

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
December 12, 2024**

**Introduction to Remote Meeting:**

SRWD held this meeting through Zoom video conferencing and in person. Due to the limited capacity for in-person meetings, the public was encouraged to attend the meeting electronically.

**Present:**

Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Karen Otta, Treasurer; Commissioner Sandra Mies-Grantham, Secretary; Commissioner Glen Morris, Member; Commissioner Paul Highfill, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office/Finance Manager. Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator.

**Excused Absences:** None

**Call Regular Meeting to Order:**

President Rob Mills called the regular board meeting to order at 2:02 p.m., Thursday, December 12, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person or on Zoom.

**Announcements/Public Comments:**

President Rob Mills asked if there were any announcements. Commissioner Karen Otta had no announcement; Commissioner Sandra Mies-Grantham had no announcement; Commissioner Glen Morris had no announcement; Commissioner Paul Highfill had no announcement; General Manager, Adam Denlinger had no announcement; Joy King-Cortes, Office/Finance Manager had no announcement; Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; Brad Wynn, Lead Operator thanked the Board for the employee luncheon attended by the employees and the Board of Commissioners earlier today; and President Rob Mills had no announcement.

**Public Comments:** No member of the public was present.

**Consent Calendar:**

Items on the consent calendar are the November/December 2024 Invoices List for approval; the November 21, 2024, Regular Board Meeting minutes; Financial Report; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Paul Highfill answered YES; Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Glen Morris, answered YES; and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Paul Highfill seconded the motion. The motion passed with 4 YES votes and 1 abstained from voting.

**Discussion and Information Items:**

**Water Treatment Plant Update:**

The issue with the heating element affected by the chemicals used during the naturalization process finally has a solution. WesTech has scheduled to send their technician to the WTP location in January 2025 to modify the Clean in Place (CIP) Tank to relocate the heating elements into the CIP Tank to remove the heater from the naturalization process. WesTech will pay for the cost of the design modification. It was a process to have WesTech take responsibility for the design flaw. The district had engaged the engineer, the vendor, and sent the heating element to a metallurgist to have it tested. The result showed that the combination of chemicals used to perform the CIP was causing the heating element to fail. There are WTP with the same CIP design as what the district has but the mixture of chemicals for the CIP process is different.

**Decision Items:**

**Management Representation Letter:** This representation letter was provided to the auditor in connection with the audit of the financial statements. It outlines the management representations of information provided to complete the audit for fiscal year ending June 30, 2024. This letter needs to be signed by the President of the Board, the General Manager, and the Office/Finance Manager.

The auditor, Grimstad and Associates completed the audit of the district's books and delivered a clean Audit Report for the year ending June 30, 2024, without negative findings or negative comments. Adam Denlinger, GM commented that his conversation with the auditor was very complimentary of how the staff kept and provided excellent records that made

62 the audit process easy for the auditors. Commissioner Glen Morris motioned to accept and approve the Audit Report  
63 dated June 30, 2024. Commissioner Karen Otta seconded the motion. The motion passed unanimously.

64 **Report, Comments, and Correspondence:**

65 The district office will be closed on December 25, 2024, in observance of the Christmas Day Holiday and on January 1,  
66 2025, in observance of the New Year's Day Holiday.

67 Carezian the District's IT is working on setting up security for all district issued mobile devices by implementing a Mobile  
68 Device Management (MDM). Trish Karlsen, Bookkeeper asked the board to bring their iPads to her so she could back  
69 them up in the cloud before the IT could implement the MDM.

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71 **Executive Session:** None

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73 **Adjournment:** Commissioner Karen Otta motioned to adjourn the meeting. President Rob Mills adjourned the meeting at  
74 2:20 p.m.

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76 **Next Board Meeting:** January 9, 2025, at 4:00 p.m. Regular Board Meeting.

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Approved by Board President

Date: