

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
November 15, 2021**

Introduction to Remote Meeting:

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person. Due to 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 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 3:32 p.m., Monday, November 15, 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 Karen Otta, Treasurer; Commissioner Saundra Mies-Grantham, Secretary; Commissioner Glen Morris, member; and Attorney Jeff Hollen, Legal Counsel. Present in person in the Board room were President Rob Mills, Board President; Commissioner Paul Highfill, member; Staff: Adam Denlinger, General Manager; Joy King, Office Manager.

Excused Absences: none

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta announced that she is still in New Zealand and will attend the December meeting via Zoom; Commissioner Saundra Mies-Grantham will not be able to attend the December meeting; Commissioner Glen Morris will not be able to attend the December meeting; Commissioner Paul Highfill had no announcement. Adam Denlinger announced he made an offer of the Lead Water Treatment Operator Position to Larry Estes who has a level 3 license. He will start on December 6, 2021. The employee appreciation luncheon will be on December 9 at 12:00 p.m. followed by the regular board meeting at 2:00 p.m. Joy King had no announcement. President Rob Mills had no announcement.

Public Comments: None

Consent Calendar:

Items on the consent calendar are Oct./Nov. 2021 Invoices List; Oct. 9, 2021, Regular Board Meeting Minutes; Oct./Nov. 2021 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 37; USDA Phase IV PMR No. 17; Contractor's Pay Request No. 17; and General Manager's Monthly Report. President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Karen Otta answered YES; Commissioner Saundra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES; Commissioner Glen Morris answered YES and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Paul Highfill voted YES; Commissioner Saundra Mies-Grantham voted YES; Commissioner Glen Morris voted YES; and President Rob Mills voted YES. Motion passed with 5 YES votes. Commissioner Karen Otta requested an electronic copy of the GM Annual Evaluation Form.

Discussion and Information Items:

Source Water Project Update:

The roof, wall, windows, and door for the Water Treatment Plant have been completely installed. The electrical racks are all installed. The 123rd PRV and Pump Station have been completed and tested for functionality. The control panel for the 98th PRV has been installed and waiting for DSL connection. The membrane needs to be installed. The GM would like to be present with the new WTP Operator when Westech starts the installation of the membrane. It is part of the Westech contract to train the District staff on how to install, prepare and clean the membrane. Some of the technical components of the WTP have been delayed for 2 to 3 months. According to the engineer the start up date will be in January or February. Atty. Jeff Hollen reported to the Board that there is an arbitrator who is familiar with EJCDC contract. The hourly rate is \$550 an hour. The GM, Adam Denlinger was already given authority by the Board to handle choosing an arbitrator. There is a note on the pay app notifying the contractor that the District is deferring withholding liquidated damages to a future date.

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Decision Items:

USDA-RD Bond Closing Resolution:

The interim loan of \$6,549,000 had been spent and the District is working with USDA and Bond Counsel to close the loan. When the District was approved for loan and grant the interest rate was 2.75%. The interest rate if the loan with USDA is closed on the 4th quarter is 1.75%. The savings with the lower interest rate is about \$1M for the life of the loan. Commissioner Glen Morris motioned to approve Resolution No. 1121-01, a resolution providing for the issuance and sale of the Seal Rock Water District, Oregon installment water general obligation bond, phase 4, in the principal sum of not to exceed \$6,549,000 to the United States of America, for the purpose of providing a portion of the costs of improvements to the District's water system; providing for the form and terms of said bond and authorizing the payment of same. The motion was seconded by Commissioner Sandra Mies-Grantham. President Rob Mills asked if each commissioner for their vote. Commissioner Karen Otta voted YES; Commissioner Sandra Mies-Grantham voted YES; Commissioner Paul Highfill voted YES; Commissioner Glen Morris voted YES and President Rob Mills voted YES. Motion passed with 5 YES votes.

Reports, Comments, and Correspondence:

GM Performance Evaluation:

President Rob Mills asked for the completed GM Performance Evaluations from the Board to be given to him before December 9. He would like to consolidate the results into one form to be distributed to each Board member on December 9.

Employee Appreciation Luncheon:

The employee appreciation luncheon is on December 9 at 12:00 p.m. followed by the Board meeting at 2:00 p.m. The luncheon will be catered by the Sidedoor Café.

GM Time Off:

The GM will take time off beginning November 12 until the end of the month.

Office Closures:

The office will be closed on November 25 & 26 in observance of the Thanksgiving Day holiday.

Adjournment: Commissioner Karen Otta motioned to adjourn the meeting and was seconded by commissioner Paul Highfill. President Rob Mills adjourned the meeting at 5:09 p.m.

Next Board Meeting: December 9, 2021, at 2:00 p.m. Regular Board Meeting. Employee Appreciation Luncheon at 12:00 p.m.

Approved by Board President

Date: