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**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
July 13, 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 via 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 a vote in the affirmative by saying YES or negative by saying NO.

**Call Regular Meeting to Order:**

President Rob Mills called the work session & regular board meeting to order at 4:00 p.m., Thursday, July 13, 2023.

**Present:**

President Rob Mills confirmed that all commissioners present can hear each other by doing a roll call. Present on Zoom Conference Call was Commissioner Saundra-Mies Grantham, Secretary. Present in person in the Board room were Commissioner Rob Mills, Board President; Commissioner Karen Otta, Treasurer; and Commissioner Glen Morris, Member. Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office Manager.

**Excused Absences:** Commissioner Paul Highfill.

**Announcements/Public Comments:**

President Rob Mills asked if there are any announcements.

Commissioner Karen Otta had no announcement; Commissioner Saundra-Mies Grantham had no announcement; Commissioner Glen Morris had no announcement; Joy King-Cortes, Office Manager had no announcement; General Manager, Adam Denlinger had no announcement; Attorney Jeff Hollen had no announcement; President Rob Mills had no announcement.

**Swearing in of Re-elected Board of Commissioners:**

A Special Election was held on May 16, 2023. Commissioner Glen Morris was re-elected as a Seal Rock Water District Commissioner, Position 4, for a 4-year term which will expire on 6/30/2027. Commissioner Rob Mills was re-elected as a Seal Rock Water District Commissioner, Position 5, for a 4-year term which will expire on 6/30/2027. Both commissioners took the Official Oath of Office to affirm that they will support the Constitution of the United States of America and the Constitution of the State of Oregon and will faithfully and honorably serve in the office of an SRWD Commissioner to the best of their ability. The Official Oath was administered and notarized by Joy King-Cortes, a notary public.

**Public Comments:**

Mr. Julio Jimenez Perilla wanted to talk with staff regarding his water rates and his water bill. The office was closed for the day, so he attended the meeting and was given time to comment. After his public comments regarding the rate increase and his water bill, he gave his contact information to the office staff who will answer his questions during working hours.

**Consent Calendar:**

Items on the consent calendar are June/July 2023 Invoices List for approval; May 11, 2023, and June 8, 2023, Regular Board Meeting minutes; June/July 2023 Financial Report; USDA PMR Phase IV No. 35; and General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Karen Otta answered YES; Commissioner Saundra Mies-Grantham answered YES; Commissioner Glen Morris answered YES; and President Rob Mills answered YES. May 11, 2023, minutes will be approved in the August Board meeting since there was no majority present to approve it. Commissioner Karen Otta motioned to approve the consent calendar not including the May 11, 2023, Board Meeting Minutes. Commissioner Glen Morris seconded the motion. Commissioner Glen Morris abstained from voting. The motion passed 3 voted YES and 1 abstained from voting.

**Discussion and Information Items:**

**Primary Source Water Project Update:** On the evening of July 6, water treatment operators were alerted of water on the floor at the water treatment plant. Crews discovered that a pipe connecting the lower end of the membrane module had completely shattered causing flooding throughout the building including the operations and electrical room. The crews were able to repair the module and spent considerable time performing extensive cleanup. The SRWD operators are

63 working with engineers from Jacobs and the manufacturer (Westech) to find out what may have caused the pipe to  
64 shatter.

65  
66 **Water Quality:**

67 The office staff received calls from customers regarding the chlorine smell in the water. Beaver Creek is 10 degrees  
68 warmer than normal, and the stream flow is also low. This condition adds organic materials to the water in Beaver Creek.  
69 The bench scale model that the engineer did in 2016-17 showed in the summer months Beaver Creek would have higher  
70 organics but the water could be treated. Due to higher water temperatures and extremely low flow, there are more organic  
71 materials in the water than during the bench scale model done by the engineers 2 years before the project started. The  
72 operators have to use more pretreatment chemicals and perform more frequent backwashing to keep the filter skids  
73 clean. Operators are keeping up with the conditions, however, staff is looking into other treatment options to resolve the  
74 poor water quality issue during low flow conditions. This may include the installation of a Granular Activated Carbon  
75 (GAC) filter system on the finished water to reduce the taste and odor complaints. Staff had discussed this with Holly  
76 Halligan, USDA Area Specialist and she indicated that the cost of GAC could be included in the project cost to be paid  
77 from the remaining grant, if any.

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79 **Job Description Update:**

80 The results of the salary survey information provided by HR Answers consultants and in compliance with the state's pay  
81 equity requirements, the job descriptions of two district staff need to be updated based on performance and job  
82 expectations. The job title Utility Billing Clerk should include Automated Meter Integration (AMI) Specialist. The job title  
83 Office Manager should include Finance Manager.

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85 **Decision Items:**

86 **Abstract of Votes:** Staff received the Official Abstract of Votes for the May 16, 2023, Special Elections from Lincoln  
87 County Assessor's Office. The Final Official Election Results need to be approved by the Board per ORS 255.295.  
88 Commissioner Glen Morris received 703 votes and Commissioner Rob Mills received 690 votes. It was motioned by  
89 Commissioner Glen Morris to approve and accept the May 16, 2023, Special Election Final Official Results.  
90 Commissioner Karen Otta seconded the motion. The motion passed 4 – 0.

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92 **Reports, Comments, Correspondence:**

93 There was a minor revision in the 2022 Annual Consumer Confidence Report (CCR). It has been posted on the District's  
94 website, filed, and certified by OHA-Drinking Water Services.

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96 **Recessed Regular Board Meeting:** President Rob Mills recessed the Regular Board Meeting at 5:10 p.m. to go into an  
97 Executive Session.

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99 **Executive Session: according to ORS 192.660(2), Concerning:**

100 The SRWD Board may meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel  
101 concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.  
102 Representatives of the news media and designated staff shall be allowed to attend the executive session. All other  
103 members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to  
104 report on any of the deliberations. No final decisions shall be made in the Executive Session.

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106 **Reconvened Regular Board Meeting:** President Rob Mills adjourned the Executive Session and reconvened the  
107 Regular Board Meeting at 5:50 p.m.

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109 **Adjournment:** Motioned by Commissioner Glen Morris to adjourn the meeting. The motion was seconded by  
110 Commissioner Karen Otta. The meeting was adjourned at 5:54 p.m.

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112 **Next Board Meeting:** August 10, 2023, at 4:00 p.m. Regular Board Meeting.

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