

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
REGULAR BOARD MEETING  
November 12, 2015**

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7 Call Regular

8 Board Meeting: John Garcia, President of the Board called the regular board meeting to order at 4:03  
9 p.m., Thursday, November 12, 2015.

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11 Present: John Garcia, President; Glen Morris, Treasurer; Sandra Mies-Grantham, Secretary; John  
12 Filbert, Member; Staff: Adam Denlinger, General Manager; Joy S King, Office Manager.  
13 Jeff Hollen, Attorney. See sign in sheet for public attendance.

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15 Excused Absences: Rob Mills, Glen Morris

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17 Announcements: John Filbert announced he will not be able to attend the December board meeting.

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19 Public Comments: None

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21 Consent

22 Calendar: Items on the consent calendar are Invoice lists for Oct/Nov 2015; minutes of the Oct 8,  
23 2015 Board meeting; Oct/Nov 2015 Financial Report; USDA Project Monitoring Report  
24 No. 1; General Manager's Report. John Filbert motioned to approve the Consent  
25 Calendar. Motion was seconded by Sandra Mies-Grantham. Motion carried 3 – 0.

26 Discussion and

27 Information Item:

28 Source Water Evaluation

29 Update:

The consultant, GSI Water Solutions, Inc. has finalized the Hydrological Study of Beaver  
Creek. A copy of the result of the study which is in Draft Technical Memorandum form was  
given to board members for their review.

The hydrologist took samples from 5 different locations. The study encountered no viable  
nature subsurface deposits at the 5 different locations investigated that would support an  
infiltration gallery.

There are two possible design concept options for collecting groundwater from Beaver  
Creek. Option 1 is Infiltration Trench with Riverbank Reconstruction. An infiltration trench  
would be constructed and the existing riverbank adjacent to the trench would be  
excavated and reconstructed using clean gravel filter rock that would serve as a filter.

Option 2 is Infiltration Box with Riverbank Reconstruction. This is similar to Option 1 but  
employs a concrete box with filter screen panels to collect water rather than a perforated  
pipe. (see attached Draft Technical Memo for the whole study)

Cristler's property might be suitable but more study is needed. The Flander's property  
which is adjacent to the Cristler's property is high enough for a tank and treatment plant.  
The next step is to complete the study, identify the site, continue to pursue the Water  
Rights Application and work with property owners for access to their properties.

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46 Cell Phone Reimburse-  
47 ment Policy:

A Cell Phone Reimbursement Policy which is an Administrative Directive drafted by the  
General Manager was discussed with the Board of Commissioners. This is for employees  
whose job duties include frequent need for a cell phone. Instead of carrying two cell  
phones, their personal and District issued cell phones, employees will use their own cell  
phone for work and will be reimbursed monthly. The Board has no concern regarding this  
policy. (see attached draft Cell Phone Reimbursement Policy)

53 Decision Items:

54 RFQ for EOR:

The board reviewed the request for Statement of Qualifications for Engineering Services  
to Provide Engineering Services as an Engineer of Record (EOR) prepared by the  
General Manager. The District has relied heavily upon consultants to provide engineering  
services to the District. The District has not formally assigned the role of an EOR. The  
General Manager recommended that now would be an appropriate time to engage a  
managed competition process to establish a baseline value for this service since the  
District has several projects requiring a very high level of technical expertise. The last time  
the District went out for RFQ for engineering services was in 2007 but not for EOR.

62 John Filbert motioned to authorize staff to solicit requests for Statements Of Qualifications  
63 (SOQ) to provide Engineer Of Record (EOR) services for the District. Motion seconded by  
64 Saundra Mies-Grantham. Motion carried 3 – 0. This will be advertised in the Daily Journal  
65 of Commerce in Portland and in the NewsTimes, the local newspaper.

66 Reports, Comments,  
67 and Correspondence:  
68 Employee Appreciation  
69 Luncheon:

The annual Employee Appreciation Luncheon was discussed and the date set on Dec 10,  
70 2015 at 11:30 a.m. at Izzy's Pizza. The regular Board Meeting will follow at 2 pm.

71 Correspondence:  
72 City of Toledo:

The correspondence was regarding water quality the District received when the City of  
73 Toledo delivered water to Georgia Pacific. On October 21, 2015 actions were taken by the  
74 City Council regarding authorization to provide production water to Georgia Pacific Pulp  
75 and Paper Mill. The District supports the City's position to maintain a viable industrial base  
76 which enhances City livability. When the City started delivering raw water to Georgia  
77 Pacific the District's SCADA detected trace residual and District staff was in constant  
78 communication with City staff to monitor the level of chlorine. The residual trend went  
79 back to normal when the City stopped delivering raw water to Georgia Pacific. The District  
80 and the City staff are working together to make sure that this issue doesn't happen again.  
81 One of the solutions being considered is for the City to install an antenna on the Toledo  
82 pump station to connect to the District's programmable logic controller to the City's  
83 SCADA system. The City then can monitor the residual chlorine in the water being  
84 delivered to the District in real time and would be able to correct it sooner when an issue  
85 arises.

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87 Executive Session:

88 ORS 192.660(2)(a) is to review and evaluate the performance of an officer, employee or  
89 staff member. Adam Denlinger, SRWD General Manager requested that his evaluation be  
90 conducted in an open session. All of the evaluation forms from each board member were  
91 given to John Garcia who tabulated the results in one form. The Board recognized the  
92 General Manager's ability to handle employees and build a cohesive team; his desire to  
93 learn; people skills; dealing with the media and other business leaders in the community;  
94 his respect towards the Board; his professional leadership; his enthusiasm in doing his  
95 work. The Board thanked him for the expertise he gained from his previous employments  
96 in which the District is the beneficiaries. Wages will be discussed in the Dec 10 board  
97 meeting when all the commissioners will be present.

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99 Next Board Meeting: Employee Appreciation Luncheon December 10, 2015 at 11:30 am. December 10, 2015  
100 at 2:00 p.m. Regular Board Meeting.

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102 Adjournment: Garcia adjourned the meeting at 5:30 pm.

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111 Approved by Secretary

Date