SEAL ROCK WATER DISTRICT
Board of Commissioners
Regular Monthly Board Meeting Agenda
Thursday, November 12, 2026, 4:00 p.m.
Public Meeting In Person and Zoom Video Conference

SRWD will conduct this meeting in person and using Zoom video conferencing due to the restricted capacity for in-person gatherings and our commitment to prioritize the safety of the public and our employees. We strongly encourage the public to participate in this meeting electronically. To access further information, including registration details, please visit the SRWD website at www.srwd.org on the day of the meeting. We invite members of the public to submit written comments regarding agenda items by emailing tkarlsen@srwd.org no later than 2:00 p.m. on the day of the meeting. Submitted comments will be shared with the SRWD Board of Commissioners and will become part of the permanent record.

1. **Call Regular Meeting to Order:**

2. **Announcements/Visitor Public Comments**:
   The public comment period provides the public with an opportunity to address the Commissioners regarding items on the agenda. Please limit comments to (3) minutes.

3. **Consent Calendar:**
   Managers' reports included under the consent calendar are an executive summary provided to Commissioners as an update of system conditions, projects, and programs. Management welcomes your feedback and requests more detailed information regarding any item before or during the meeting:
   - Invoice List — October 2026 to November 2026
   - Board Meeting & Public Hearing Minutes — October 8, 2026
   - Financial Report / Approve Invoices — October 2026 to November 2026
   - General Manager's Monthly Report — October 2026 to November 2026

4. **Discussion and Information Items:**
   - Consider Water Treatment Plant Operations.
     Presented by: Adam Denlinger, General Manager

5. **Decision Items**:
   - Consider Potential Bond Counsel engagement involving annexation of island properties in the City Service Area (CSA).
     Presented by: Adam Denlinger, General Manager
     Jeff Hollen, Attorney at Law, Ouderkirk & Hollen

   - Consider Board Member Monthly Stipend, Compensation and Tax Reporting.
     Presented by: Adam Denlinger, General Manager

   - Consider the annual SRWD Employee Appreciation luncheon.
     Presented by: Adam Denlinger, General Manager

6. **Reports, Comments, and Correspondence:**
   - Employee Appreciation Luncheon, John Garcia Memorial Dedication, scheduled for December 10th @ 12:00 noon, followed by the December regular monthly Board Meeting @ 2:00 p.m.
   - DEQ/OHA Drinking Water Source Protection Award for Seal Rock Water District.
   - Customer Billing Formal Dispute and response October 12, 2026.
   - DEQ Drinking Water Source Protection Award for Seal Rock Water District.
   - District office will be closed Wednesday, November 11th in Honor of the Veterans Day Holiday.
   - District office will be closed on Thursday, November 26th and Friday, November 27th in honor of the Thanksgiving Day Holiday.

7. **Executive Session: according to ORS 192.660(2), Concerning**:

The SRWD Board may meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions shall be made in the Executive Session.

8. **Adjournment:** Next Meeting: **December 10, 2026, at 2:00 p.m**. Regular Board Meeting or established date.

ORIGINAL

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Period
AMY GREER					
AMY GREER	17	Stipend	11/12/2026	50.00	1126
Total 01-5064 Mileage & Meal Reimb-Board:				50.00	
GLEN MORRIS					
GLEN MORRIS	204	Stipend	11/12/2026	50.00	1126
Total 01-5064 Mileage & Meal Reimb-Board:				50.00	
KAREN OTTA					
KAREN OTTA	115	Stipend	11/12/2026	50.00	1126
Total 01-5064 Mileage & Meal Reimb-Board:				50.00	
ROB MILLS					
ROB MILLS	203	Stipend	11/12/2026	50.00	1126
Total 01-5064 Mileage & Meal Reimb-Board:				50.00	
SAUNDRA MIES-GRANTHAM					
SAUNDRA MIES-GRANTHAM	203	Stipend	11/12/2026	50.00	1126
Total 01-5064 Mileage & Meal Reimb-Board:				50.00	
Grand Totals:				250.00	

Dated: NOV 6, 2026

General Manager: A. Mills

Dated: _____

Treasurer: _____

ORIGINAL

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Period
AT&T MOBILITY					
AT&T MOBILITY	10232026	Wireless Field Crew & GM	10/15/2026	257.48	1126
Total 01-5272 Cellular Expense:				257.48	
AT&T MOBILITY	10232026	Wireless WTP	10/15/2026	104.54	1126
Total 01-5274 CELLPHONE - WTP:				104.54	
CENTRAL LINCOLN P.U.D.					
CENTRAL LINCOLN P.U.D.	102126	Utility Services	10/21/2026	1,917.30	1126
Total 01-5610 Utilities:				1,917.30	
CENTRAL LINCOLN P.U.D.	102126	WTP Utility Services	10/21/2026	1,789.01	1126
Total 01-5611 Utilities-WTP:				1,789.01	
CENTURYLINK					
CENTURYLINK	102626	Toledo Pump Station SCADA	10/26/2026	72.95	1126
Total 01-5271 Phone Expense/Internet:				72.95	
CHARTER COMMUNICATIONS					
CHARTER COMMUNICATIONS	001293710192	Internet (Office)	10/19/2026	145.00	1126
Total 01-5271 Phone Expense/Internet:				145.00	
LES SCHWAB TIRE CENTER					
LES SCHWAB TIRE CENTER	0001354734	service call	10/14/2026	356.37	1126
LES SCHWAB TIRE CENTER	0001354734	fix flat on backhoe	10/14/2026	117.89	1126
Total 01-5631 Maint./Repair-Field Equip.:				474.26	
NEWPORT NAPA AUTO PARTS					
NEWPORT NAPA AUTO PARTS	865-249384	2.5 def	10/25/2026	51.96	1126
Total 01-5631 Maint./Repair-Field Equip.:				51.96	
NEWPORT NAPA AUTO PARTS	865-251717	vp sportsman jug red	10/25/2026	45.87	1126
Total 01-5600 Operating Materials & Supplies:				45.87	
NEWPORT NAPA AUTO PARTS	865-251717	22 in exactfitblade	10/25/2026	37.38	1126
Total 01-5631 Maint./Repair-Field Equip.:				37.38	
STAPLES BUSINESS ADVANTAGE					
STAPLES BUSINESS ADVANTA	6077188662	TRU RED "8.5 x 11" Copy Paer, 20lbs., 92 Brightness, 500/Sheets/Ream, 5 Reams/Carton	10/17/2026	53.40	1126
STAPLES BUSINESS ADVANTA	6077188662	2027 At-A Glance 12" x 17" Monthly Wall Calendar white/Purple	10/17/2026	24.99	1126
STAPLES BUSINESS ADVANTA	6077188662	2027 At-A Glance 24" x 36" Yearly Wall Calendar, White/Purple	10/17/2026	19.99	1126
STAPLES BUSINESS ADVANTA	6077188662	2027 At-A Glance 11" x 8.5" Monthly Wall Calendar, White/Purple	10/17/2026	14.99	1126
STAPLES BUSINESS ADVANTA	6077188662	2027 At-A Glance 8" x 11" Monthly Wall Calendar, White/Purple	10/17/2026	33.98	1126

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Period
STAPLES BUSINESS ADVANTA	6077188662	Staples Remanufactured Black High Yield Toner Cartridge Replacement for Dell	10/17/2026	29.74	1126
Total 01-5290 Office Supplies:				177.09	
TCB SECURITY SERVICES INC.					
TCB SECURITY SERVICES INC.	251191	Base Monthly Fee for pkgs 1-3	11/01/2026	45.00	1126
TCB SECURITY SERVICES INC.	251191	Level 1 (No included calls)	11/01/2026	18.00	1126
Total 01-5310 Dues / Fees & Assessments:				63.00	
US POSTAL SERVICE - WALDPORT					
US POSTAL SERVICE - WALDP	102126	Bulk Mailing	10/21/2026	993.73	1126
Total 01-5291 Postage Expense:				993.73	
Grand Totals:				6,129.57	

Dated: Nov 3, 2026

General Manager: A. Duke

Dated: _____

Treasurer: _____

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

ORIGINAL

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Period
ABOVEBOARD ELECTRIC, INC.					
ABOVEBOARD ELECTRIC, INC.	18118	Office Labor: Troubleshot exterior lighting & controls & found requires replacement. Installed time clock to replace existing. Contacted manufacturer of decorative exterior lights & obtained measurements.	10/15/2026	775.00	1026
ABOVEBOARD ELECTRIC, INC.	18118	IMT ET2825C T/S-ELEC 2CH T1 E	10/15/2026	600.23	1026
ABOVEBOARD ELECTRIC, INC.	18118	CAT Surcharge	10/15/2026	7.84	1026
Total 01-5630 Maintenance/Repair / Replace.:				1,383.07	
ANALYTICAL LABORATORY GROUP					
ANALYTICAL LABORATORY GR	186338	Coliform, Presence/Absence by SM 9223 B-18 (ALG) 10/14/26	10/16/2026	525.00	1026
ANALYTICAL LABORATORY GR	186338	Pickup Newport WTP	10/16/2026	23.00	1026
Total 01-5606 Sample/H2O Testing-WTP,Distrib:				548.00	
BIO-MED					
BIO-MED	127770	Additional Collection Fee for Estes - collected at Samaritan	10/07/2026	10.00	1026
Total 01-5310 Dues / Fees & Assessments:				10.00	
BRENDI HOCH					
BRENDI HOCH	09302026	Quarterly Mileage Reimbursement (July-Sept 2026)	09/30/2026	23.06	1026
Total 01-5063 Mileage & Meal Reimb-Office:				23.06	
CASCADE COLUMBIA DISTRIBUTION					
CASCADE COLUMBIA DISTRIBU	515313	Container Return - Credit Memo	09/17/2026	400.00-	1026
Total 01-5605 Op Material/ Supl-WTP:				400.00-	
CASCADE COLUMBIA DISTRIBU	964664	Caustic Soda 50% NSF Tote	09/30/2026	1,800.00	1026
CASCADE COLUMBIA DISTRIBU	964664	Container Deposit	09/30/2026	400.00	1026
CASCADE COLUMBIA DISTRIBU	964664	Sodium Hypochlorite 12.5% LS NSF GAL Tote	09/30/2026	1,215.00	1026
CASCADE COLUMBIA DISTRIBU	964664	Container Deposit	09/30/2026	400.00	1026
CASCADE COLUMBIA DISTRIBU	964664	Sulfuric/Citric Blend Tote	09/30/2026	4,118.00	1026
CASCADE COLUMBIA DISTRIBU	964664	Container Deposit	09/30/2026	400.00	1026
CASCADE COLUMBIA DISTRIBU	964664	Freight	09/30/2026	349.94	1026
CASCADE COLUMBIA DISTRIBU	964664	Environmental Surcharge	09/30/2026	35.00	1026
Total 01-5605 Op Material/ Supl-WTP:				8,717.94	
CHARLES FLAXEL					
CHARLES FLAXEL	101926	Refund Overpayment Final Bill	10/19/2026	59.28	1026
Total 01-1310 Accounts Receivable:				59.28	
FERGUSON ENTERPRISES LLC #3011					
FERGUSON ENTERPRISES LLC	1389535	Sensus Analytics Text Messages Unl	09/09/2026	465.78	1026
FERGUSON ENTERPRISES LLC	1389535	Sensus Analytics Annual Fee	09/09/2026	10,229.61	1026
FERGUSON ENTERPRISES LLC	1389535	Annual RNI Saas Fee	09/09/2026	11,499.21	1026
FERGUSON ENTERPRISES LLC	1389535	Saas Annual CP Fee (see Credit Memo CM158153 - no longer using portal)	09/09/2026	7,462.83	1026
FERGUSON ENTERPRISES LLC	1389535	Customer Portal Text Messages Unl (see Credit Memo CM158153 - no longer using portal)	09/09/2026	426.92	1026

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Period
Total 01-5200 Professional Services:				30,084.35	
FERGUSON ENTERPRISES LLC	CM158153	Credit: Saas Annual CP Fee (not using customer portal)	10/08/2026	7,462.83-	1026
FERGUSON ENTERPRISES LLC	CM158153	Credit: Customer Portal Text Messages (not using customer portal)	10/08/2026	426.92-	1026
Total 01-5200 Professional Services:				7,889.75-	
GRIMSTAD CPA					
GRIMSTAD CPA	1000005982	Work in progress on June 30, 2026 audit report	09/30/2026	1,300.00	1026
Total 01-5203 Auditor - Basic SVCS:				1,300.00	
GSI WATER SOLUTIONS INC.					
GSI WATER SOLUTIONS INC.	00500.032-8	Year 8 Beaver Creek Streamflow Monitoring 9/1-9/30/2026	10/12/2026	5,179.55	1026
GSI WATER SOLUTIONS INC.	00500.032-8	Year 9 Beaver Creek Water Temperature Monitoring 9/1-9/30/2026	10/12/2026	7,358.64	1026
GSI WATER SOLUTIONS INC.	00500.032-8	Project Management 9/1-9/30/2026	10/12/2026	145.00	1026
Total 01-5208 Consultants-WTP/Distribution:				12,683.19	
LINCOLN COUNTY PUBLIC WORKS					
LINCOLN COUNTY PUBLIC WO	6774	Fuel - GM/Field Vehicles	10/01/2026	1,426.51	1026
Total 01-5632 Maint./Repair-Gasoline:				1,426.51	
LINCOLN COUNTY PUBLIC WO	6776	Fuel - WTP Vehicle	10/01/2026	111.56	1026
Total 01-5628 Maint. Gasoline-WTP:				111.56	
RENEE CARD					
RENEE CARD	09302026	Quarterly Mileage Reimbursement (July-Sept)	10/12/2026	95.70	1026
Total 01-5063 Mileage & Meal Reimb-Office:				95.70	
Grand Totals:				48,152.91	

Dated: OCT 20, 2026

General Manager: A. Wurth

Dated: _____

Treasurer: _____

Report Criteria:
- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

ORIGINAL

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Period
TAP MASTER INC.					
TAP MASTER INC.	1026-26	(1) 4" Hot Tap on 6" ACP Domestic Cold Water Line - Bolt on Turnkey. Includes Labor,Truck, Equipment. Location: 9031 NW Seal Rock Street for Jay Street Project	10/01/2026	6,125.00	1026
Total 01-5630 Maintenance/Repair / Replace.:				6,125.00	
USDA RURAL DEVELOPMENT					
USDA RURAL DEVELOPMENT	101226	2011 Bond Principal	10/12/2026	50,617.00	1026
Total 02-6630 2011 Bond - Principal:				50,617.00	
USDA RURAL DEVELOPMENT	101226	2011 Bond Interest	10/12/2026	40,597.00	1026
Total 02-6730 2011 Bond - Interest:				40,597.00	
Grand Totals:				97,339.00	

Dated: 10/15/26

General Manager: G. Nuler

Dated: _____

Treasurer: _____

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SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
October 08, 2026

Introduction to Remote Meeting:
SRWD held this meeting through Zoom video conferencing and in person. Due to limited in-person meeting capacity, the public was encouraged to attend virtually.

Attendance:
Present in person were Commissioner Rob Mills, Board President; Commissioner Amy Greer, Member; and Commissioner Karen Otta, Treasurer.
Present through Zoom video conferencing was Commissioner Saundra Mies-Grantham, Secretary.
Staff present were Adam Denlinger, General Manager; Renee Card, Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator.

Excused Absences: Commissioner Glen Morris, Member

Visitors Present: None

Call Meeting to Order & Announcements:
President Rob Mills called the regular Board meeting to order at 4:01 p.m., Thursday, October 08, 2026, and introduced the commissioners and staff present in the boardroom. Commissioner Otta announced she would attend the November meeting via Zoom. There were no additional formal announcements to present, so the meeting proceeded to the regularly scheduled agenda.

Public Comments: None

Adoption of Consent Calendar:
Items on the consent calendar include the September 2026/October 2026 Invoices List for approval; September 09, 2026, Regular Board Meeting minutes; the Financial Report; and the General Manager's Monthly Report. Commissioner Greer moved to approve the consent calendar as presented. Commissioner Mies-Grantham seconded the motion. The motion carried unanimously. Commissioner Otta abstained, noting her absence from the September meeting.

Public Hearing: None

Discussion and Information Items:
Water Treatment Plant (WTP) Update:
Adam Denlinger presented an update on the WTP, noting successful repairs to a failed server component that restored remote operational access by replacing a faulty perc card. While remote access limits monitoring to two users at a time, operators can still manage the plant remotely. The plant has now completed three months of the six-month performance testing period required by the original engineering contract to verify that the facility meets design specifications. This marks the fourth attempt to complete this milestone since commissioning in 2022.
The water master plan is roughly 30% complete, with current efforts heavily focused on resolving challenges in calculating non-revenue water loss. While the district utilizes a sophisticated AMI system and accurate master meters, monthly water loss data has fluctuated between 16% and 29%. To bridge this reporting gap, engineers are collaborating with staff to review data collection processes. Discussions also included the possibility of a drought emergency and stream flow measurements. Lincoln County remains stable and a formal drought emergency declaration is highly unlikely this late in the season. Although the area hovered right on the threshold of an emergency since June, early September rains successfully stabilized stream flows and eased critical drought fears.

Implementation of PERS Retiree Return-to-Work Program:
The Board reviewed a new policy allowing eligible PERS members to retire, draw their pensions, and return to work for the district. This program addresses post-pandemic labor shortages by retaining vital institutional knowledge, certifications, and experience. Staff noted that under current Senate Bill 1049 provisions, there are no hourly limits for eligible PERS retirees. The district would also continue to pay employer PERS costs associated with the employee's compensation. To prevent an imminent employment gap for an essential, upcoming retiree, the board passed a motion to approve the policy in its current draft form, subject to final administrative adjustments from the Special Districts Association of Oregon (SDAO) and/or HR Answers.

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Following the discussion, Commissioner Otta made a motion to adopt the draft policy pending future minor modifications with an effective date of November 1, 2026. Commissioner Greer seconded the motion. The motion was passed unanimously.

Decision Items:

Bond Counsel Engagement regarding Annexation of Island Properties in the City Service Area (CSA):

The Board discussed a double-taxation issue affecting approximately 47 "island" properties in the South Beach service area. Under a 2007 joint agreement, the City of Newport annexed much of this region and assumed water operations, yet several pocket properties remained within the District's boundaries. Because these properties are legally tied to subsequent 2016 and 2021 improvement bonds, the District lacks the statutory authority to simply release them from their financial obligations without violating bond agreements or USDA conditions. Affected owners face overlapping taxes from both the City and the District.

To safely navigate these restrictions, the District and the City are seeking a neutral legal opinion from Bond Counsel. Attorney Gülgün Uğur of the Hawkins Group has agreed to act as a neutral evaluator for both public entities, with the total cost to be split equally between the District and the City. Newport is currently reviewing the counsel's conflict-of-interest conditions, which stipulate that she will withdraw entirely if an unresolvable dispute arises between the two entities. Staff emphasized that Bond Counsel's final opinion will be non-binding, and any ultimate policy or financial determination will remain strictly under the authority of the Board.

No formal action was taken. The decision was deferred pending the receipt of a formal letter of engagement, which staff expect to present for Board approval at the November meeting.

Report, Comments, and Correspondence:

- The annual Employee Appreciation event is scheduled for December 10, 2026, at 12:00 PM. Staff announced plans to formally dedicate the building in memory of John Garcia during the event. The district is currently preparing a commemorative plaque and intends to invite the Garcia family to attend the recognition.
- The General Manager is scheduled to attend the SDAO/SDIS Joint Meeting on November 4th and 5th in Salem.
- The District will be presenting at the Source Water Protection Workshop on October 29th hosted by Oregon DEQ at the OCCC in South Beach. Staff will collaborate with the district's consultant to present details on the regional source water protection plan.
- Staff reported on the progress of the annual financial audit following field work being completed on September 30th by the District Auditor.

Executive Session: None

Adjournment: Commissioner Greer moved for adjournment. President Rob Mills adjourned the meeting at 5:17 p.m.

Other Scheduled Meetings: November 12, 2026, at 4:00 p.m. Regular Board Meeting

Approved by Board President Date:

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SRWD Monthly Financial Report

Month End: October 2026

Monthly Statistics		Comments
Total customers	2694	Includes new connects Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter
New connections	0	
Reinstalls	0	
Abandonments/Forfeitures/Meter Removed	0	

Financial Report	Checking/MM	LGIP/PFMMA	Fund Balances	Comments
General	$614,362.66	$20,859.72	$635,222.38	
Bond	$576,238.90	$0.00	$576,238.90	
Capital Projects	$38,374.41	$19,849.17	$58,223.58	
Revenue Bond	$0.00	$140,814.38	$140,814.38	
Rural Development Reserve	$0.00	$144,480.29	$144,480.29	
Dist. Office/Shop Reserve	$0.00	$0.00	$0.00	
Depreciation/SLARA Reserve	$0.00	$429,829.38	$429,829.38	
SDC (formerly SIP)	$0.00	$433,990.74	$433,990.74	$1,402,064.24 SDC collections thru 10/31/2026
Water Source Improvement Rsrv	$0.00	$379,883.97	$379,883.97	
TOTALS	$1,228,975.97	$1,569,707.65	$2,798,683.62	

General Fund Review	Current	FYTD	Budgeted Amount	Comments
Revenue	$248,657.73	1,078,244.73	$3,948,310.00	
Expenses	$503,976.25	1,240,337.33	$3,948,310.00	Contingency $200,000; Transfers $607,410; Total expenses budgeted $3,140,900.
Net Gain or (Loss) from Operations	-$255,318.52	-$162,092.60		

Water Sales Revenue Comparison	Month	FYTD	Comments
Water Sales Current Year	$238,836.31	$1,034,853.33	Leak Adjustments & Billings Adjustments (YTD = July - June)
Actual+In Lieu of Water Sales Less H2O CR	$243,836.31	$1,054,853.33	Billing Adjustments FYTD $0
Water Sales Prior Year	$216,717.71	$978,675.44	Leak Adjustments FYTD $0
Actual+In Lieu of Water Sales Less H2O CR	$221,717.71	$998,581.63	TOTAL ADJUSTMENTS FYTD $0
Over or (Under)	$22,118.60	$56,177.89	**Note: Rate increase effective 6/1/2026**

Gallonage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased/Intertie/WTP Treated	7,979,000	9,316,356	Newport Charges	$0.00	$0.00
Gallons Sold (includes accountable loss & intertie)	7,351,403	6,905,384	SRWD Sales	$238,836.31	$216,717.71
Variance %	7.87%	25.88%			

Gallons Produced/Treated at WTP	7,979,000		9/11/2026-10/12/2026
Gallons from Toledo Master Meter	0		Toledo Master Meter Readings read by SRWD field crew
SRWD Intertie Usage (Purchased)	0		Additional water SRWD used/purchased from Newport Intertie
Total Water Received/Produced	7,979,000		
City of Newport Intertie Usage (Sold)	0		Gallons sold to City of Newport for water used from the Newport Intertie
Total Gallons Accounted	7,163,784		Customer consumption, flushing, leaks, CL2 Analyzer, & fire hydrant use
Total Gallons Unaccounted	815,216		
Water Loss Percentage	10.22%		

Approval To Pay Bills	Payroll 10/2/2026 $36,435.75		Payroll 10/16/2026 $35,680.51		Payroll 10/29/26 Term & 10/30/26 $50,410.06
Month of:	October	(after meeting)	November		
	GF	$54,277.91	GF	$86,984.02	up to 11/9/2026
	CP Fund	$0.00	CP Fund	$0.00	
	SDC Fund	$0.00	SDC Fund	$0.00	
	Bond/Rev Bond Fund	$0.00	Bond/Rev Bond Fund	$147,944.82	US Bank 2012 & 2013 GO Bond/2020 Revenue Bond
	SLARA/Depreciation	$0.00	SLARA/Depreciation	$0.00	
	MCWCC	$0.00	MCWCC	$0.00	

Monthly Accrual Statistics	Beg. Balance	Accrued	Used/Paid	Balance	
	9/30/2026			10/31/2026	
Office Overtime Hours (2-01)	0.00	2.00	2.00	0.00	
Field Overtime Hours (2-02)	0.00	42.00	42.00	0.00	
Vacation Pay (3-01)	2966.31	120.04	445.26	2641.09	
Sick Pay (4-00)	214.50	80.00	74.25	220.25	
Comp Time (9-01 / 9-02)	147.99	30.46	41.50	136.95	
Management Leave (10-00)	160.00	0.00	28.00	132.00	

F:Office/GM/Board Meetings

SEAL ROCK WATER DISTRICT
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUE					
01-3990	BEGINNING FUND BALANCE	.00	.00	870,000.00	870,000.00	.0
01-4000	GEN FUND PROP TAXES - DEL	184.14	1,802.52	3,000.00	1,197.48	60.1
01-4010	GEN. FUND PROPERTY TAXES - CUR	.00	.00	108,800.00	108,800.00	.0
01-4016	GRANT FUNDS INCOME	1,972.50	3,496.25	10,000.00	6,503.75	35.0
01-4020	WATER SALES	238,836.31	1,034,853.33	2,846,000.00	1,811,146.67	36.4
01-4021	CONTRACT/ IN LEIU OF W. SALES	2,836.63	14,183.15	35,700.00	21,516.85	39.7
01-4030	NEW SERVICE CONNECTION CHARGES	.00	3,000.00	10,500.00	7,500.00	28.6
01-4040	TRANSFER / TURN-ON CHARGES	817.00	3,902.00	10,000.00	6,098.00	39.0
01-4045	INTEREST-CON CONTRACT	2,163.37	10,816.85	24,310.00	13,493.15	44.5
01-4050	GEN. FUND INTEREST INCOME	83.03	311.12	1,000.00	688.88	31.1
01-4051	DELINQUENT NOTICE 1&2 CHARGES	1,082.00	4,617.00	10,000.00	5,383.00	46.2
01-4052	DAMAGE REPAIR INCOME	.00	.00	1,000.00	1,000.00	.0
01-4053	DEVELOPER PLAN REVIEW CHARGES	.00	.00	1,000.00	1,000.00	.0
01-4060	GEN. FUND MISC. INCOME	93.75	673.51	15,000.00	14,326.49	4.5
01-4130	SUBDIVISION ASSESSMENTS	.00	.00	1,000.00	1,000.00	.0
01-4900	REFUND OF PRIOR YEAR EXPENSE	589.00	589.00	1,000.00	411.00	58.9
	TOTAL REVENUE	248,657.73	1,078,244.73	3,948,310.00	2,870,065.27	27.3
	TOTAL FUND REVENUE	248,657.73	1,078,244.73	3,948,310.00	2,870,065.27	27.3

SEAL ROCK WATER DISTRICT
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	EXPENDITURES					
01-5010	OFFICE SALARIES	32,252.80	145,137.60	422,000.00	276,862.40	34.4
01-5051	TRAINING CLASSES-WTP	380.00	380.00	1,500.00	1,120.00	25.3
01-5052	LODGING-WTP	.00	.00	2,500.00	2,500.00	.0
01-5053	MILEAGE & MEAL REIMB-WTP	.00	.00	2,500.00	2,500.00	.0
01-5060	TRAINING CLASSES - OFFICE	.00	1,045.00	4,000.00	2,955.00	26.1
01-5061	TRAINING CLASSES - FIELD	.00	740.00	3,000.00	2,260.00	24.7
01-5062	TRAINING CLASSES-BOARD	.00	.00	1,000.00	1,000.00	.0
01-5063	MILEAGE & MEAL REIMB-OFFICE	1,142.80	1,142.80	4,000.00	2,857.20	28.6
01-5064	MILEAGE & MEAL REIMB-BOARD	250.00	1,000.00	4,000.00	3,000.00	25.0
01-5065	LODGING - OFFICE	1,764.35	1,764.35	4,500.00	2,735.65	39.2
01-5066	LODGING - BOARD	.00	.00	2,500.00	2,500.00	.0
01-5067	LODGING - FIELD	.00	1,220.82	4,000.00	2,779.18	30.5
01-5068	OVERTIME WAGES - OFFICE	115.39	495.03	3,000.00	2,504.97	16.5
01-5070	PERS - EMPLOYER PORTION	20,812.38	78,042.92	238,100.00	160,057.08	32.8
01-5080	EMPLOYEE HEALTH INSURANCE	.00	151,990.00	428,600.00	276,610.00	35.5
01-5090	PAYROLL EXPENSE	6,729.16	30,721.25	91,200.00	60,478.75	33.7
01-5120	ELECTION EXPENSE (COMMISSIONER	.00	.00	1,500.00	1,500.00	.0
01-5190	CDL & DRUG TESTING / SAFETY	35.99	35.99	1,500.00	1,464.01	2.4
01-5191	CUST OUTREACH/CONSERV KITS	.00	.00	1,000.00	1,000.00	.0
01-5200	PROFESSIONAL SERVICES	30,016.25	109,305.54	212,200.00	102,894.46	51.5
01-5201	ATTORNEY - BASIC SVCS	637.50	2,107.50	15,000.00	12,892.50	14.1
01-5202	ENGINEER - BASIC SVCS	.00	.00	3,000.00	3,000.00	.0
01-5203	AUDITOR - BASIC SVCS	1,300.00	1,300.00	12,100.00	10,800.00	10.7
01-5204	CONSULTANTS: WATER SOURCE PP	.00	1,972.50	15,000.00	13,027.50	13.2
01-5206	DISTRICT CONTRIB: MCWCC	.00	9,500.00	10,000.00	500.00	95.0
01-5208	CONSULTANTS-WTP/DISTRIBUTION	15,270.19	29,751.16	100,000.00	70,248.84	29.8
01-5240	INSURANCE & BONDS	.00	40,853.50	87,900.00	47,046.50	46.5
01-5270	OFFICE EQUIPT REP/REPL (SMALL)	.00	.00	500.00	500.00	.0
01-5271	PHONE EXPENSE/INTERNET	1,936.16	9,147.00	32,000.00	22,853.00	28.6
01-5272	CELLULAR EXPENSE	1.98	1,065.63	5,000.00	3,934.37	21.3
01-5273	PHONE/INTERNET- WTP	500.37	1,960.23	8,200.00	6,239.77	23.9
01-5274	CELLPHONE - WTP	.00	259.77	1,000.00	740.23	26.0
01-5280	PRINTING / COPYING / ADVERTISI	189.40	969.39	13,000.00	12,030.61	7.5
01-5290	OFFICE SUPPLIES	152.70	550.55	5,000.00	4,449.45	11.0
01-5291	POSTAGE EXPENSE	.00	5,804.62	17,000.00	11,195.38	34.1
01-5310	DUES / FEES & ASSESSMENTS	4,604.77	20,446.10	66,200.00	45,753.90	30.9
01-5360	MISCELLANEOUS EXPENSE	155.50	605.17	4,000.00	3,394.83	15.1
01-5361	REFERENCE MATERIALS	.00	.00	500.00	500.00	.0
01-5400	OFFICE FURNITURE	.00	.00	3,100.00	3,100.00	.0
01-5410	OFFICE EQUIPMENT & MACHINES	.00	.00	2,000.00	2,000.00	.0
01-5420	COMPUTER PROGRAMS / SOFTWARE U	.00	.00	1,000.00	1,000.00	.0
01-5510	FIELD SALARIES	50,066.96	173,846.96	515,000.00	341,153.04	33.8
01-5590	OVERTIME WAGES - FIELD	1,565.46	4,147.32	16,000.00	11,852.68	25.9
01-5591	ON CALL WAGES - FIELD	2,089.96	9,415.23	30,400.00	20,984.77	31.0
01-5599	PRFRMANCE AWARD-SPCIAL CIRCUMS	.00	550.00	4,400.00	3,850.00	12.5
01-5600	OPERATING MATERIALS & SUPPLIES	191.59	777.74	8,000.00	7,222.26	9.7
01-5601	UNIFORMS - JACKET & HAT	.00	.00	4,000.00	4,000.00	.0
01-5603	O.M.-CONSERVATION MATERIALS	.00	.00	1,000.00	1,000.00	.0
01-5605	OP MATERIAL/ SUPL-WTP	8,317.94	28,384.28	125,000.00	96,615.72	22.7
01-5606	SAMPLE/H2O TESTING-WTP.DISTRIB	548.00	4,930.00	30,000.00	25,070.00	16.4
01-5610	UTILITIES	160.60	4,194.82	35,000.00	30,805.18	12.0
01-5611	UTILITIES-WTP	2,323.25	12,258.47	35,000.00	22,741.53	35.0

SEAL ROCK WATER DISTRICT
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
01-5620	EQUIPMENT RENT	598.40	1,054.32	1,000.00	(54.32)	105.4
01-5621	MILEAGE & MEAL REIMB - FIELD	.00	395.60	2,000.00	1,604.40	19.8
01-5625	MAINT.TRUCK/EQUIP-WTP	121.83	189.79	1,000.00	810.21	19.0
01-5626	MAINT. PROPANE.GEN.- WTP	.00	.00	500.00	500.00	.0
01-5627	MAINT. ROAD-WTP	.00	.00	500.00	500.00	.0
01-5628	MAINT. GASOLINE-WTP	111.56	295.00	3,000.00	2,705.00	9.8
01-5629	MAINT/REPAIR/REPLA- WTP	492.49	4,909.58	75,000.00	70,090.42	6.6
01-5630	MAINTENANCE/REPAIR / REPLACE.	10,186.68	18,616.76	100,000.00	81,383.24	18.6
01-5631	MAINT./REPAIR-FIELD EQUIP.	2,712.00	5,024.46	40,000.00	34,975.54	12.6
01-5632	MAINT./REPAIR-GASOLINE	1,487.93	4,089.14	20,000.00	15,910.86	20.5
01-5633	MAINT./REPAIR-GRAVEL/BRUSH CUT	.00	264.35	5,000.00	4,735.65	5.3
01-5634	MAINT./REPR-JAN/SEC/LOC	1,048.91	7,821.17	15,000.00	7,178.83	52.1
01-5635	MAINT/REPAIR-PROPANE	.00	1,553.92	5,000.00	3,446.08	31.1
01-5640	REPLACEMENT METERS	.00	.00	40,000.00	40,000.00	.0
01-5691	EMERGENCY H2O PURCHASE-COT.CON	.00	.00	150,000.00	150,000.00	.0
01-5720	SUPPLY & DISTRIBUTION SYSTEM	.00	.00	30,000.00	30,000.00	.0
01-5750	BUILDING IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
01-5810	SHOP EQUIPMENT	.00	4,599.00	5,000.00	401.00	92.0
01-5900	INTER-FUND TRANSFERS EXPENSE (	303,705.00	303,705.00	607,410.00	303,705.00	50.0
01-5950	GF OPER.CONTINGENCIES	.00	.00	200,000.00	200,000.00	.0
	TOTAL EXPENDITURE	503,976.25	1,240,337.33	3,948,310.00	2,707,972.67	31.4
	TOTAL FUND EXPENDITURES	503,976.25	1,240,337.33	3,948,310.00	2,707,972.67	31.4
	NET REVENUE OVER EXPENDITURES	(255,318.52)	(162,092.60)	.00	162,092.60	.0

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Seal Rock Water District

General Manager's Report:
Board Meeting – November 12, 2026

This report provides an executive-level update on district operations, source water management, staffing, and ongoing initiatives. Additional details and supporting documentation are available in the full agenda packet.

- **Water Treatment Plant Operations Update:**

Source water conditions at Beaver Creek continue to be impacted by elevated conductivity. The district's emergency intertie with the City of Newport remains in operation to supplement the district's water supply while these conditions persist. Operators will continue operating the intertie until source water conditions improve sufficiently to support a return to normal operations.

During this reporting period, District staff also completed maintenance of the water treatment plant's backwash basins. This work was completed while the emergency intertie remained in operation, allowing the district to address necessary facility maintenance while maintaining reliable water service for our customers.

Staff will continue monitoring source water conditions and will evaluate when conditions are suitable to discontinue use of the emergency intertie and resume normal operations at the water treatment plant.

- **2026 Drinking Water Source Protection Award:**

Seal Rock Water District has been selected to receive the 2026 Drinking Water Source Protection Award, presented jointly by the Oregon Health Authority (OHA), Drinking Water Services, and the Oregon Department of Environmental Quality (DEQ). The district received formal notification of this recognition on October 30, 2026.

This award recognizes the district's commitment to protecting its drinking water source through proactive planning, effective source-water protection strategies, and activities that substantially reduce contamination risks to the public water supply. In its award notification, OHA and DEQ specifically acknowledged the district's efforts as an inspiring example for water systems throughout Oregon.

This recognition is particularly meaningful because it reflects the district's continued investment in long-term drinking water protection and its commitment to safeguarding public health, environmental stewardship, and customer confidence. The district's recent Drinking Water Protection Planning efforts, supported through Oregon's Clean Water State Revolving Fund (CWSRF) program, demonstrate the value of proactive planning and collaboration among local, state, and federal partners.

Beyond the recognition itself, this award reinforces the importance of protecting Beaver Creek and the District's long-term drinking water resources. It also provides positive statewide visibility for Seal Rock Water District and demonstrates that smaller community water systems can take a leadership role in advancing drinking water source protection.



Drinking Water Source Protection Award

This certificate of recognition presented by
OREGON HEALTH AUTHORITY
and
OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY
Acknowledges protection activities that substantially lower risks to the public water system's source of drinking water.
Presented to

Seal Rock Water District
Public Water System OR4100798
ON THE 30th DAY OF OCTOBER, 2026

Samina Panwhar, Section Manager
Drinking Water Services
Oregon Health Authority

Connie Dou, Water Quality
Program Manager
Oregon Department of
Environmental Quality

OREGON HEALTH AUTHORITY

State of Oregon
Department of Environmental Quality

Staff would like to highlight that funding to support this work was made possible through a forgivable loan administered by DEQ Clean Water State Revolving Fund (CWSRF) program. The district is honored to receive this recognition and remains committed to continuing the work necessary to protect its drinking water supply for the customers and generations who depend upon it.

Additional District Activities & Updates:

Staff/Safety Meeting: Continued emphasis on safety culture and best operational practices.
Water Conservation Coordination: Participated in discussions with the Lincoln County Water Conservation Committee.
SDAO Board Meeting: Participated in the SDAO/SDIS Joint Meeting in Salem on November 5th
Water Master Plan: Staff met with engineers to discuss progress on the development of the WMP.
Oregon Water Utility Council: Chaired the OWUC committee meeting on October 22nd.
SRWD Fall Newsletter: Staff met with consultant to collaborate on the Fall Newsletter.
Beaver Creek Monitoring Period: District met with consultants from GSI Water Solutions to discuss streamflow monitoring on Beaver Creek.
SDAO Regional Training Summit: Attended SDAO regional training hosted in Newport on October 13th & 14th.
DEQ Source Water Protection Workshop: District provided a presentation at the DEQ Source Water Protection Workshop on October 29th at the OCCC on our recently approved Source Water Protection Plan.
Newport Island Annexation: Staff is working collaboratively with the City of Newport in response to the Island Annexation of several properties in the South Beach City Service Area (CSA).
Jay Street Mainline Replacement: Field crews are in the process of replacing several hundred feet of 2-inch mainline on Jay Street north and south of Cross Street.

SRWD continues to actively manage operational challenges, regulatory responsibilities, and infrastructure needs while maintaining our commitment to delivering safe, reliable water service to the community. Staff remain focused on continuous improvement and advancement of district goals.

Adam Denlinger, General Manager
adenlinger@srwd.org
www.srwd.org

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Seal Rock Water District

DATE ACTION REQUESTED: November 12, 2026									
Ordinance		**Resolution**		**Motion**		**Information**	**X**		
Date Prepared: September 28, 2026				**Dept.: Administration**					
SUBJECT: City of Newport / Seal Rock Water District – GO Bond and Annexation Legal Review				**Contact Person for this Item:** Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447					

RECOMMENDED BOARD ACTION:

Consider joint legal review of Island Annexation with the understanding that no final commitment to the joint representation will be made until District counsel has reviewed the proposal and the terms are acceptable to the District.

Background

As part of the ongoing discussions between the City of Newport and Seal Rock Water District regarding the proposed annexation of properties currently or historically served by the District, the City and District have identified questions concerning the agreements between the two entities related to General Obligation (GO) bond payments and the financial obligations associated with annexation.

The City and District previously agreed that obtaining an independent legal review would be an appropriate way to address these questions and establish a clear understanding of the parties' respective obligations under the existing agreements and applicable Oregon law.

Staff contacted Gülgün Uğur, Partner with Hawkins Delafield & Wood LLP, (District's Bond Counsel) regarding the possibility of providing this legal review from a neutral position on behalf of both the City and the District.

- **Proposed Joint Legal Review**

Gülgün has confirmed that she is able to jointly represent the City and the District for the limited purpose of reviewing and analyzing the agreements and applicable law. Specifically, her proposed review would address:

- What the existing agreements require regarding GO bond payments and related obligations;
- What Oregon law would have required in the absence of the agreements;
- Whether the terms contained in the agreements are permitted under applicable statutes;
- The potential implications of the agreements and applicable law for the proposed annexation; and
- Options available to the City and District for proceeding from this point.

Gülgün has identified three conditions that would need to be acknowledged by both entities before she could proceed with the joint representation:

1. Both the City and District understand that the legal analysis could result in one or both entities being in a less favorable position than previously anticipated;
2. Each entity consults with its own legal counsel before proceeding with the joint representation; and
3. If a disagreement develops between the City and District during the representation, Gülgün would be required to withdraw from representing both entities.

Gülgün has requested that each entity provide written confirmation that it understands and consents to these conditions before proceeding.

- **Legal Costs**

It is the District's expectation that, because the proposed legal review is being undertaken as a joint effort by the City of Newport and Seal Rock Water District to resolve questions affecting both entities, the associated legal costs should be shared equally between the City and the District.

Staff will seek clarification regarding the proposed billing arrangement before the engagement is finalized, including confirmation that the City and District will each be responsible for 50 percent of the legal fees and reasonable associated costs.

If the scope of work expands beyond the mutually agreed-upon review, staff recommends that any additional work or change in cost allocation be discussed and agreed upon by both entities before significant additional costs are incurred.

- **Staff Recommendation**

Staff recommends that the Board:

1. Receive and discuss the proposed joint legal review by Hawkins Delafield & Wood LLP;
2. Authorize staff to continue discussions with the City of Newport and Gülgün Uğur regarding the proposed joint representation, subject to review by District counsel;
3. Confirm that the District's expectation is that the City and District will share equally in the legal costs associated with the mutually agreed-upon scope of the joint review; and
4. Direct staff to return to the Board if District counsel identifies concerns with the proposed joint representation or if the scope, cost, or terms of the engagement materially change.

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Seal Rock Water District

DATE ACTION REQUESTED: November 12, 2026									
Ordinance		**Resolution**		**Motion**	**X**	**Information**			
Date Prepared: October 28, 2026				**Dept.: Administration**					
SUBJECT: Board Member Monthly Stipend – Compensation and Tax Reporting				**Contact Person for this Item:** Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447					

BOARD CONSIDERATIONS: The Board has two options for consideration:

Option 1 – Discontinue the Monthly Stipend

The Board may elect to discontinue the existing $50 monthly stipend. This would eliminate the need to process the stipend through payroll and would reduce the District's annual compensation expense associated with Board stipends. Discontinuing the stipend would not affect the District's ability to reimburse Board members for actual and reasonable expenses incurred while performing official District business, as authorized under ORS 198.190.

Option 2 – Continue the Monthly Stipend Under Payroll Reporting Requirements

The Board may elect to continue the existing $50 monthly stipend and direct staff to process the payments through the District's payroll system, with applicable payroll deductions, employer contributions, and year-end Form W-2 reporting. The annual stipend would remain $600 per Board member, exclusive of any applicable employer payroll taxes.

BACKGROUND:

The District has historically provided each member of the Board of Directors a monthly stipend of $50 for their service to the District. This amounts to $600 annually per Board member. Oregon Revised Statute (ORS) 198.190 authorizes eligible special district governing body members to receive compensation of up to $50 for each day, or portion thereof, for services performed in their capacity as a Board member. The statute also allows reimbursement of actual and reasonable travel and other expenses incurred while performing official duties.

The monthly stipend has been an established practice of the District. However, questions have recently arisen regarding the appropriate method of reporting this compensation and whether the payments should be processed through the District's payroll system, including applicable payroll deductions and year-end tax reporting.

PAYROLL AND TAX REPORTING CONSIDERATIONS:

Based on guidance provided by the Special Districts Association of Oregon (SDAO) and Internal Revenue Service (IRS) publications addressing compensation paid to public officials, Board member compensation generally should be treated as taxable compensation through payroll rather than as independent contractor income.

Under this approach:

- Monthly stipend payments would be processed through the district's payroll system.
- Applicable federal and state income tax withholding and Social Security and Medicare deductions would be administered as required.
- The district would be responsible for applicable employer payroll taxes.
- Compensation would be reported annually on IRS Form W-2 rather than Form 1099-NEC.

The IRS generally considers members of governing boards of governmental entities, including utility districts, to be public officials and employees for federal income tax withholding purposes. The specific application of Social Security and Medicare requirements can depend on the district's applicable government employment coverage.

It is important to distinguish between Form W-2 and Form 1099 reporting. These are generally alternative reporting methods based on the individual's employment classification. The district should not issue both forms for the same stipend simply because the payments are subject to payroll deductions. Accordingly, if the Board elects to continue the stipend, staff recommend confirming the appropriate payroll treatment with the district's payroll provider and processing the compensation under the applicable payroll reporting requirements.

FISCAL IMPACT:

The current stipend represents an annual expenditure of $600 per Board member. The total annual cost will depend on the number of Board members receiving the stipend. If continued, the district will also incur applicable employer payroll tax expenses associated with processing the compensation through payroll. If discontinued, the district would realize savings equal to the stipend payments and associated employer payroll expenses.

STAFF RECOMMENDATION:

Staff is presenting this matter for Board discussion and direction. Either option is available to the Board, and the decision to continue or discontinue the stipend rests with the Board of Directors. If the Board elects to continue the stipend, staff recommends that the payments be administered through the district's payroll system in accordance with applicable tax reporting and withholding requirements.

PROPOSED BOARD MOTION FOR CONSIDERATION:

Motion 1 – Discontinue the Stipend -

"I move that the Board of Directors discontinue the existing $50 monthly stipend provided to members of the Seal Rock Water District Board of Directors, effective [date], and direct staff to discontinue future stipend payments."

Motion 2 – Continue the Stipend -

"I move that the Board of Directors continue the existing $50 monthly stipend provided to members of the Seal Rock Water District Board of Directors and direct staff to administer the payments through the district's payroll system, including applicable payroll deductions, employer payroll taxes, and year-end Form W-2 reporting, in accordance with applicable federal and state requirements."

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Seal Rock Water District

DATE ACTION REQUESTED: November 12, 2026									
Ordinance		**Resolution**		**Motion**	**X**	**Information**			
Date Prepared: October 28, 2026				**Dept.: Administration**					
SUBJECT: SRWD Employee Appreciation				**Contact Person for this Item:** Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447					

RECOMMENDED BOARD ACTION:

Consider the annual Employee Appreciation Luncheon and authorize employee appreciation bonuses at the same level provided in previous years, consistent with the district's adopted budget and longstanding Board practice.

Background and Discussion:

Each year, the Seal Rock Water District Board recognizes the contributions and dedication of District employees by hosting an annual Employee Appreciation Luncheon and providing each employee with an annual appreciation bonus. This has been a long-standing practice of the Board and an important opportunity to acknowledge the hard work, commitment, and professionalism of the employees who provide essential water services to the district's customers.

The district anticipates and budgets for this annual employee recognition expense within its personnel budget. Accordingly, the funds necessary to continue this practice have been incorporated into the district's annual budget.

Recommendation:

Staff respectfully request that the Board continue its long-standing practice of recognizing employees through the annual Employee Appreciation Luncheon and authorizing employee appreciation bonuses at the same level provided in previous years. Continuing this tradition demonstrates the Board's appreciation for its employees and recognizes the important role they play in the district's continued success and service to the community.

Proposed Motion for consideration:

"I move to approve the annual Employee Appreciation Luncheon and authorize employee appreciation bonuses at the same level provided in previous years, consistent with the District's adopted budget and longstanding Board practice."

IF HEARING IMPAIRED, PLEASE DIAL 711 OR CALL TTY# 1-800-735-1232
SRWD is an Equal Opportunity Service Provider.

From: Brandi Hoch
To: John Dachtler; Trish Farkas; Renee Cecil; Brad Wynn
Subject: Fwd: billing/water useage [redacted]
Date: Monday, October 13, 2026 7:12:24 PM

Good evening everyone,

Please see email below from our Customer in Bayshore. I can get meter reading and all hourly data for the customer up until September 10th tomorrow However her meter is one that was deleted out of the system so there are a few gaps in data.

Brandi Hoch
Sent from my iPhone

Begin forwarded message:

From: [redacted]
Date: October 12, 2026 at 9:17:44 PM PDT
To: Brandi Hoch <BHoch@srwd.org>
Subject: re: billing/water useage [redacted]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

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Allow sender | Block sender

[redacted]
October 12, 2026

Seal Rock Water District
Attn: District Manager / Board of Directors
P.O. Box 7
Seal Rock, OR 97376

RE: FORMAL DISPUTE OF WATER USAGE — 17,344 GALLONS FOR AUGUST 11–SEPTEMBER 10, 2026

Dear District Manager and Board Members:

I am writing to formally dispute and request an investigation into the unusually high-water consumption reported at my residence for the billing period of August 11, 2026, through September 10, 2026.

According to Seal Rock Water District's records, my household used **17,344 gallons of water during this 31-day billing period**, averaging approximately 560 gallons per day.

My home is a small, two-bedroom, two-bathroom residence occupied by two people on a 9,000-square-foot lot. This reported consumption is substantially higher than I would reasonably expect for my household.

I have already had **two separate plumbers inspect my property, and neither found a water leak**. Despite these inspections, the District's reported consumption remains unexplained.

Additionally, the District's online water-usage portal reported the following hourly consumption on September 7, 2026:

- **1:00 p.m.–2:00 p.m.: 111 gallons**
- **2:00 p.m.–3:00 p.m.: 190 gallons**
- 3:00 p.m.–400 p.m.: 194 gallons
- 4:00 p.m. to 500 p.m.: 164 gallons
- 6:00 p.m. to 7:00 p.m.: 104 gallons
- 7:00 p.m. to 8:00 p.m.: 103 gallons
- 8:00 p.m. to 9:00 p.m.: 214 gallons

These readings are particularly concerning because they indicate substantial water consumption over a short period. I request that the District determine whether these figures represent actual measured water flow, delayed or incorrectly displayed data, a meter malfunction, or another issue requiring investigation.

I respectfully request the following:

1. **Verification of the billing period readings.** Please provide the actual meter readings recorded at the beginning and end of the August 11–September 10 billing period, together with the calculation used to determine the 17,344-gallon total.
2. **Hourly consumption records.** Please provide the available underlying meter or interval data for the entire billing period, particularly the readings for September 7 and the reported 190, 194, 164, 104, 103, 214-gallons and per hour. Please identify the dates and times associated with these readings and clarify whether they represent actual meter measurements or portal estimates.
3. **Meter inspection and accuracy testing.** Please arrange for an inspection and, if warranted, an accuracy test of my water meter. Please provide the test results and explain the procedure for addressing any confirmed meter inaccuracies.
4. **Review of data and communication issues.** Please investigate whether any missing readings, transmission gaps, delayed data, meter errors, or other technical issues could have affected the reported usage or its presentation in the online portal (IE: September 10....)
5. **Comparison with prior billing periods.** Please provide or confirm my recorded consumption for the preceding billing periods so that I can determine when this unusual usage began and whether it reflects a sudden change.
6. **Billing review and written response.** Please explain the District's process for formally disputing a water bill and requesting an adjustment if an error is identified. I ask that the disputed usage and any available review or adjustment procedures be addressed before the matter is considered resolved.

I am not alleging that the meter is necessarily defective. However, the unusually high consumption through the billing period, the significant hourly readings, and the absence of a leak identified by two independent plumbing inspections warrant a thorough, documented investigation.

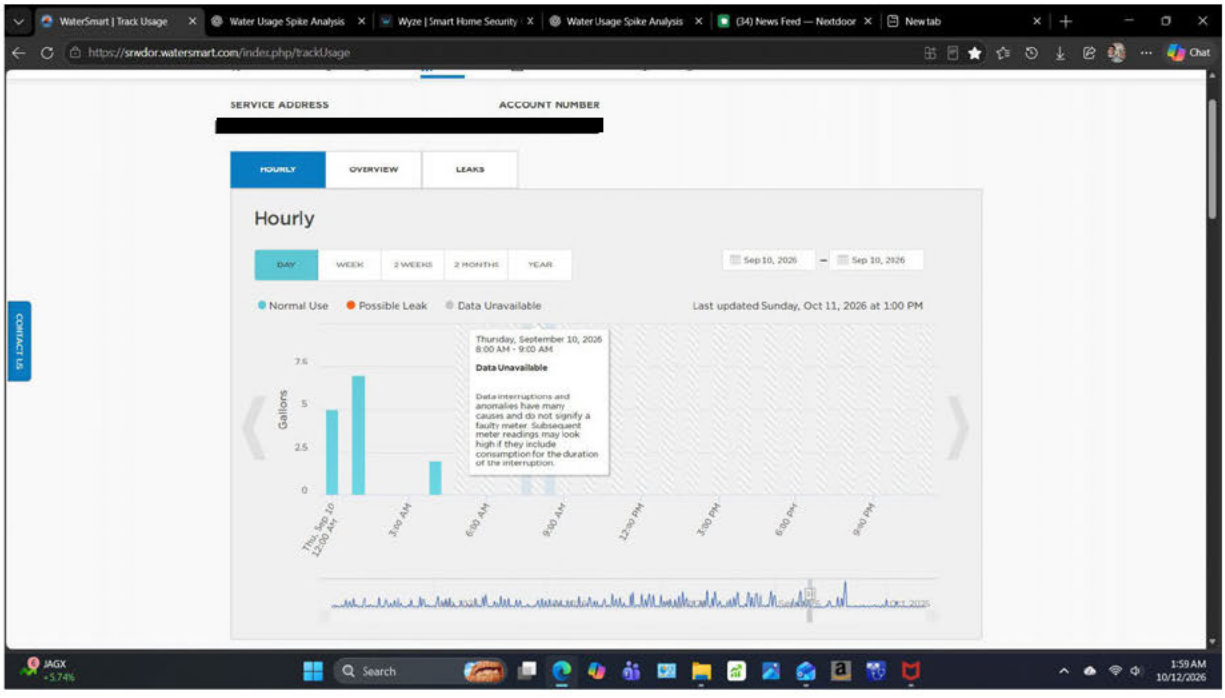
Please preserve the available meter interval data, meter-reading records, portal records, and any relevant service or communication logs for this billing period while this matter is under review.

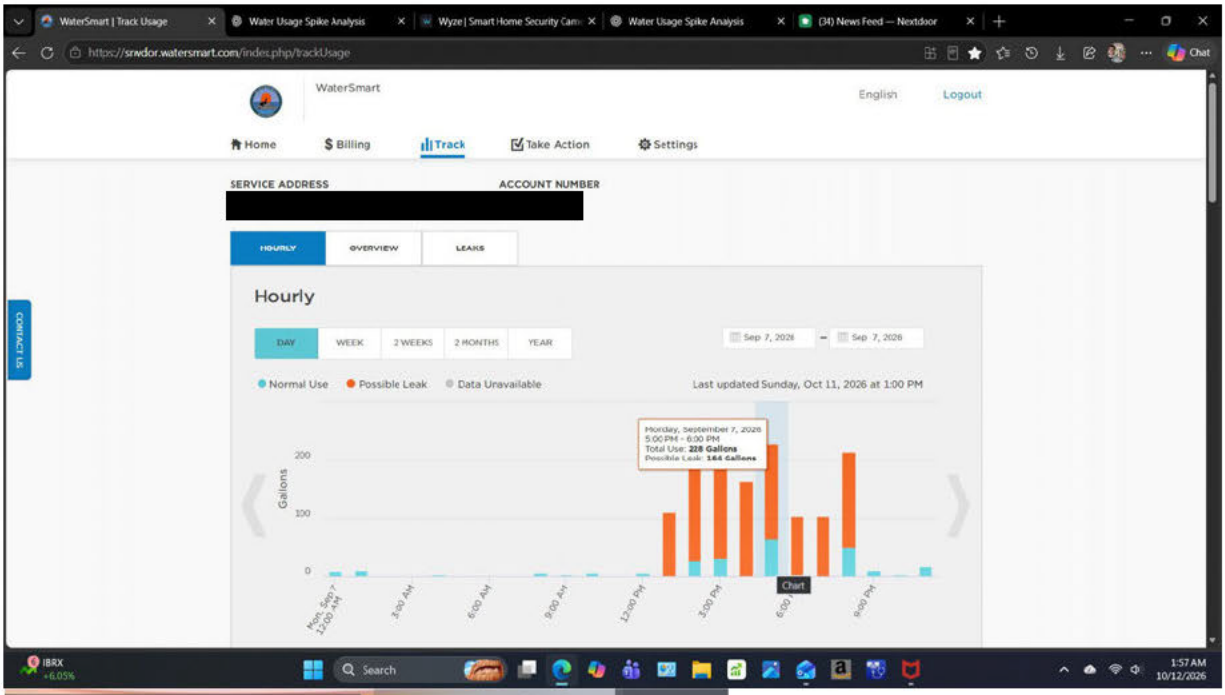
I respectfully request a written response within 10 business days of receipt of this letter, including the next steps and the expected timeline for completing the investigation.

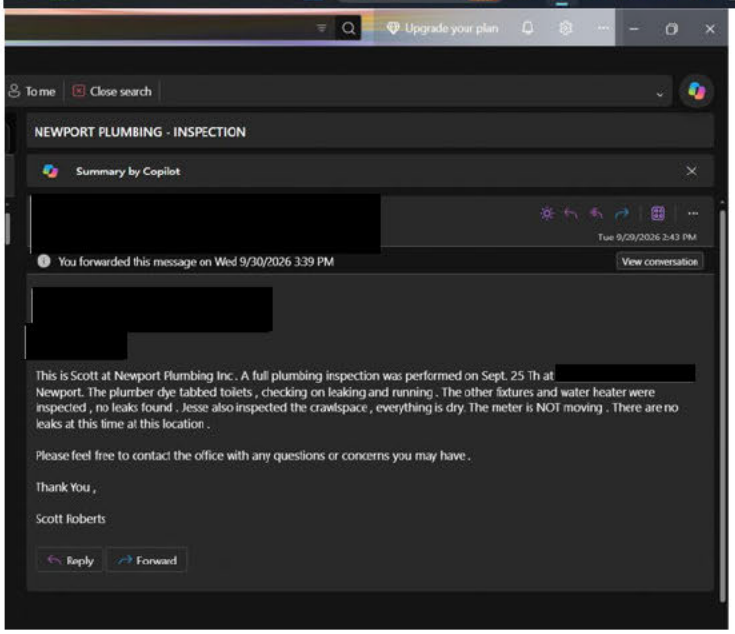
Thank you for your attention to this matter. I look forward to receiving a clear explanation of the reported consumption and a resolution based on the District's records and findings.

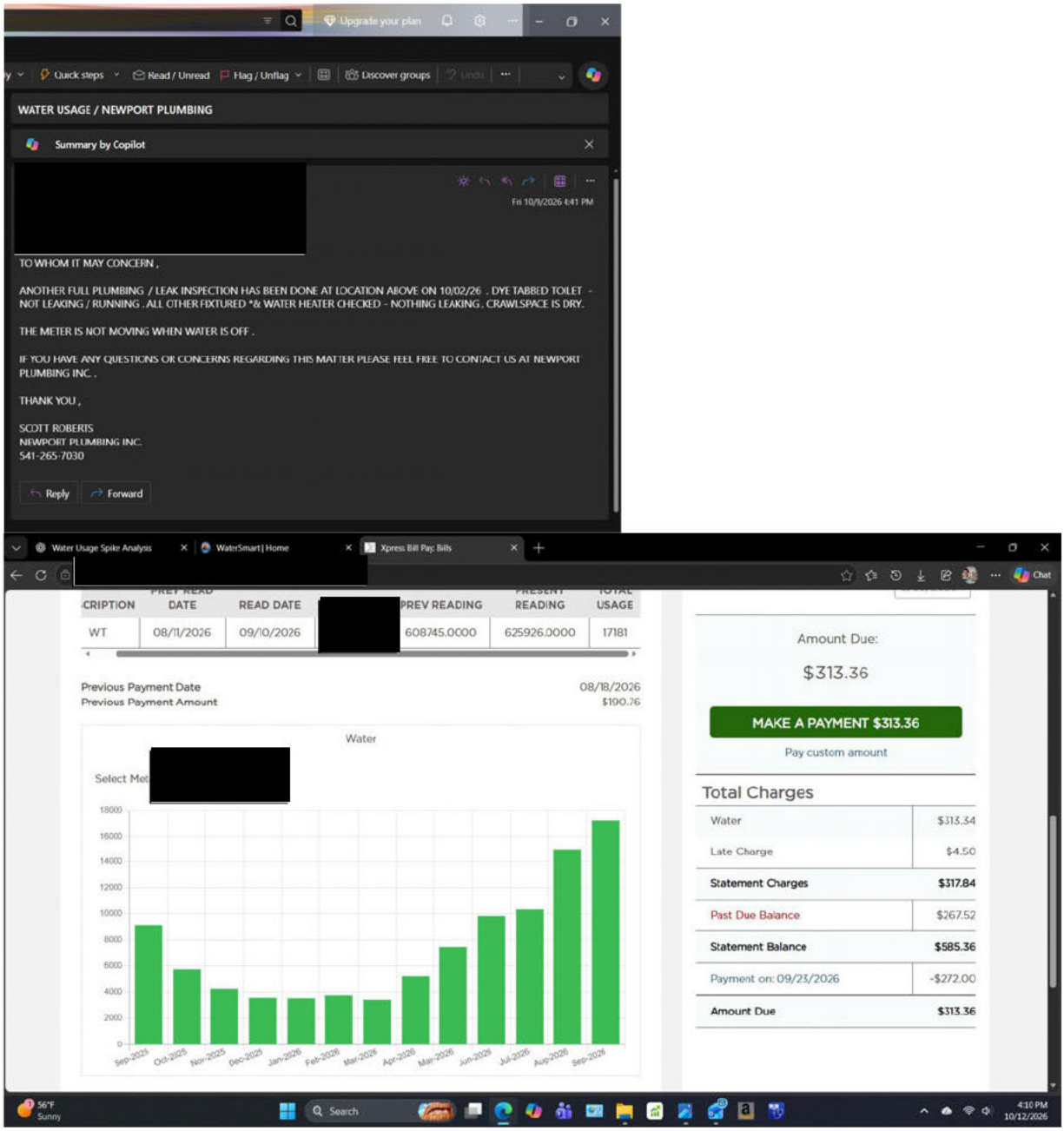
Sincerely,

[redacted]




WaterSmart | Track Usage
Water Usage Spike Analysis
Wyze | Smart Home Security Cam
Water Usage Spike Analysis
(34) News Feed — Nextdoor
https://srwdor.watersmart.com/index.php/trackUsage
WaterSmart
English
Logout
Home
Billing
Track
Take Action
Settings
SERVICE ADDRESS
ACCOUNT NUMBER
[redacted]
HOURLY
OVERVIEW
LEAKS
CONTACT US
Hourly
DAY
WEEK
2 WEEKS
2 MONTHS
YEAR
Sep 7, 2026
Sep 7, 2026
Normal Use
Possible Leak
Data Unavailable
Last updated Sunday, Oct 11, 2026 at 1:00 PM
Monday, September 7, 2026
5:00 PM - 6:00 PM
Total Use: 228 Gallons
Possible Leak: 144 Gallons
Gallons
200
100
0
Mon, Sep 7
12:00 AM
3:00 AM
6:00 AM
9:00 AM
12:00 PM
3:00 PM
6:00
9:00 PM
Chart
IBRX
+6.05%
Search
1:57 AM
10/12/2026


Upgrade your plan
To me
Close search
NEWPORT PLUMBING - INSPECTION
Summary by Copilot
[redacted]
Tue 9/29/2026 2:43 PM
You forwarded this message on Wed 9/30/2026 3:39 PM
View conversation
[redacted]
This is Scott at Newport Plumbing Inc. A full plumbing inspection was performed on Sept. 25 Th at [redacted] Newport. The plumber dye tabbed toilets , checking on leaking and running . The other fixtures and water heater were inspected , no leaks found . Jesse also inspected the crawlspace , everything is dry. The meter is NOT moving . There are no leaks at this time at this location .
Please feel free to contact the office with any questions or concerns you may have .
Thank You ,
Scott Roberts
Reply
Forward


Upgrade your plan
Quick steps
Read / Unread
Flag / Unflag
Discover groups
WATER USAGE / NEWPORT PLUMBING
Summary by Copilot
[redacted]
Fri 10/9/2026 4:41 PM
TO WHOM IT MAY CONCERN ,
ANOTHER FULL PLUMBING / LEAK INSPECTION HAS BEEN DONE AT LOCATION ABOVE ON 10/02/26 . DYE TABBED TOILET - NOT LEAKING / RUNNING . ALL OTHER FIXTURED *& WATER HEATER CHECKED - NOTHING LEAKING . CRAWLSPACE IS DRY.
THE METER IS NOT MOVING WHEN WATER IS OFF .
IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS MATTER PLEASE FEEL FREE TO CONTACT US AT NEWPORT PLUMBING INC .
THANK YOU ,
SCOTT ROBERTS
NEWPORT PLUMBING INC.
541-265-7030
Reply
Forward
Water Usage Spike Analysis
WaterSmart | Home
Xpress Bill Pay: Bills
[redacted]
Chat
CRIPTION
DATE
READ DATE
[redacted]
PREV READING
PRESENT READING
TOTAL USAGE
WT
08/11/2026
09/10/2026
608745.0000
625926.0000
17181
Previous Payment Date
08/18/2026
Previous Payment Amount
$190.76
Water
Select Met
[redacted]
18000
16000
14000
12000
10000
8000
6000
4000
2000
0
Sep-2025
Oct-2025
Nov-2025
Dec-2025
Jan-2026
Feb-2026
Mar-2026
Apr-2026
May-2026
Jun-2026
Jul-2026
Aug-2026
Sep-2026
Amount Due:
$313.36
MAKE A PAYMENT $313.36
Pay custom amount
Total Charges
Water $313.34
Late Charge $4.50
Statement Charges $317.84
Past Due Balance $267.52
Statement Balance $585.36
Payment on: 09/23/2026 -$272.00
Amount Due $313.36
56°F
Sunny
Search
4:16 PM
10/12/2026

From: Renee Card
Sent: Tuesday, October 27, 2026 3:40 PM
To: [redacted]
Cc: Adam Denlinger <ADenlinger@srwd.org>; Brad Wynn <BWynn@srwd.org>; Brendi Hoch <BHoch@srwd.org>; Trish Karlsen <TKarlsen@srwd.org>
Subject: RE: billing/water useage: [redacted]

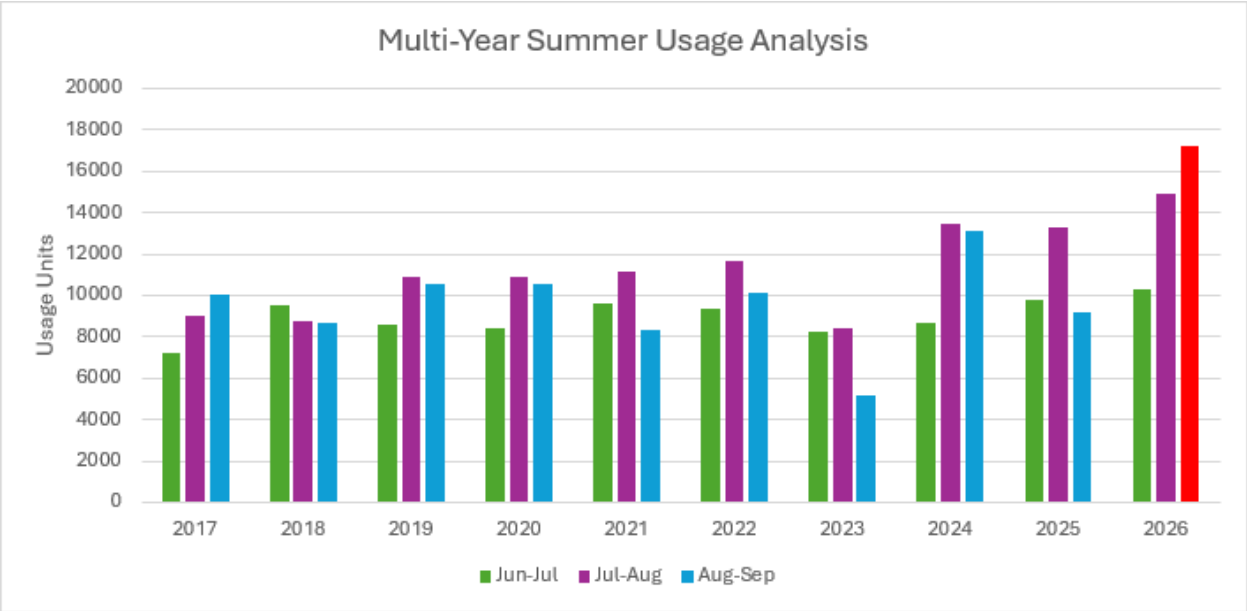
Greetings [redacted],

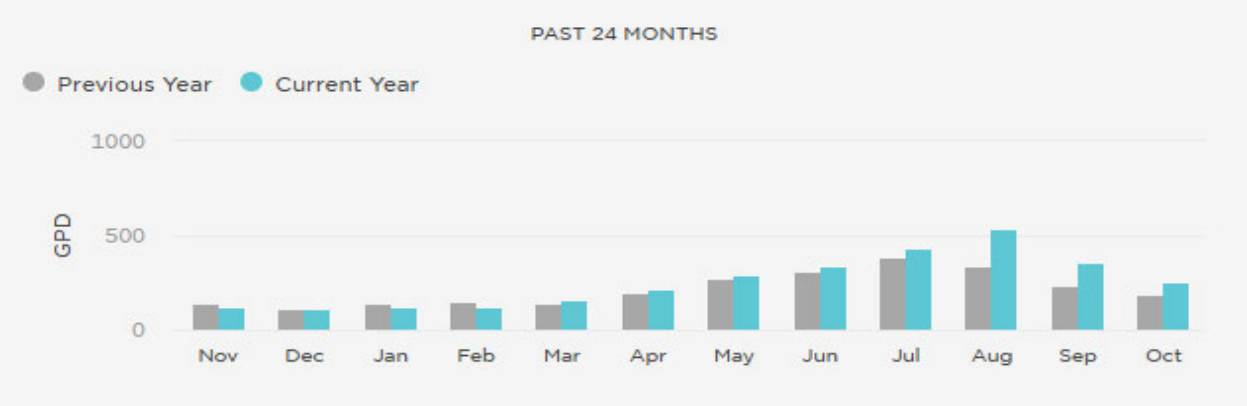
Thank you for reaching out to us regarding your high-water consumption for the August/September 2026 billing period. We completely understand that seeing higher than expected water usage can be distressing, and we want to assure you that we have completed a thorough analysis of your account's history and a physical meter inspection.

Following our preliminary email acknowledgement sent to you on October 13, 2026, the District has completed its comprehensive review and billing audit regarding your water consumption from August 11 through September 10, 2026. After extensive phone consultations with you, our field crew and billing team have conducted a definitive audit of your account data.

To assist your review, I have attached a Multi-Year Summer Usage Chart and a 24-Month Monthly Comparison Chart directly from your account history. The data clearly demonstrates two facts:

1. Consistent Annual Cycles: Annually your property's usage follows a predictable curve – rising sharply during the July/August billing cycle and dropping significantly in autumn.
2. The September 7th Hourly Spikes: The specific hourly readings you noted (ranging from 103 to 214 gallons per hour) represent high volume water usage such as irrigation or external usage on your 9,000 sq. ft. lot. A plumbing leak runs 24 hours a day and creates a flat, elevated baseline. Your hourly data shows heavy bursts over an 8-hour period followed by periods of zero or low usage, ruling out an ongoing system leak. We confirm that the readings are actual physical meter measurements transmitted by your meter, not portal estimates or equipment malfunctions.





Our meter data confirms that the 17,181 gallons recorded is valid, actual measured water flow passing through your meter. As shown on your September billing statement (which I have attached), the August meter reading was 608745 and the September reading was 625926; which reflects 17181 gallons of usage. The district utilizes a tiered rate structure. Under this structure, water is billed at progressively higher rates as consumption crosses specific volume thresholds. Your total usage spans 6 separate rate tiers in addition to the base rate.

The customer portal is an informative tool designed to empower homeowners with their water usage statistics. This information can be used for a variety of purposes - the most beneficial being the quick detection of leaks. Depending on the settings utilized, the automated system triggers a leak alert whenever it detects use that is higher than normal. Receiving an automated alert does not mean a homeowner has a leak, and this is where investigating the hourly data for zero or low usage over a 24-hour period can provide important detail into the water that is actually passing through your meter. Regarding your note about a data gap: there is a 5-day window from September 10 through September 14 where the portal has missing data. This is a known issue to the district resulting from an external software vendor accidently deleting a block of portal data. The issue was promptly found and resolved. The physical mechanical dial inside your meter continued to spin and count every single gallon accurately.

Water meters are finely calibrated mechanical instruments that naturally slow down with age. However, to ensure meter accuracy, our field crew performed a comprehensive on-site assessment at your property on October 21, 2026. The meter was field-tested against an identical, factory-calibrated meter. The results verified that your meter reported usage perfectly down to within 0.1 gallons, confirming its mechanical integrity.

In accordance with District policy, because the usage data is verified as accurate and mechanical errors have been ruled out, the billing statement stands as valid and no billing adjustments will be issued. While the balance stands as billed, we are happy to offer a payment arrangement for your balance, if needed. Please contact our office if you would like to enroll your account.

Regards,

Renee Card

Finance Manager

Seal Rock Water District

1037 NW Grebe Street

Seal Rock, OR 97376-9773

(541) 563- 3599

Seal Rock Water District strives to be a high performance organization that provides exceptional customer service, promoting healthy lifestyles, enriching Seal Rock's unique character at responsible rates.

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From: Renee Card <rcard@srwd.org>
Sent: Tuesday, October 13, 2026 4:22 PM
To: [redacted]
Subject: RE: billing/water useage: [redacted]

Hello [redacted],

Thank you for your email regarding your water billing and consumption inquiry.

The District has received your request and will review your account details. Any relevant, available information will be shared with you once it becomes available. Please note that

our team reviews each inquiry based on standard district procedures and available data, and we are working to address your questions as thoroughly as possible.

We appreciate your patience while we evaluate this matter.

Best regards,

Renee Card

Finance Manager

Seal Rock Water District

1037 NW Grebe Street

Seal Rock, OR 97376-9773

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Public Health Division

Center for Health Protection, Drinking Water Services

Tina Kotek, Governor

October 30, 2026

Seal Rock Water District
Adam Delinger, General Manager
1037 NW Grebe St
Seal Rock, OR 97376

sent by mail and email

Re: Drinking Water Source Protection Award for Seal Rock Water District, PWS #41-00798

Dear Adam:

Congratulations! The Oregon Health Authority's Drinking Water Services, in partnership with the Oregon Department of Environmental Quality, is delighted to recognize Seal Rock Water District with the 2026 Drinking Water Source Protection Award.

This award celebrates your strong commitment to reducing contamination risks and protecting the quality of your community's drinking water. Your proactive efforts and effective strategies set an inspiring example for water systems across Oregon.

Your achievement will be proudly displayed on your system's Data Online Water System Information page, highlighting your dedication to public health, environmental stewardship, and customer trust.

Thank you for your leadership and for the meaningful steps you've taken to safeguard this essential resource. We encourage you to continue implementing strategies that reduce risk to your drinking water and to consider applying for annual awards in recognition of additional activities in the future.

For questions or additional information, please contact OHA Drinking Water Services at 971-673-0405 or email info.drinkingwater@odhsoha.oregon.gov.

Warmest congratulations,
Oregon Health Authority – Drinking Water Services
Oregon Department of Environmental Quality

cc: Baxter Call, Environmental Engineer 3, DWS State Staff Person: Baxter Call
Baxter.Call@oha.oregon.gov

Enclosures:

- Drinking Water Source Protection Award Certificate

Drinking Water Source Protection Award

This certificate of recognition presented by
OREGON HEALTH AUTHORITY
and
OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY
Acknowledges protection activities that substantially lower risks to the public water system's source of drinking water.
Presented to

Seal Rock Water District
Public Water System OR4100798
ON THE 30th DAY OF OCTOBER, 2026

Samina Panwhar, Section Manager
Drinking Water Services
Oregon Health Authority

OREGON HEALTH AUTHORITY

Connie Dou, Water Quality
Program Manager
Oregon Department of
Environmental Quality

State of Oregon
DEQ Department of Environmental Quality