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**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Work Session & Regular Board Meeting
by Zoom Conference Call and In Person
March 16, 2023**

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 Work Session & Regular Meeting to Order:

President Rob Mills called the work session & regular board meeting to order at 3:30 p.m., Thursday, March 16, 2023.

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 Sandra Mies-Grantham, Secretary; Commissioner Karen Otta, Treasurer and Attorney Jeff Hollen, Legal Counsel. Present in person in the Board room were Commissioner Rob Mills, Board President; Commissioner Glen Morris, Member; and Commissioner Paul Highfill, Member. Staff: Adam Denlinger, General Manager; Trish Karlsen, Bookkeeper.

Excused Absences: Joy King-Cortes, Office Manager.

SRWD Board of Commissioners Work Session:

Consider Salary Survey Results as part of the 2023/2024 budget process:

HR Answers completed the Salary Survey. The GM, Adam Denlinger, presented to the Board a spreadsheet showing the survey results with an Average Minimum and Average Maximum salary range of comparable job descriptions for each position. The spreadsheet also included figures for the 8.7% COLA that will be effective on 7/1/2023. The Board is wanting to be competitive in order to recruit and retain personnel. The Board asked the staff to rework the spreadsheet to show the Salary Survey results separate from the COLA and then to show totals for implementing the Salary Survey along with incentives effective on the employees' anniversary and effective on 7/1/2023. And then show totals with the addition of the COLA. And finally, show figures for the additional 1 FTE.

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta had no announcement; Commissioner Glen Morris had no announcement; Commissioner Paul Highfill had no announcement; Commissioner Sandra Mies-Grantham had no announcement. Bookkeeper, Trish Karlsen had no announcement; General Manager, Adam Denlinger commented that there is an addition to the agenda regarding the Scope of Work with 120Water under Decision Items. Attorney Jeff Hollen had no announcement. President Rob Mills had no announcement.

A customer, Phil Rushin was present at the meeting to speak regarding his meter that was recently forfeited. The GM, Adam Denlinger explained to the Board that this was a staff level decision based on the District's Rules and Regulations. The Rules and Regulations state that a delinquent account that goes unpaid for 12 months is subject to forfeiture of the water meter. Mr. Rushin's meter was removed after 22 months due to non-payment. The customer was advised that in order to get the meter reinstalled that he would need to pay the unpaid balance on the account plus a reinstall fee (hookup charge).

Brendi Hoch, Seal Rock Water District Utility Billing A/R Clerk, shared some positive feedback that she received from customers regarding the My Water Usage Customer Portal. She will be presenting a presentation at this year's Utility Solutions Expo in Seaside in April regarding our AMI system and wanted to share this feedback at the expo. She sent out an email asking those who signed up for the portal how the customer portal has helped them and she got quite a lot of responses. All of the responses were very positive and our customers are enjoying using the portal for water conservation and to catch high usage and leaks. Some of the customers also praised our staff for their help and customer service.

Consent Calendar:

Items on the consent calendar are February/March 2023 Invoices List for approval; February 16, 2023, Regular Board Meeting minutes; February/March 2023 Financial Report; USDA PMR Phase IV No. 32, and General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Karen Otta answered YES; Commissioner Glen Morris answered YES; Commissioner Paul Highfill answered YES; Commissioner

64 Sandra Mies-Grantham answered YES; and President Rob Mills answered YES. Commissioner Karen Otta motioned to
65 approve the consent calendar. Commissioner Sandra Mies-Grantham seconded the motion. The motion passed 5-0.
66

67 **Discussion and Information Items:**

68 None

69

70 **Decision Items:**

71 **Consider using System Development Charges (SDC's) to purchase a trailer-mounted backup generator for the**
72 **Beaver Creek Intake and a Chlorine Generation System for the emergency intertie:** The GM, Adam Denlinger
73 explained that due to recent storms, we had no power at the Beaver Creek intake for 3 days and that we need a backup
74 generator for the Beaver Creek Intake. And that the backup generator can be used throughout the District. He also
75 explained that the System Development Charges Fund can be reimbursed by monies from arbitration. Also, if we need to
76 use the emergency intertie for the entire system the chlorine residual will drop and therefore we need a chlorine
77 generation system for the emergency intertie. The chlorine generator is in the SDC methodology and thus qualifies for
78 using SDC funds. Attorney Jeff Hollen stated that a generator on a trailer may be a capital improvement and thus qualify
79 for using SDC funds. Commissioner Karen Otta motioned to use System Development Charges to purchase a trailer-
80 mounted backup generator for the Beaver Creek Intake and the entire system. Commissioner Glen Morris seconded the
81 motion. The motion was passed 5-0. Commissioner Glen Morris motioned to use System Development Charges to
82 purchase a chlorine generation system for the emergency intertie. Commissioner Karen Otta seconded the motion. The
83 motion was passed 5-0.
84

85 **Consider approving a scope of services with GSI Water Solutions, Inc. to complete an update to the district's**
86 **Water Management and Conservation Plan (WMCP):** It was the consensus of the Board that this is a requirement and
87 thus will be approved. Commissioner Karen Otta motioned to approve the scope of services with GSI Water Solutions,
88 Inc. Commissioner Paul Highfill seconded the motion. The motion passed 5-0.
89

90 **Consider approving a scope of services with 120Water to develop a service line inventory for lead service lines:**
91 The GM, Adam Denlinger explained the new Lead and Copper Rule Revision (LCRR) and regulation compliance. The
92 LCRR requires community water systems to develop a publicly available service line inventory that includes material
93 classifications of all service lines connected to a public water distribution system. The compliance date is October 16,
94 2024. He believes that the work the SRWD staff would need to do to be compliant with the LCRR is beyond our staff's
95 capacity to meet and perform by the deadline. He is proposing to hire the consultants 120Water to support the District in
96 achieving compliance. 120Water will need the help of the staff with gathering information needed and also our field staff
97 will need to perform the inspection of service lines that are identified for inspection. Commissioner Glen Morris suggested
98 that in addition to the outreach that 120Water will do with the customers that the District communicate with all of our
99 customers via a flyer to let them know what will be happening in our District and why it is being done. Commissioner Glen
100 Morris motioned to approve the scope of services with 120Water. Commissioner Karen Otta seconded the motion. The
101 motion was passed 5-0.
102

103 **Reports, Comments, and Correspondence:**

104 Attorney Jeff Hollen commented that the engineer issued a preliminary substantial completion certificate and the
105 contractor has not signed it. He said that there is communication between the arbitrator and counsel for R & G and himself
106 and when the question comes up as to when we will move forward, Jeff's response has been that we need to get
107 substantial and final completion first. Jeff communicated with counsel for R & G as to what they are going to do regarding
108 the preliminary substantial completion certificate and he hasn't heard back.
109

110 President Rob Mills shared a note that was sent to our SRWD team from USDA State Director, Margi Hoffmann. She sent
111 us a note thanking us for hosting USDA's visit and tour of our WTP facility in February. She also commended us on all the
112 hard work that was put in to make our source water project a success.
113

114 **Executive Session: NONE**

115

116 **Adjournment:** Motioned by Commissioner Sandra Mies-Grantham to adjourn the meeting. The motion was seconded by
117 Karen Otta. The meeting was adjourned at 5:34 p.m.
118

119 **Next Board Meeting:** April 13, 2023, at 3:30 p.m. Work Session and 4:00 p.m. Regular Board Meeting.
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124 Approved by Board President

Date: