

SEAL ROCK WATER DISTRICT
Board of Commissioners
Regular Monthly Board Meeting Agenda
Thursday, February 13, 2025, @ 4:00 p.m.
Public Meeting by Zoom Video Conference

SRWD will conduct this meeting 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.

- **Call Regular Meeting to Order:**

- **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.

- **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 | January 2025 to February 2025 |
| ● Board Meeting Minutes | January 9, 2025 |
| ● Financial Report / Approve Invoices | January 2025 to February 2025 |
| ● General Manager's Monthly Report | January 2025 to February 2025 |

- **Discussion and Information Items:**

- Consider Primary Source Water Project.
Presented by: Adam Denlinger, General Manager
- Consider the 2025 – 2026 Budget Process.
Presented by: Adam Denlinger, General Manager
Joy King, Office/Finance Manager
- Consider May 20, 2025, Director Election.
Presented by: Adam Denlinger, General Manager
Joy King, Office/Finance Manager

- **Decision Items:**

- Consider EJCDC E-500 Amendment No. 7 for Continued Engineering services.
Presented by: Adam Denlinger, General Manager

- **Reports, Comments, and Correspondence:**

- The district office will be closed on Monday, February 17th in honor of the Presidents Day Holiday.
- SDAO Annual Conference Highlights.
- SRWD Budget Committee Orientation February 20th.
- The General Manager will be attending the OAWU Management Conference the week of March 3rd.

- **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.

- **Adjournment: Next Meeting: March 13, 2025, @ 4:00 p.m.** Regular Board Meeting or established date.

THIS AGENDA MAY BE AMENDED UNTIL 3:00 PM THE DAY BEFORE THE MEETING

SPECIAL ACCOMMODATIONS WILL BE PROVIDED WITH 48 HOUR NOTICE; CALL 541-563-3529.
IF HEARING IMPAIRED, PLEASE DIAL 711 OR CALL TTY#1-800-735-1232
This Institution is an Equal Opportunity Employer and Service Provider

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

ORIGINAL

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-2520				
GSI WATER SOLUTIONS INC.	00500.017-19	MCWPP: Water Action Plan Prioritization & Early Implementation Steps Support 7/	11/20/2024	9,319.00
GSI WATER SOLUTIONS INC.	00500.017-19	MCWPP: Water Action Plan Prioritization & Early Implementation Steps Support 7/	11/20/2024	465.00
Total 01-2520:				9,784.00
01-2530				
GSI WATER SOLUTIONS INC.	00500.026-6	MCWCC Year 24-25 Professional Services 12/1-12/31/2024	01/09/2025	1,744.24
Total 01-2530:				1,744.24
01-5060				
OREGON GOVERNMENT FINAN	E1718	OGFOA Spring Conference Seaside (King) 3/2-3/5/2025	01/16/2025	455.00
Total 01-5060:				455.00
01-5201				
OUDEKIRK & HOLLEN	35314	Professional Services 12/3-12/18/2024 GF General Counsel	01/06/2025	405.00
Total 01-5201:				405.00
01-5208				
GSI WATER SOLUTIONS INC.	00500.024-8	Year 7 Beaver Creek Temperature Monitoring Support Services December 1 - Dec	01/10/2025	2,337.50
Total 01-5208:				2,337.50
01-5280				
XEROX CORPORATION	022779162	Xerox 3655X Print Charges	01/01/2025	13.13
XEROX CORPORATION	022779163	Xerox C8145H2 Print Charges (Color)	01/01/2025	194.85
XEROX CORPORATION	022779163	Xerox C8145H2 Print Charges (Black)	01/01/2025	9.69
Total 01-5280:				217.67
01-5628				
LINCOLN COUNTY PUBLIC WO	6602	Fuel - WTP Vehicle	01/01/2025	45.26
Total 01-5628:				45.26
01-5632				
LINCOLN COUNTY PUBLIC WO	6600	Fuel - GM/Field Vehicles	01/01/2025	793.49
Total 01-5632:				793.49
Grand Totals:				<u>15,782.16</u>

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Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
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Dated: 01/17/2025

General Manager: A. W. W. C.

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	Net Invoice Amount
11-5751				
ICONIPRO SECURITY & ALARM	49764	20% Deposit for Video Surveillance for Office & Shop	01/28/2025	3,570.00
ICONIPRO SECURITY & ALARM	49765	20% Deposit for Access Control	01/28/2025	3,738.00
ICONIPRO SECURITY & ALARM	49766	20% Deposit for Video Surveillance for BC Intake	01/28/2025	1,355.00
ICONIPRO SECURITY & ALARM	49767	20% Deposit for Video Surveillance for WTP	01/28/2025	3,425.00
Total 11-5751:				12,088.00
Grand Totals:				<i>W</i> 12,088.00

Dated: 01/30/25

General Manager: A. D. [Signature]

Dated: _____

Treasurer: _____

[Handwritten Signature]

ORIGINAL

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-1310				
JOSEPH PENZOLA	011425	Refund Overpayment	01/14/2025	4.68
Total 01-1310:				4.68
01-5271				
CENTURYLINK	012625	Toledo Pump Station SCADA	01/26/2025	70.95
CHARTER COMMUNICATIONS	001293701192	Internet (Office)	01/19/2025	134.98
Total 01-5271:				205.93
01-5272				
AT&T MOBILITY	01232025	Wireless	01/15/2025	297.25
AT&T MOBILITY	01282025	Wireless phone for SCADA on call (dec-Jan 2025)	01/20/2025	47.94
AT&T MOBILITY	01282025	Wireless phone for SCADA on call (Jan-Feb 2025)	01/20/2025	47.94
Total 01-5272:				393.13
01-5274				
AT&T MOBILITY	01232025	Wireless WTP	01/15/2025	51.55
Total 01-5274:				51.55
01-5291				
US POSTAL SERVICE - WALDP	012125	Bulk Mailing	01/21/2025	911.86
Total 01-5291:				911.86
01-5310				
TCB SECURITY SERVICES INC	247031	Base Monthly Account Fee	02/01/2025	45.00
TCB SECURITY SERVICES INC	247031	Level 1 Calls	02/01/2025	9.25
Total 01-5310:				54.25
01-5605				
CASCADE COLUMBIA DISTRIBU	914316	Aluminum Chlorohydrate (PAX-XL1900) Tote	01/09/2025	2,271.50
CASCADE COLUMBIA DISTRIBU	914316	Container Deposit	01/09/2025	400.00
CASCADE COLUMBIA DISTRIBU	914316	Freight	01/09/2025	177.38
CASCADE COLUMBIA DISTRIBU	914316	Environmental Surcharge	01/09/2025	35.00
CASCADE COLUMBIA DISTRIBU	914317	Caustic Soda 25% NSF 550# Drum	01/09/2025	649.00
CASCADE COLUMBIA DISTRIBU	914317	Container Deposit	01/09/2025	300.00
CASCADE COLUMBIA DISTRIBU	914317	Freight	01/09/2025	145.13
CASCADE COLUMBIA DISTRIBU	914317	Environmental Surcharge	01/09/2025	35.00
CASCADE COLUMBIA DISTRIBU	914404	Caustic Soda 50% NSF Tote (wrong item delivered but we will keep it & get discou	01/09/2025	1,650.00
CASCADE COLUMBIA DISTRIBU	914404	Sodium Hypochlorite 12.5% LS NSF GAL Tote	01/09/2025	1,125.00
CASCADE COLUMBIA DISTRIBU	914404	Sulfuric Acid 50% 1.4 NSF Tote	01/09/2025	999.00
CASCADE COLUMBIA DISTRIBU	914404	Container Deposit	01/09/2025	400.00
CASCADE COLUMBIA DISTRIBU	914404	Container Deposit	01/09/2025	400.00
CASCADE COLUMBIA DISTRIBU	914404	Container Deposit	01/09/2025	400.00
CASCADE COLUMBIA DISTRIBU	914404	Freight	01/09/2025	459.89
CASCADE COLUMBIA DISTRIBU	914404	Environmental Surcharge	01/09/2025	35.00
CASCADE COLUMBIA DISTRIBU	914781	Citric Acid 50% Solution NSF Tote with discount	01/14/2025	4,042.50
CASCADE COLUMBIA DISTRIBU	914781	Container Deposit	01/14/2025	400.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
CASCADE COLUMBIA DISTRIBU	914781	Freight	01/14/2025	136.11
Total 01-5605:				14,060.51
01-5610				
CENTRAL LINCOLN P.U.D.	012225	Utility Services	01/22/2025	2,490.94
Total 01-5610:				2,490.94
01-5611				
CENTRAL LINCOLN P.U.D.	012225	WTP Utility Services	01/22/2025	2,187.47
Total 01-5611:				2,187.47
Grand Totals:				<i>N</i> 20,360.32

Dated: 01/31/25

General Manager: A. [Signature]

Dated: _____

Treasurer: _____

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

FINAL

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5064				
GLEN MORRIS	183	Stipend	02/13/2025	50.00
KAREN OTTA	94	Stipend	02/13/2025	50.00
PAUL HIGHFILL	39	Stipend	02/13/2025	50.00
ROB MILLS	182	Stipend	02/13/2025	50.00
SAUNDRA MIES-GRANTHAM	182	Stipend	02/13/2025	50.00
Total 01-5064:				250.00
Grand Totals:				250.00

Dated: FEB-3-2025

General Manager: A. Dunbar

Dated: _____

Treasurer: _____

**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 Saundra 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 Saundra 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 Saundra 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 Saundra 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
65 building issue.

66
67 **Decision Items:**

68 **FY 2025-26 Budget Calendar:**

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

74
75 **Budget Officer for FY 2025-26 Budget Process:**

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

78
79 **Reappointment of Budget Committee Member:**

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

84
85 **Report, Comments, and Correspondence:**

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

87
88 **Executive Session:** None

89
90 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. President Rob Mills adjourned the meeting at
91 4:22 p.m.

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

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Approved by Board President _____ Date: _____

SRWD Monthly Financial Report

Monthly Statistics		Comments				
Total customers	2681	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	\$800,988.68	\$19,401.87	\$820,390.55			
Bond	\$972,917.50	\$0.00	\$972,917.50			
Capital Projects	\$16,933.69	\$18,928.92	\$35,862.61	\$7,421,586 Interim Loan Proceeds		
Revenue Bond	\$2,794.41	\$40,057.61	\$42,852.02			
Rural Development Reserve	\$0.00	\$115,175.44	\$115,175.44			
Dist. Office/Shop Reserve	\$0.00	\$0.00	\$0.00			
Depreciation/SLARA Reserve	\$0.00	\$285,857.95	\$285,857.95			
SDC (formerly SIP)	\$0.00	\$584,692.25	\$584,692.25	\$1,335,995.24 SDC collections thru 1/31/25		
Water Source Improvement Rsrv	\$0.00	\$293,780.38	\$293,780.38			
TOTALS	\$1,793,634.28	\$1,357,894.42	\$3,151,528.70			
General Fund Review		Current	FYTD	Budgeted Amount	Comments	
Revenue	\$195,840.41	1,711,733.72	\$3,595,600.00			
Expenses	\$177,949.56	1,430,360.13	\$3,595,600.00	Contingency \$100,000; Transfers \$568,050; Total expenses budgeted \$2,937,550.		
Net Gain or (Loss) from Operations	\$17,890.85	\$281,373.59				
Water Sales Revenue Comparison		Month	FYTD	Comments		
Water Sales Current Year	\$187,497.02	\$1,496,674.34	Leak Adjustments & Billings Adjustments (YTD = July - June)			
Actual+In Lieu of Water Sales Less H2O CR	\$192,497.02	\$1,531,525.08	Billing Adj FYTD \$149.26			
Water Sales Prior Year	\$190,689.31	\$1,509,943.50	Leak Adj/Write off FYTD \$0			
Actual+In Lieu of Water Sales Less H2O CR	\$195,689.31	\$1,544,823.48	TOTAL FYTD ADJUSTMENTS \$149.26			
Over or (Under)	-\$3,192.29	-\$13,269.16	Note: Rate increase effective 6/1/2024			
Gallage Comparison		Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased/Intertie/WTP Treated	7,110,607	8,377,238	Toledo Charges	\$0.00	\$0.00	
Gallons Sold (includes accountable loss & intertie)	5,728,916	6,795,104	SRWD Sales	\$187,497.02	\$190,689.31	
Variance %	19.43%	18.89%				
Gallons Produced/Treated at WTP	6,529,787			12/11/2024-1/10/2025		
Gallons from Toledo Master Meter	0			Toledo Master Meter Readings read by SRWD field crew		
SRWD Intertie Usage (Purchased)	580,820			Additional water SRWD used/purchased from Newport Intertie		
Total Water Received/Produced	7,110,607					
City of Newport Intertie Usage (Sold)	0			Gallons sold to City of Newport for water used from the Newport Intertie		
Total Gallons Accounted	5,844,844	From flushing, leaks, CL2 Analyzer, & fire hydrant use				
Total Gallons Unaccounted	1,265,763					
Water Loss Percentage	17.80%					
Approval To Pay Bills		Payroll 1/10/2025 \$32,549.06		Payroll 1/24/2025 \$31,668.92		
Month of:	January	(after meeting)	February			
	GF A/P	\$36,142.48	GF A/P	\$39,090.78	up to 2/7/2025	
	SDC Fund	\$0.00	SDC Fund	\$0.00		
	Bond/Rev Bond Fund	\$0.00	Bond/Rev Bond Fund	\$0.00		
	Depreciation/SLARA	\$12,088.00	Depreciation/SLARA	\$0.00		
	MP - Phase 4 (IFA)	\$0.00	MP - Phase 4 (IFA)	\$0.00		
	MP- Phase 4 (USDA)	\$0.00	MP- Phase 4 (USDA)	\$0.00		
	MCWPP	\$0.00	MCWPP	\$0.00		
	MCWCC	\$0.00	MCWCC	\$0.00		
Monthly Accrual Statistics		Beg. Balance	Accrued	Used/Paid	Balance	
		12/31/2024			1/31/2025	
Office Overtime Hours (2-01)	0.00	6.50	6.50	0.00		
Field Overtime Hours (2-02)	0.00	6.25	6.25	0.00		
PTO (3-01)	2846.93	123.10	76.00	2894.03		
Comp Time (9-01 / 9-02)	140.71	6.75	17.50	129.96		



1037 NW Grebe Street
 Seal Rock, Oregon 97376
 Phone: 541.563.3529 – Fax: 541.563.4246
www.srwd.org



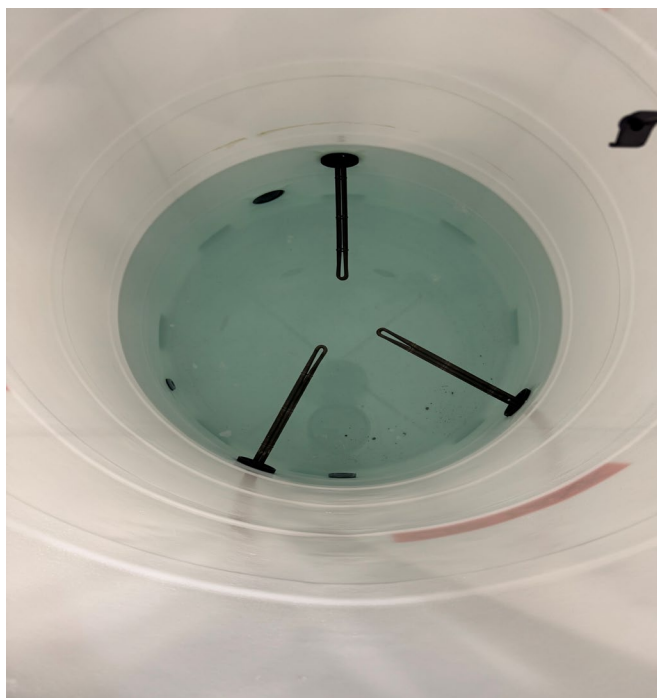
Seal Rock Water District

General Manager's Report:
 Board Meeting – February 13, 2025

This report serves as an executive summary for the Board meeting agenda. It provides recommendations for actions to be taken if necessary. Detailed information, staff reports, and supporting materials can be found in the full agenda packet.

