

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
April 14, 2022**

**Introduction to Remote Meeting:**

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person. Due to 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 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 4:02 p.m., Thursday, April 14, 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 Glen Morris, member; Commissioner Sandra Mies-Grantham, Secretary; and Attorney Jeff Hollen, Legal Counsel. Present in person in the Board room were President Rob Mills, Board President; Commissioner Karen Otta, Treasurer; and Commissioner Paul Highfill. Staff: Adam Denlinger, General Manager, and Joy King-Cortes, Office Manager.

**Excused Absences:** None

**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 Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement; Office Manager, Joy King-Cortes had no announcement; General Manager, Adam Denlinger announced that there was an update on the first page of the contractor's pay application. Atty. Jeff Hollen had no announcement, and President Rob Mills had no announcement.

**Public Comments:** None

**Consent Calendar:**

Items on the consent calendar are Mar/Apr 2022 Invoices List; Mar 10, 2022 Regular Board Meeting Minutes; Mar/Apr 2022 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 42; USDA Phase IV PMR No. 22; Contractor's Pay Request No. 22; and General Manager's Monthly Report.

President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Karen Otta answered YES; Commissioner Glen Morris answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. Discussion followed. The GM discussed that the contractor's pay application 22 has a note added on the first page that the district is withholding those days associated with the application period which includes 31 days for \$3,400 per day for a reduction of \$105,400 from the amount submitted by the contractor. This doesn't waive the district's rights for past and future liquidated damages. Atty Jeff Hollen put together the language of the note on the pay application. The amount that will be withheld will stay with USDA and will help recover the cost due to the delay in completing the project. A question was asked regarding the 35.19% water loss. The GM explained that there were 3 leaks in areas where water didn't surface but the employees found them by doing night valving where valves were turned off and turned on one section at a time until the leaks were isolated and found. The leaks have been corrected, the system was losing 100,000 gallons a day. President Rob Mills asked for the commissioners' votes. Motion was passed unanimously.

District staff, Trish Karlsen and Brendi Hargrove were invited to do an AMI Customer Portal presentation at the Ferguson Regional Conference that was held in Newport on April 7th. They did an excellent job in sharing how the District is successful in having 28% of our customers signed up for the Customer Portal while the national average is 10%. The

58 impressive presentation got them invited to do a presentation at the upcoming Reach National Conference next year. With  
59 that invite, the district is expecting that the costs of the conference, lodging and travel will be covered by Reach.  
60

61 **Discussion and Information Items:**

62 **Source Water Project Update:** The district is on day 9 of a 14-day start-up and functional testing of the Water Treatment  
63 Plant. If start-up continues without a hitch or disruption, substantial completion could be on April 21, 2022.  
64 The Professional Engineers Association of Oregon will have its annual conference at Salishan. Their theme for the annual  
65 conference is “Infrastructure for the Next Generation” and has asked the district to provide a tour of the new water treatment  
66 plant on May 4. Also, the district has been asked to provide a presentation about the process of developing a new source of  
67 water on the Oregon Coast, on May 6. The GM, Adam Denlinger, and the engineer, Jennifer Koch, of Jacobs Engineering  
68 will do the presentation.  
69

70 **Decision Items:**

71 The district received two scopes of work and fee estimates from GSI Water Solutions, Inc. pertaining to OWRD  
72 requirements. The first one is Scope of Cost Estimate for 4 Year Water Temperature Monitoring Support on Beaver Creek  
73 for Water Right Permit S-55012 for \$18,981. The second one is Scope and Cost Estimate for Year 4 Streamflow Monitoring  
74 Support on Beaver Creek for Water Use Permit S-55012 for \$38,183. The purpose of the temperature and streamflow  
75 monitoring is to meet requirements outlined in the District’s water use Permit S-55012. Commissioner Karen Otta motioned  
76 to approve the two scope and cost estimates for temperature and streamflow monitoring submitted by GSI, Water  
77 Solutions, Inc. Commissioner Glen Morris seconded the motion. The motion passed unanimously.  
78 The district as the lead agency of the Mid-Coast Water Conservation Consortium (MCWCC) received a Year 2 Scope of  
79 Work and Fee from GSI Water Solution, Inc. The estimated cost is \$62,000 to continue the implementation activities for  
80 MCWCC. Funds will come from water providers – Lincoln City \$20K, City of Newport \$20K, SRWD \$10K, City of Toledo  
81 \$4K, and City of Yachats \$4K. Commissioner Karen Otta motioned to approve the Mid-Coast Water Conservation  
82 Consortium Year 2 Scope of Work and Fee submitted by GSI Water Solutions, Inc. Commissioner Glen Morris seconded  
83 the motion. The motion passed unanimously.  
84

85 **Paid Family & Medical Leave Insurance (PFMLI):**

86 Staff is asking for direction from the board on how to proceed with the new family and medical leave insurance program.  
87 Under the State of Oregon Employment Department for employees who earned \$1,000 or more a year prior to claiming the  
88 benefits. Eligible employees will receive a weekly benefit payment for up to 12 weeks in a benefit year to take care of  
89 themselves or a family member. It is funded through a payroll-based contribution, of no more than 1% shared by employers  
90 and employees. Employees will contribute 60% and employers will contribute 40% of the required contribution which will  
91 begin on January 1, 2023. Employers with fewer than 25 employees are not required to pay the 40% employer contribution  
92 but if the employer pays the 40% contribution, they are eligible to receive assistance grants up to a maximum of 10 grants  
93 per year that cover up to \$3,000 towards the cost of hiring temporary workers and up to \$1,000 to reimburse for significant  
94 additional wage-related cost incurred while the employee is on leave. Commissioner Glen Morris motioned to approve to  
95 participate in PFMLI and pay the 40% employer portion. Commissioner Karen Otta seconded the motion. The motion  
96 passed unanimously.  
97

98 **Executive Session:** None  
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100 **Reports, Comments, and Correspondence:**

101 The Budget Committee meeting is on April 21, 2022 at 6 p.m. The Budget documents will be delivered on Monday,  
102 April 18, 2022. The meeting will be a blended meeting – a virtual meeting through Zoom and in person. The public is invited  
103 to attend the meeting. Barbara Flewellyn will attend the meeting virtually and asked not to be appointed for the next budget  
104 cycle. She has served several years as a budget committee member.  
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106 **Adjournment:** Commissioner Rob Mills adjourned the meeting at 5:15 p.m.  
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108 **Next Board Meeting:** May 12, 2022 at 4:00 p.m. Regular Board Meeting and Budget Hearing.  
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114 Approved by Board President

Date: