seconded by Commissioner
110 Glen Morris. President Rob Mills asked the commissioners for their votes: Commissioner Glen Morris voted YES;
111 Commissioner Karen Otta voted YES; Commissioner Sandra Mies-Grantham voted YES; President Rob Mills voted YES.
112 Motion carried 4-0.
113

114 **COVID 19:**

115 SRWD staff is continuing to observe COVID 19 protocols. The office is open to the public by appointment only and the staff
116 continues to daily sanitize areas that are commonly used. Staff updated the Board with the loss of revenue due to COVID
117 19. The total waived late charges as of July 9, 2020, was \$4,513. The number of customers who are 1-month delinquent
118 was 49; 2 months delinquent were 14- and 3 or more-months delinquent were 3. It was the consensus of the board to
119 extend the waiving of late charges and T/on and T/off until the end of August 2020.
120

121 **Adjournment:** President Rob Mills adjourned the meeting at 5:35 p.m.
122

123 **Next Board Meeting:** August 13, 2020, at 4:00 p.m. Regular Board Meeting.
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128 Approved by Secretary

Date: