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**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
November 14, 2019**

Call Regular Meeting to Order:

President John Garcia called the regular board meeting to order at 4:00 p.m., Thursday, November 14, 2019.

Present:

President John Garcia; Commissioner Rob Mills, member; Commissioner Sandra Mies-Grantham, Secretary; Commissioner Karen Otta, member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager, Jeff Hollen, Legal Counsel. See sign in sheet for public attendance.

Excused Absences: Commissioner Glen Morris

Announcements/Public Comments: None

Consent Calendar:

Items on the consent calendar are Invoice Lists for October/November 2019; 2019 Financial Report/Invoices to approve; USDA Project Monitoring Report No. 48; General Manager's Report. Commissioner John Garcia motioned to approve the consent calendar as presented. Motion was seconded by Commissioner Karen Otta. Motion 4 – 0.

Discussion and Information Items:

Source Water Project Update: The GM, Adam Denlinger, and Jeff Hollen, legal counsel have been working on the three remaining easements and two are coming into completion. The project final design has been completed including the revision by the intake location property owner, Mr. Young which is to include access through the easement in the future. The final design and contracts are ready to be printed once the easement certification is signed by the District legal counsel, Jeff Hollen.

Bond counsel and finance consultant will work together in having the documents needed to go out for RFP for interim financing. It might be necessary to call a special meeting before the next regular board meeting to discuss the remaining easement. Staff will update the board if a special meeting is needed.

Decision Items: Atty Jeff Hollen, updated the Board regarding the Mimi Mullen easement for the District to access the Makai Subdivision utility easement by going through her property. She agreed with the easement agreement but with conditions. The first condition is to remove the old trailer out of her property and the second condition is to clean the brush from the lot. Removing the old trailer is not doable for the District because of the cost, especially if the trailer is built with asbestos materials. As part of the project, the brush will be removed regardless, so there is no need to draw up a contract to remove the brush. Ms. Mullen also expressed her desire to remove the meter that she has been paying a monthly fee to stop the monthly fee until such time she needs the meter and asked not to charge her SDC's at that time. There are also trees that need to be removed and placed in areas where the District is required to place additional tree stumps by NOAA. The permanent easement is five feet and the temporary construction easement is 20 feet wide. Ms. Mullen needs to request to remove the meter since there is no provision for it in the easement agreement. The easement consideration is \$10,000.

Commissioner Karen Otta motioned to authorize Atty Jeff Hollen to close the escrow and to get a title insurance policy; to authorize Adam Denlinger, GM to sign the escrow instructions and authorize President John Garcia to sign the easement agreement. Commissioner Sandra Mies-Grantham seconded the motion. Motion carried 4 – 0.

Atty Jeff Hollen and GM, Adam Denlinger have been working with Dennis Bartuldos to obtain the intake location easement from Mr. and Mrs. Young which they have accepted with conditions. The permanent easement is for the intake electrical building, where the utility line will be located and the fence. The easement consideration is \$15,000 plus escrow and recording fee. Part of the easement agreement is to waive 1 SDC fee when the Youngs apply for service connection and to access through the easement when a house is built close to the vicinity in the future. Commissioner Sandra Mies-Grantham motioned to authorize the GM, Adam Denlinger to sign the escrow instructions and to authorize John Garcia to sign the easement agreement. Motion was seconded by commissioner Rob Mills. Motion carried 4 – 0.

Mr. and Mrs. Tysman haven't responded to the offer of easement consideration. Atty Jeff Hollen will sign the easement certification when the process to obtain the easement starts. After that David Ulbricht, district financial advisor will seek interim financing and the engineers will advertise to seek bids for the project. There was discussion concerning in water work period. It is important to stay engage with the engineer to meet the in water work period.

Reports, Comments, and Correspondence:

In conducting the GM's annual performance evaluation, he asked to have it done in open session. President John Garcia tallied all the performance evaluation forms from each commissioner and the result is excellent.

62 Commissioner Sandra Mies-Grantham expressed that she is very pleased with the performance of the GM. He has a
63 comprehensive approach for things. He is well rounded and well balanced in all aspects of his job. He provides good
64 information to the Board.
65 Commissioner Rob Mills commented that the District has become known in the state and has become part of a select group
66 of water districts and mainly it is attributable to the GM's involvement with the different state agencies.
67 Commissioner Karen Otta expressed that she enjoys attending the meeting and seeing that the GM has everything under
68 control. The GM has led the staff as a team and his leadership and professionalism are appreciated by the staff and the
69 Board.
70 The GM, Adam Denlinger expressed that he is pleased to hear that his work is appreciated. That his service to the District
71 and the community is a pleasure. He thanked the board for allowing him to be involved with the different state agencies. As
72 a co-convenor of the MCWPP, this turned out to be a valuable tool in reaching out to IFA for the financing of the Beaver
73 Creek Source Water Project. His loyalty and service to the District that he is able to do is because of the staff he has both in
74 the office and in the field. He also expressed that the annual bonus the Board gave him, he would like to share it with all the
75 employees just like he did last year.
76 Commissioner Karen Otta motioned to give the GM, Adam Denlinger a one-step increase and give each employee
77 including himself \$400 as the year-end bonus. Commissioner Rob Mills seconded the motion. Motion carried 4 – 0.
78 Sam Goldstein, USDA project director has moved to another department and his replacement is Charlotte Rollier. She was
79 the USDA state engineer before and had worked with the District in the past and is familiar with the District's past projects.
80
81 SRWD employee appreciation luncheon is on December 12 at 11:30 a.m. at Georgie's.
82 The Board discussed the letter received from Seal Rock Public Employee Association notifying the District that the
83 employees voted to decertify the association. Commissioner Rob Mills expressed that he is grateful and he respects and
84 welcomes the employees' decision. This is a manifestation that the employees are happy and satisfied with the board and
85 management.
86
87 Adam Denlinger updated the Board of the SDAO meeting he attended. One of the issues that are facing the different SDAO
88 members is dealing with hackers who get into the agencies' system and locked the files for ransom. The District needs to
89 develop policies regarding the use of the internet and email. Our IT, Orcotech has provided the District with a draft policy
90 which is under review. The best too of all is education. The District will set up a training with Orcotech regarding safety in
91 using the District's internet and email.
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93 The State of Oregon has passed a new law on Discrimination and Harassment and the District is looking into adopting it to
94 be part of the District's Policy.
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96 **Adjournment:** President John Garcia adjourned the meeting at 5:35 p.m.

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98 **Next Board Meeting:** December 12, 2019, at 1:30 p.m. Regular Board Meeting.
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107 Approved by Secretary Date:
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