

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
March 10, 2022**

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 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 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 4:02 p.m., Thursday, March 10, 2022.

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 Glen Morris, member; Commissioner Sandra Mies-Grantham, Secretary; and Attorney Jeff Hollen, Legal Counsel; Adam Denlinger, General Manager. Present in person in the Board room were President Rob Mills, Board President; Commissioner Paul Highfill, member. Staff: Joy King-Cortes, Office Manager.

Excused Absences: None

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Karen Otta had no announcement; Commissioner Glen Morris had no announcement; Commissioner Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement; Office Manager, Joy King-Cortes had no announcement; General Manager, Adam Denlinger had no announcement; Atty. Jeff Hollen had no announcement, and President Rob Mills had no announcement.

Public Comments: None

Consent Calendar:

Items on the consent calendar are Feb/Mar 2022 Invoices List; February 10, 2022 Regular Board Meeting Minutes; Feb/Mar 2022 Financial Report/Invoices List for approval; Business Oregon IFA Disbursement Request No. 41; USDA Phase IV PMR No. 21; Contractor's Pay Request No. 21; 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 Glen Morris answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. Discussion followed. The 4 million gallons of unaccounted water included the 3 leaks in Bayshore since December 15. The field crew spent time at night looking for the leaks by closing valves to isolate the leak area. Staff from OAWU came to find the leak using a leak detector. There was discussion if the heavy weight of cars parked on the streets in Bayshore where the waterlines are located could cause leaks. Although, the leaks that were found are not located on the streets where cars are parked. Some waterlines are buried 3 feet deep and some are buried 6 feet deep. Proactive measures to protect the pipes by putting No Parking signs were discussed. President Rob Mills asked for the commissioners' votes. Motion was passed unanimously.

Discussion and Information Items:

Source Water Project Update: Functional testing of the Water Treatment plant is scheduled for next week. They are finding glitches that are taken care of every day, but Westech and the engineers feel very strongly that we will be treating water next week. Raw water will be pumped from the intake location to the treatment plant. The raw water will go into the water membrane filtration for testing to certify the membrane. OHA staff will be present to see if the treated water meets the parameter requirements, then the treated water will go into the clearwell and into the distribution system. Atty. Jeff Hollen reported that mediation will proceed as scheduled. The contractor has changed their lawyer.

59 **Paid Family & Medical Leave Insurance (PFMLI):**

60 This is a new family and medical leave insurance program under the State of Oregon Employment Department for
61 employees who earned \$1,000 or more a year prior to claiming the benefits. Eligible employees will receive a weekly
62 benefit payment for up to 12 weeks in a benefit year to take care of themselves or a family member. It is funded through a
63 payroll-based contribution, of no more than 1% shared by employers and employees. Employees will contribute 60% and
64 employers will contribute 40% of the required contribution which will begin on January 1, 2023. Employers with fewer than
65 25 employees are not required to pay the 40% employer contribution but if the employer pays the 40% contribution, they
66 are eligible to receive assistance grants up to a maximum of 10 grants per year that cover up to \$3,000 towards the cost of
67 hiring temporary workers and up to \$1,000 to reimburse for significant additional wage-related cost incurred while the
68 employee is on leave.

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70 **Decision Items:**

71 **Classification and Compensation Study:** The GM discussed that this study hasn't been done for several years. The
72 district now has 10 employees and is subject to a different classification. The district needs to develop a sick time policy to
73 comply with the state requirement. Two proposals for the study were received from HR Answers which SDAO encourages
74 us to use; and from Cascade Employers Associations which requires an annual membership fee.
75 Commissioner Glen Morris motioned to hire HR Answers for the Classification and Compensation Study. Commissioner
76 Karen Otta seconded the motion. Motion passed unanimously.

77 **PERS Retirement and Rehire Procedure:**

78 The District has an employee who is a member of PERS for 30 years and is eligible to retire from PERS but would like to
79 continue to work for the District. SB 1049 was approved during the 2019 legislative session that allows PERS retired
80 employees to work full time until 2024. Future legislation may change to part-time only which is 1040 hours a year or 20
81 hours a week, or it could remain full-time. SB 1049 was updated effective January 2020 and starting in 2020 and continuing
82 through 2024, the employer is now required to pay to PERS the employer contribution rate on any service retiree's wages
83 as if they were an active member. Future legislation may change it back to where the employer would not pay the employer
84 contribution. PERS and SDAO recommend that those employees wishing to retire under SB 1049 will end their employment
85 with the district and be able to cash out PTO and Comp Time hours to zero the books. This is to demonstrate to PERS the
86 District doesn't have any liability when the employee is terminated. The rehired employee will not be subject to a 6%
87 employee contribution, but the district will continue to pay the employer portion of the PERS contribution. The employer
88 contribution will help pay for PERS unfunded liability and will continue as long as the PERS retired employee is working for
89 the district. The current employer rate for tier 1 and tier 2 is 21.64% until 6/30/2023 and may increase or decrease after
90 that. The Board would like more information about SB 1049. Commissioner Glen Morris motioned to allow the rehiring of a
91 PERS retired employee. Commissioner Karen Otta seconded the motion. Motion passed unanimously.

92 **Resolution No. 0322-01:**

93 This is a transferring resolution from Operating Contingency into Materials and Services to cover the unanticipated increase
94 in Materials and Services. Commissioner Karen Otta motioned to approve Resolution No. 0322-01. Commissioner Glen
95 Morris seconded the motion. Motion passed unanimously.

96 **Executive Session:** President Rob Mills recessed the regular board meeting at 5:05 pm to go into an Executive Session
97 pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with
98 regards to current litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be
99 allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives
100 of the news media are specifically directed not to report on any of the deliberations. No final decisions shall be made in
101 Executive Session.
102 President Rob Mills adjourned the Executive Session at 5:15 pm and reconvened the regular session.

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104 **Reports, Comments, and Correspondence:**

105 The Budget Committee meeting is on April 21, 2022 at 6 pm.
106 The Office will remain closed for now for a few weeks and open by appointment only.
107 There was a consensus of the board to continue to meet in person for those who want to attend the meeting in the
108 conference room and through Zoom for those who want to attend the board meeting virtually.

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110 **Adjournment:** Commissioner Rob Mills adjourned the meeting at 5:20 pm.

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112 **Next Board Meeting:** April 14, 2022 Regular Board Meeting.

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Approved by Board President Date: