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**SEAL ROCK WATER DISTRICT**  
**MINUTES OF THE**  
**Regular Board Meeting by Zoom Conference Call**  
**April 8, 2021**

**Introduction to Remote Meeting:**

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person observing social distancing and the wearing of face masks in order to mitigate the transmission of the novel coronavirus and reduce the risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings. 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 in 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 4:04 p.m., Thursday, April 8, 2021.

**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 Karen Otta, member; Commissioner Sandra Mies-Grantham, Secretary; and President Rob Mills. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Atty. Jeff Hollen, District legal counsel.

**Excused Absences:** Commissioner Deanna Gravelle.

**Announcements/Public Comments:**

President Rob Mills asked if there are any announcements. Commissioner Glen Morris had no announcement; Commissioner Karen Otta had no announcement; Commissioner Sandra Mies-Grantham will not be available for the May 13 board meeting; Office Manager Joy King had no announcement; General Manager Adam Denlinger had no announcement; President Rob Mills announced that effective this month he resigned as an SDAO consultant because of the current pandemic that has affected his ability to meet with member districts for in person assessments. Virtual assessment is not very effective compared to the in person assessment.

**Public Comments:** No public in attendance

**Consent Calendar:**

Items on the consent calendar are March 11, 2021 minutes of the regular board meeting; March/April 2021 Financial Report/Invoices List; Business Oregon IFA Disbursement Request No. 30; USDA PMR Phase 3 No. 53; USDA Phase IV PMR No. 10; Contractor's Pay Request No. 10; and General Manager's Report. President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Glen Morris answered YES; Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. Discussion: Commissioner Otta was impressed that the accounted water loss percentage has improved from the previous month. The GM explained that the field crew found and fixed the leaks. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; Commissioner Sandra Mies-Grantham voted YES, and President Rob Mills voted YES. Motion passed with YES votes.

**Discussion and Information Items:**

**Source Water Project Update:**

The contractor continued placing the rebar and cement for the backwash basin and for the footings of the membrane building. The cement for the backwash and the membrane building footings were poured last week. Paso Robles Tank, the sub-contractor has completed the interior coating of the clear well tank. At the intake site, the footing for the electrical building has been constructed and rebars are in place ready for cement pour. CPI is also working on bringing power to the intake site. The contractor is also starting to work on the booster pump station located at 123<sup>rd</sup> Street. This is to increase the pressure to pump water coming from the intake site to the water treatment plant location in Makai. Atty, Jeff Hollen gave a summary of what took place regarding the contractor's request for an extension of time. The District received a letter from the contractor dated March 19, asking for arbitration. The District responded by Adam Denlinger sending a letter dated March 26 including the attorney's analysis of the claims process. There should be a claim first before mediation/negotiation can take place. The District is still waiting for a reply from R&G Excavating, Inc.

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**Decision Items:**

**Rate Adjustments for FY 2021-22:**

Staff with the recommendation of the Board at the March 11, 2021, regular monthly meeting prepared a rate adjustment proposal 1 for Board consideration. It was discussed that a notice of a rate hearing needs to be sent out to the customers and it should include explanations outlined in the staff report (see attached) why it is necessary to increase the water rate. In the future after the water treatment plant is in operation for 18 months or 2 years, the District needs to do a rate study to see where we are financially at that time and re-evaluate the water rate. The District needs to hold a rate hearing in May before the budget could be adopted in June. Commissioner Karen Otta authorized staff to schedule a rate hearing for May 13, 2021 and send out a rate hearing notice to be included in the bills that will be mailed out in April. Commissioner Glen Morris seconded the motion. President Rob Mills asked for the commissioners' votes. Commissioner Saundra-Mies Grantham voted YES; Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; President Rob Mills voted YES. Motion passed with 4 YES votes and 0 NO vote.

**Scope of Services GSI Water Solutions:**

As a condition of the District's Water Right Permit on Beaver Creek, the District is required to do water streamflow monitoring and water temperature monitoring of Beaver Creek. The District has been complying with these requirements and is now on its 3<sup>rd</sup> year of water streamflow monitoring and 4<sup>th</sup> year of water temperature monitoring. GSI Water Solutions, Inc. has submitted Scope and Cost Estimates for these monitoring and reporting tasks. The cost estimate for year 3 streamflow monitoring support is \$36,871 and the cost estimate for year 4 water temperature monitoring support is \$19,986. GSI Water Solutions, Inc. also submitted a scope of work and cost estimate for Year 1 for its services for Mid-Coast Conservation Consortium (MCCC) which is \$24,000. The District serves as a lead agency for MCCC, with the GM, Adam Denlinger as the convener. MCCC member agencies are the City of Yachats, City of Waldport, City of Newport, City of Lincoln City, and Seal Rock Water District. The cost for services of GSI Water Solutions, Inc. will be paid from contributions from member agencies. Commissioner Glen Morris motioned to authorize the GM, Adam Denlinger to execute the 3 Scope of Work and Fee estimate submitted by GSI Water Solutions, Inc. Commissioner Karen Otta seconded the motion. President Rob Mills asked for the commissioners' votes. Commissioner Saundra-Mies Grantham voted YES; Commissioner Karen Otta voted YES; Commissioner Glen Morris voted YES; President Rob Mills voted YES. Motion passed with 4 YES votes and 0 NO vote.

**Reports, Comments, and Correspondence:**

The Operator 1 position was offered to Kenneth Tanner, who meets the job description and has a background in water treatment. His first day of work is April 20, 2021. President Rob Mills asked what the process was in hiring a new employee under the pandemic condition. The first interview was done through Zoom with a panel of 3 staff, Brad Wynn, Joy King, and Adam Denlinger. The second interview was done in person with only the GM. Covid-19 protocol was followed with face masks and social distancing by all who interacted with Mr. Tanner.

April 15, 2021, at 6 pm will be the Budget Committee meeting that will be a Zoom meeting and 6 members are needed to have a quorum.

A letter was drafted by SDAO addressed to Governor Kate Brown requesting funding for Special Districts Association of Oregon (SDAO) from the American Recovery Plan Act (ARPA) approved by the Federal Government. The State of Oregon has been awarded \$2.6 billion for Cities, Counties and the State but left out SDAO which consists of 900 Special Districts/Municipal agencies. SDAO is encouraging its members to take action and contact the state representatives to lobby the governor for funding for Special Districts from ARPA. The draft letter has been reviewed and comments from commissioners will be incorporated before President Rob Mills signs the final version of the letter.

**Adjournment:** Commissioner Glen Morris moved to adjourn the meeting. President Rob Mills adjourned the meeting at 5:18 p.m.

**Next Board Meeting:** May 13, 2021, at 4 p.m. Regular Board Meeting and Budget Hearing and Rate Hearing.

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Approved by Board President

Date: