

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
December 14, 2023**

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**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:**

No commissioners were 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 and Trish Karlsen, Bookkeeper.

**Excused Absences:** Commissioner Sandra Mies-Grantham.

**Call Regular Meeting to Order:**

President Rob Mills called the regular board meeting to order at 2:04 p.m., Thursday, December 14, 2023 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 no announcement; Commissioner Karen Otta had no announcement; Commissioner Paul Highfill had no announcement; General Manager, Adam Denlinger had no announcement; Joy King-Cortes, Office/Finance Manager announced that the Project Monitoring Report was updated to reflect the correct PMR number which was 39 and the correct date which was 11/30/23; 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 but there was an audio issue and no sound was heard coming from Zoom.

**Consent Calendar:**

Items on the consent calendar are the November/December 2023 Invoices List for approval; November 9, 2023, Regular Board Meeting minutes; November/December 2023 Financial Report; and 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 Paul Highfill answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. The motion passed 4 – 0.

**Discussion and Information Items:**

**Primary Source Water Project Update:**

Water Treatment Plant (WTP) Operators noticed that one of the three heater rods, essential for heating water to perform a Clean in Place (CIP) on the filter skids, had failed. The WTP was temporarily shut down to perform temporary repairs. Operators can successfully run the WTP using the two remaining heaters, but the heating process takes longer, extending the time necessary to perform a CIP. A new heater element has been ordered, with a six-week lead time. It was not caused by an electrical failure. The importance of having spare heater rods in the WTP was discussed in case failure happens again in the future. The GM is working on getting spare heater rods. Operators also took delivery of a new trailer-mounted emergency generator on December 8th. Purchased with System Development Charges (SDC) funds, this generator will power the Beaver Creek Intake Pump Station. Crews received operational training from the vendor, including a simulation of power loss at the Intake Pump Station. SRWD crews responded to several incidents related to recent storms. The Hatfield Marine Science Center (HMSC) reported just under ten inches of rain in the first week of December. The monthly average for December is 11.36 inches of rain. Crews recorded some of the highest levels on Beaver Creek. On December 8th, the Beaver Creek Intake was completely submerged underwater. Local firefighters reported that a vehicle was in Beaver Creek, lodged under a bridge three miles upstream of the district’s intake. Crews temporarily shut down the intake until the report could be verified. Despite experiencing very high tides and sea swells, along with high flow levels in the Beaver Creek system, measurable conductivity was well within acceptable limits.

63 As of today, December 14th staff learned that the submerged vehicle by Elkhorn Bridge was removed from the water. The  
64 vehicle was submerged in an upright position. The water at the intake location was not affected.  
65 On December 7th, Field Operators responded to a water leak on the district's South Bay Road system. Arriving on site,  
66 they discovered major settling in several road areas and a slide at the four-mile marker, causing a leak on the district's 12-  
67 inch mainline feeding South Bay Road customers. This is the same pipe used to supply water from the City of Toledo to  
68 the district before the district completed the Beaver Creek Source Water project. Crews had to completely shut down the  
69 system, disrupting service to approximately six customers. They worked throughout the day and into the evening to  
70 restore service. Due to numerous slides and settling conditions, further repairs to the system are anticipated soon. This  
71 incident required the district to issue a Loss of Pressure Boil Water Notice to the affected area. This will be an ongoing  
72 issue since soil in several locations is moving due to heavy rains.

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74 **Emergency Container:**

75 This is a continuation of the discussion regarding the emergency container that Mary Cutting presented to the board  
76 during the November 9 board meeting for consideration to place the emergency container on the district right-of-way.  
77 Adam Denlinger, GM reported that he reviewed the easement agreement, and it provides for 60 feet of access to the WTP  
78 also for the district to use to provide water to the community. In the terms of the agreement, the district is not authorized to  
79 store any equipment and other things in the right-of-way. Inside the fence of the WTP site, it's not advisable to store the  
80 emergency container anywhere. The district will need the space for a smaller water tank as originally planned for the  
81 future growth of the district. The district might also need to install a Granular Activated Carbon (GAC) system needed in  
82 the summer when water quality is affected by the warmer temperature. The Makai Community represented by Mary  
83 Cutting might need to get an easement from property owners to have a place for the emergency container.

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85 **Decision Items:**

86 **Financial Audit Report for FY 2022-23:**

87 Joy King-Cortes, Office/Finance Manager reported that Grimstad and Associates completed the audit of the district's  
88 financials for FY 2022-23. The Management Discussion Analysis (MD&A) has been completed by staff and is being  
89 reviewed by the auditor. The MD&A will become part of the Audit Report. The audit performed by Grimstad and  
90 Associates represents a yellow book audit and not a single audit since the district didn't spend the threshold of \$750,000  
91 in project cost for FY 2022-23. Commissioner Glen Morris motioned to approve and accept the audit report and file it with  
92 the Oregon Secretary of State Audit Division. Commissioner Karen Otta seconded the motion. The motion passed 4-0.

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

95 President Rob Mills recessed the regular session at 2:32 p.m. to go into Executive Session, pursuant to ORS  
96 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body regarding current  
97 litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend  
98 the executive session. All other members of the audience were asked to leave the room and sign off from Zoom.  
99 Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions  
100 shall be made in the Executive Session.

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

103 President Rob Mills adjourned the executive session and reconvened the regular board meeting at 3:16 p.m.

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105 **Decision:**

106 Commissioner Karen Otta motioned to authorize the District to approve a stipulation to arbitration dated December 2023,  
107 and authorize the General Manager to execute the stipulation. This authorization leaves the General Manager the  
108 discretion to also not enter into stipulation. Commissioner Glen Morris seconded the motion. The motion passed 4 – 0.

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110 **Reports, Comments, Correspondence:**

111 The district office will be closed on December 25 in observance of Christmas Day and January 1 in observance of New  
112 Year's Day. The GM will be out of the office from December 15 and will be back on January 2, 2024. In his absence, Brad  
113 Wynn will be the contact person of the field crew for any field issues and Joy King-Cortes will respond to any  
114 administrative issues. The GM will respond by email when needed.

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116 **Adjournment:** Commissioner Karen Otta motioned to adjourn the meeting. Commissioner Glen Morris seconded the  
117 motion. President Rob Mills adjourned the meeting at 3:18 p.m.

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119 **Next Board Meeting:** January 11, 2024, at 4:00 p.m. Regular Board Meeting.

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Approved by Board President

Date: