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**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
November 21, 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:**

Commissioner Sandra Mies-Grantham, Secretary, was present via the Zoom video conference. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Karen Otta, Treasurer; Commissioner Paul Highfill, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator.

**Excused Absences:** Commissioner Glen Morris, Member & Joy King-Cortes, Office/Finance Manager.

**Call Regular Meeting to Order:**

President Rob Mills called the regular board meeting to order at 4:00 p.m., Thursday, November 21, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. The public present on Zoom was Jon French.

**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 Paul Highfill had no announcement; General Manager, Adam Denlinger had no announcement; Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; Brad Wynn, Lead Operator had no announcement and President Rob Mills had no announcement.

**Public Comments:**

President Rob Mills asked the public who attended through Zoom if he had any comments. Jon French had no comment.

**Consent Calendar:**

Items on the consent calendar are the October/November 2024 Invoices List for approval; the October 10, 2024, Regular Board Meeting minutes; Financial Report, USDA Project Monitoring Report No. 50; 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; and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Paul Highfill seconded the motion. The motion passed unanimously.

**Discussion and Information Items:**

**Water Treatment Plant Update:**

The district is working with WesTech engineers to relocate the heating elements into the CIP Tank to remove the heater from the naturalization process. The district is waiting for redesign by WesTech and hope to have the new heaters installed before the end of the year.

District staff have also met with two security system vendors and received proposals from both. Proposals are being evaluated by the district's IT service provider.

**Consider Public Meeting Law Training Provided by SDAO:**

Special Districts Insurance Services (SDIS) extended the deadline for completing the Best Practices Survey to December which will allow the district to recognize the full insurance discount by participating in this training event. All board members present watched the training video provided by SDIS via the Vector Solutions online platform.

**Decision Items:**

**Consider a motion to approve a Lincoln County Grant Agreement (Grant No. AWSD – 8) to fund improvements to the South Bay Road Water Distribution System:**

Lincoln County has \$398,000 in ARPA funding available for grants of up to \$50,000, which the district has qualified for. This funding must be utilized by December 31, 2026. Staff is requesting Board authorization to execute a funding agreement with Lincoln County in the amount of \$50,000 to complete the pipeline replacement along South Bay Road.

63 Commissioner Karen Otta moved to authorize the funding agreement with Lincoln County for \$50,000. Commissioner  
64 Paul Highfill seconded the motion. The motion passed unanimously.  
65

66 **Report, Comments, and Correspondence:**

67 The district office will be closed on November 28 & 29 in observance of the Thanksgiving Holiday. The Employee  
68 Appreciation Luncheon is scheduled for December 12 at 12:00 p.m. followed by the December regular board meeting at  
69 2:00 p.m. The General Manager will be out of the office most of the Thanksgiving Holiday week. The General Manager  
70 informed the board that one of our new hires resigned and we will likely pursue filling this vacancy in the new year.  
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72 **Executive Session:** None  
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74 **Adjournment:** Commissioner Karen Otta motioned to adjourn the meeting. Commissioner Paul Highfill seconded the  
75 motion. President Rob Mills adjourned the meeting at 4:55 p.m.  
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77 **Next Board Meeting:** December 12, 2024, at 2:00 p.m. Regular Board Meeting.  
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Approved by Board President

\_\_\_\_\_ Date: