

SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
January 11, 2024

Introduction to Remote Meeting:

SRWD held this meeting through Zoom video conferencing. Due to the limited capacity for in-person meetings, the public was encouraged to attend the meeting electronically.

Present:

Commissioner Sandra Mies-Grantham was present on the Zoom Conference Call. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Karen Otta, Treasurer; Commissioner Glen Morris, Member; Commissioner Paul Highfill, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office/Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator

Excused Absences: None

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order 4:00 p.m., Thursday, January 11, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. Present on Zoom was John French.

Announcements/Public Comments:

President Rob Mills asked if there were any announcements. Commissioner Glen Morris had announced that he would not be able to attend the February Board Meeting; Commissioner Karen Otta had no announcement; Commissioner Paul Highfill had no announcement; Commissioner Sandra Mies-Grantham had no announcement; General Manager, Adam Denlinger announced that the Financial Report was amended to update the Water Loss Percentage from 27.59% to 17.14%. The 27.59% included the leak from the broken line in South Bay Road caused by earth movement due to excessive rain and river flooding. Joy King-Cortes, Office/Finance Manager announced that the Project Monitoring Report No. 40 has been provided to the board to be part of the meeting packet. The invoice arrived after the meeting packet was emailed out. Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; President Rob Mills had no announcement.

Public Comments:

President Rob Mills asked John French who attended through Zoom if he had a comment and he responded that he had no comment.

Consent Calendar:

Items on the consent calendar are the December 2023/January 2024 Invoices List for approval; December 14, Regular Board Meeting minutes; December 2023/January 2024 Financial Report; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Glen Morris answered YES; Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. The motion passed unanimously.

Discussion and Information Items:

Primary Source Water Project Update:

The WTP operations are going forward with only one heating rod which is slowing down the Clean in Place (CIP) procedure. Staff ordered the new heating rod and waiting for its delivery towards the end of the month. Also, there was a glitch or anomaly in the programming that runs the process of treating the water that caused the entire system to revert to the old operating system that was installed when the computer was first installed. The old operating system has been removed and the level of water production is now back to normal.

Water Treatment Plant (WTP) Operators continue working with Jacobs Engineers and the membrane filter skid provider, WesTech (WT) to resolve technical performance issues related to programming. Persistent issues related to the performance of backwash sequencing may need to be corrected by WesTech technicians during an onsite visit. WT technicians will be with WTP operators for 3-4 days to observe the daily process in the WTP and make corrections or adjustments to the system as needed. It is typical for a new WTP membrane filtration system and other components to undergo fine-tuning. The warranty period is over, but WesTech agreed to come and only charge half of the cost which is about \$4,500.

Operators switched to the district's secondary source water provider in the last week of December due to tidal influences at the intake site.

66 **Decision Items:**

67 **Budget Calendar FY 2024-25:**

68 Joy King-Cortes, Office/Finance Manager presented the Budget Calendar that was prepared following Local Budget Law
69 before the Board. There is a minor change in the publication methods of the Notice of Budget Committee Meeting that
70 staff would like to implement. In the past, the district published the Notice of Budget Committee Meeting twice in a paper
71 of general circulation not less than 5 days and not more than 30 days before the meeting. ORS 294.426 provides another
72 publication method which is posting the Notice of Budget Committee Meeting on the district website at least 10 days
73 before the meeting and publish once in a newspaper of general circulation at least 5 days and not more than 30 before
74 the meeting. Commissioner Karen Otta motioned to approve the budget calendar as presented. Commissioner Glen
75 Morris seconded the motion. The motion was passed unanimously.

76 **Appointing the SRWD Budget Officer for FY 2024-25:**

77 Commissioner Glen Morris motioned to appoint Adam Denlinger, GM as the Budget Officer. Commissioner Karen Otta
78 seconded the motion. The motion was passed unanimously.

79 **Appointing/Reappointing of Budget Committee Members:**

80 Joy King-Cortes, Office/Finance Manager presented before the Board the list of the appointed/reappointed Budget
81 Committee Members and their terms. There were 2 members whose terms expired after June 30, 2023. Barry Compton
82 who was first appointed on February 12, 2009, and reappointed on the subsequent terms has served 14 years. He has
83 informed the district that he can no longer serve another term. The GM, Adam Denlinger, will contact a member of the
84 community who would be interested in serving as a Budget Committee member. Barbara Flewellyn was appointed on
85 January 12, 2012, and was reappointed on the subsequent terms and has served for 11 years. She has informed the
86 district that she will no longer be able to serve another term, but she has talked with her neighbor in Makai Community
87 who is willing to serve as a Budget Committee member. The Budget Officer will send application forms to the two
88 individuals which will be presented to the board for consideration of appointment as budget committee members at the
89 February 2024 regular board meeting. It was discussed that if the 2 vacancies are not filled, the budget committee
90 members will be 5 governing bodies and 3 appointed electors. According to Local Budget Law, a quorum is 5 budget
91 committee members.
92

93 **Reports, Comments, Correspondence:**

94 The district will be closed on January 15 in honor of the Martin Luther, Jr. Holiday.

95 GSI Water Solutions Consultants completed the draft Water Management and Conservation Plan (WMCP) which was
96 submitted to Oregon Water Resources Department (OWRD) for review and public comment. The overall goal of this
97 project is to develop an updated WMCP for the District that meets the required WMCP content described in Oregon
98 Administrative Rules Chapter 690, Division 86.

99 The FY 2022-23 Final Audit was electronically filed with the Oregon Secretary of State Audit division on December 28,
100 2023.

101 The 2024 SDAO Annual Conference will be in Seaside from February 9th through the 11th. This conflicts with the regular
102 board meeting on Feb. 11. It was the consensus of the Board to move the meeting on Feb 15, 2023.

103 On January 1, 2024, HB 2805 went into effect adding a mandatory public meeting training requirement for every
104 governing body of a public body with total expenditures of \$1 million or more per fiscal year. These governing body
105 members must receive Public Meetings Law training at least once during their term of office. The Oregon Government
106 Ethics Commission (OGEC) plans and approves the Public Meeting Law Training offered by outside agencies. To fulfill
107 the training requirement, the governing body members should attend Public Meetings Law Training approved by OGEC.
108

109 **Recessed Regular Session to go into Executive Session:**

110 President Rob Mills recessed the regular session at 4:27 p.m. to go into Executive Session, pursuant to ORS
111 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body regarding current
112 litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend
113 the executive session. All other members of the audience were asked to leave the room and sign off from Zoom.
114 Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions
115 shall be made in the Executive Session.
116

117 **Adjourned the executive session/Reconvened regular board meeting:**

118 President Rob Mills adjourned the executive session and reconvened the regular board meeting at 5:05 p.m.
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120 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. Commissioner Karen Otta seconded the
121 motion. President Rob Mills adjourned the meeting at 5:06 p.m.
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123 **Next Board Meeting:** February 15, 2024, at 4:00 p.m. Regular Board Meeting.
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128 Approved by Board President

Date: