

SEAL ROCK WATER DISTRICT
MINUTES OF THE
Work Session & Regular Board Meeting
by Zoom Conference Call and In Person
April 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 Work Session & Regular Meeting to Order:

President Rob Mills called the work session & regular board meeting to order at 3:30 p.m., Thursday, April 13, 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 Saundra Mies-Grantham, Secretary; Commissioner Karen Otta, Treasurer. Present in person in the Board room were Commissioner Rob Mills, Board President; Commissioner Glen Morris, Member; and Commissioner Paul Highfill, Member. Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office Manager.

Excused Absences: None

SRWD Board of Commissioners Work Session:

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

This is a continuation of the discussion regarding implementing the Salary Survey completed by HR Answers and implementing an 8.7% COLA. The GM, Adam Denlinger, presented a modified spreadsheet showing 4 different Options to the Board. Option 1 shows the result of the Salary Survey adjustment and COLA adjustment implemented on July 1. Option 2 adds 1 FTE (full-time employee) to option 1. Option 3 shows the result of the Salary Survey adjustments implemented on the employees' anniversary date and COLA adjustment on July 1. Option 4 adds 1 FTE to option 3. It was discussed that most of the employees have been with the district for 10 or more years. In recognition of their service and in fairness to everybody it was the consensus of the board to implement the salary survey adjustments beginning July 1. It has been the practice of the district to implement COLA on July 1. It was also the consensus of the board to meet the needs of the district it is necessary to hire a 1 FTE entry-level field employee. The board chose Option 2 to implement the salary survey adjustment and COLA adjustment on July 1 and also hire a 1 FTE. It is apparent that the district will need to consider a rate increase adjustment due to the increase in goods and services, implementing the result of the Salary Survey and 8.7% COLA, and hiring 1 FTE. The board reviewed the options to increase the rates to balance the budget. The board instructed the staff to prepare a rate adjustment using Option 2. Retention incentive was discussed and it was the consensus of the board to table this for now and revisit it in the future for discussion.

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta announced she will not be able to attend the May 11 board meeting; Commissioner Glen Morris had no announcement; Commissioner Paul Highfill had no announcement; Commissioner Saundra Mies-Grantham announced she will not be able to attend the May 11 board meeting. Joy King-Cortes, Office Manager had no announcement; General Manager, Adam Denlinger announced that the district received a Certificate of Outstanding Performer from OHA (Oregon Health Authority). This is an excellent accomplishment especially since the district just started a new designation as a water treatment and distribution system. The staff worked together to prepare for the OHA inspection and were able to provide the documentation needed for compliance. Attorney Jeff Hollen had no announcement. President Rob Mills had no announcement.

Consent Calendar:

Items on the consent calendar are March/April 2023 Invoices List for approval; March 16, 2023, Regular Board Meeting minutes; March/April 2023 Financial Report; USDA PMR Phase IV No. 33, 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 Saundra Mies-Grantham answered YES; and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. The motion passed 5-0.

64 **Discussion and Information Items:**
65 **Primary Source Water Project Update:** In the last two weeks, the WTP experienced a complete failure of operations
66 due to the failure of the server card. Dell service technicians have been on the site on two separate dates to perform
67 maintenance and replaced several components including the motherboard in one of the servers. Dell is running a deep
68 diagnostic on the servers to see if something is causing the failure. The SRWD operators worked with the engineers and
69 integrators to bring the WTP back into operation two days later. The system was restored on March 31 and operators
70 began water production in a limited capacity since not all systems were functioning 100%. The district got water from the
71 City of Newport through the intertie for a couple of days.

72 The sub-contractor for R&G Construction came this week to complete some items on the punch list including replacing
73 leaking fittings and injection lines on the chemical feed system. There are still a few more things to do to complete the
74 punch list.

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76 **Consider providing staff direction regarding rate adjustment for FY 23-24:**
77 It was the consensus of the board for staff to prepare the rate adjustment using option 2 to cover the increases in goods
78 and services, the salary survey adjustment, 8.7% COLA, and adding 1 FTE.

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80 **Decision Items:**
81 **Consider adopting the proposed salary survey results and providing staff with an implementation date:**
82 Commissioner Glen Morris motioned to approve the salary survey results and 8.7% COLA effective July 1, 2023.
83 Commissioner Karen Otta seconded the motion. The motion was passed 5 – 0.

84 **Consider Appointment to the Citizen Member of the Budget Committee:**
85 Commissioner Karen Otta motioned to appoint John Garcia as a Member of the Budget Committee for a 3-year term.
86 Commissioner Glen Morris seconded the motion. The motion was passed 5 – 0.

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88 **Reports, Comments, Correspondence:**
89 The Budget Committee meeting will be on April 20, 2023, at 6:00 pm. There will be a tour of the WTP on April 27 at 1:00
90 p.m. inviting the residents of the Makai Community only at this time. The district received notification that the OHA had
91 awarded the district with a Certificate for Outstanding Performer after the recent Water System Survey.

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93 **Recessed Regular Board Meeting:** President Rob Mills recessed the Regular Board Meeting at 4:45 p.m. to go into an
94 executive Session.

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

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103 **Reconvened Regular Board Meeting:** President Rob Mills adjourned the Executive Session and reconvened the
104 Regular Board Meeting at 5:32 p.m.

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106 **Adjournment:** Motioned by Commissioner Glen Morris to adjourn the meeting. The motion was seconded by
107 Commissioner Karen Otta. The meeting was adjourned at 5:34 p.m.

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109 **Next Board Meeting:** May 11, 2023, at 4:00 p.m. Budget Hearing, Rate Hearing, and Regular Board Meeting.

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Approved by Board President Date: