

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
January 9, 2025**

**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:**

Commissioners Karen Otta, Treasurer, and Sandra Mies-Grantham, Secretary were present via video Zoom Conference. Present in person in the board room were Commissioner Rob Mills, Board President; 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 4:02 p.m., Thursday, January 9, 2025 and introduced the commissioners and staff present in the board room. John French, a member of the public was in attendance 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 mentioned that PMR No. 51 and an updated Appointed/Reappointed Budget Committee list were added to the meeting packet; 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:** John French, a member of the public had no announcement.

**Consent Calendar:**

Items on the consent calendar are the December 2024/January 2025 Invoices List for approval; the December 12, 2024, Regular Board Meeting minutes; Financial Report; USDA PMR No. 51, 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 Glen Morris motioned to approve the consent calendar. Commissioner Sandra Mies-Grantham seconded the motion. The motion was passed unanimously.

**Discussion and Information Items:**

**Water Treatment Plant Update:**

On January 3, 2025, a WesTech technician removed the heating elements from the CIP pipe gallery and moved the heating elements into the CIP tank. This will improve the heating process and remove the heating elements from the naturalization process. WesTech also completed the programming updates to allow operators to place the newly installed heating element into operation. On January 6, 2025, the rerouting of the electrical wiring to power the heating elements was completed.

The heating elements are now visible on the Human Machine Interface (HMI) screen below the tank. The programming of the water level in the CIP tank and the heating elements were completed and are interlocked on the following for safety.

1. If the water temperature is too high, it will shut off at the Heater Interlock found on the CIP Skid Temperature screen.
2. The CIP will shut off if the tank level drops below the Interlock Heater level found in the CIP tank level screen.
3. The heating elements will not turn on unless the CIP pump is running.

The process of treating water produces fumes inside the building. In the summer operators would open the sliding doors to resolve accumulating fumes in the building, but it can't be done in the winter. There are chemicals in the building that will freeze at 50 degrees Fahrenheit. Adam Denlinger, GM met with Craig Massie, Jacobs project engineer to discuss the issue. Craig Massie agreed that it is a design issue that needs to be corrected. The solutions discussed were to plumb a

63 system that will push the fume out into the ventilation outside the roof and to install heaters to heat the building. It was  
64 discussed that Jacobs Engineering will take responsibility for correcting the design to solve the fume accumulating in the  
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**Decision Items:**

**FY 2025-26 Budget Calendar:**

The Budget Calendar was prepared following Local Budget Law requirements pertaining to the publication of the Budget  
Committee Meeting, the Budget Hearing, the Adopting the Budget, the Submitting of the Tax Certification to the  
Assessor’s Office, and the Submitting of a copy of the completed Budget Documents to the County Clerk’s Office.  
Commissioner Glen Morris motioned to approve the Budget Calendar as presented. The motion was seconded by  
Commissioner Paul Highfill. The motion was unanimously approved.

**Budget Officer for FY 2025-26 Budget Process:**

Commissioner Glen Morris nominated Adam Denlinger as the Budget Officer for the FY 2025-26 Budget Process.  
Commissioner Paul Highfill seconded the nomination. The nomination was unanimously approved.

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**Reappointment of Budget Committee Member:**

The 3-year term of Cheryl Oldenburg, a citizen member of the budget committee ended on June 30, 2024. She agreed to  
be reappointed for another 3-year term to serve as a citizen member of the budget committee. Commissioner Glen Morris  
motioned to reappoint Cheryl Oldenburg as a member of the budget committee. The motion was seconded by  
Commissioner Karen Otta. The motion passed unanimously.

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**Report, Comments, and Correspondence:**

The office will be closed on January 20, 2025, in Honor of Martin Luther King Jr. Day.

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**Executive Session:** None

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**Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. President Rob Mills adjourned the meeting at  
4:22 p.m.

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**Next Board Meeting:** February 13, 2025, at 4:00 p.m. Regular Board Meeting.

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101 Approved by Board President \_\_\_\_\_ Date: \_\_\_\_\_