PHASE-IV BEAVER CREEK SOURCE WATER:

Water Treatment Plant Operators continue working closely with WesTech technicians to optimize operations at the WTP. Work to improve the heating process has been successful with no negative impacts on the heating elements. All three heating elements can be visibly inspected from the access port at the top of the CIP tank as seen in the photo below.



View of Heating Elements from the top of the CIP Tank:



We recently received a question regarding the effectiveness of the WTP Membrane Filtration Skids to remove *Cryptosporidium*. The district's Toray modules are certified by the National Sanitation Foundation (NSF419) tested to ensure they remove greater than 99.99% of cryptosporidium. This is what our daily integrity test (pressure decay test) is testing for – to ensure we are removing 4-log (99.99%) of cryptosporidium continuously, per Oregon Health Authority (OHA) rules.

Seal Rock Water District is an Equal Opportunity Service Provider and Employer.

Adam Denlinger, General Manager

adenlinger@srwd.org

www.srwd.org

Testing of the two Toray, HFU-2020N modules was conducted in the NSF testing laboratory using Bacillus endospores as a surrogate for Cryptosporidium. All tests followed the product-specific challenge test requirements of NSF 419. NSF 419 was based on the Environmental Technology Verification (ETV) Generic Protocol for the Product Specific Challenge Testing of Microfiltration or Ultrafiltration Membrane Modules and the product-specific challenge testing requirements in the USEPA Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) (40 CFR §141.719) as described in EPA Membrane Filtration Guidance Manual (MFGM).

Mid-Coast Water Planning Partnership Hand-Off:

On February 3rd SRWD representatives met with representatives from the Lincoln County Soil and Water Conservation District (LSWCD). With the district's most recent completion of the prioritization of projects identified by the partnership and having met the obligation of the OWRD grant funding the district met with representatives from the LSWCD to collaborate on the hand off of fiduciary responsibility. SRWD has been serving in the leadership role of the MCWPP for several years and has successfully managed \$500,000 in grants towards the completion of two planning documents. The partnership accomplished the tasks it set out to achieve with financial support from an American Rescue Plan Act (ARPA) grant from the Oregon Water Resources Department with support from Seal Rock Water District:

- Prioritize actions in the Water Action Plan
- Begin early implementation by developing work plans
- Support regional coordination through holding monthly Work Group meetings and biannual Partnership meetings

The final Early Implementation Work Plan, which reflects the Partnership's hard work and dedication towards improving water conditions on the Mid-Coast. The Early Implementation Work Plan includes:

- Implementation Support Process
- Water Action Plan Bundled Actions
- Implementation Gaps Table
- Potential Leads and Participants Table
- Smartsheet Project Database and Management Tool Overview
- Bundle Work Plans
- Prioritization Process and Results (as an attachment)
- Smartsheet Database Documentation (as an attachment)
- Updated Partnership Charter (as an attachment)

This document provides a great springboard for implementing actions in the Water Action Plan. With the completion of this work, SRWD has met its obligation and will continue to remain active in the MCWPP serving a convener.

Other notable activities for the month include:

- Attended the Mid-Coast Water Conservation Consortium Meeting.
- Hosted monthly staff/safety meeting.
- Attended OWRD Water Rights Fee Discussion January 16th.
- Attended Mid-Coast Water Planning Partnership Meeting Hand Off Meeting February 3rd.

Seal Rock Water District is an Equal Opportunity Service Provider and Employer.

Adam Denlinger, General Manager

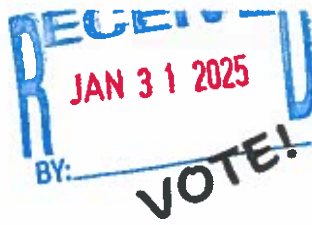
adenlinger@srwd.org

www.srwd.org

- Met with Jacobs Engineers to discuss engineering services and improvements to the WTP.
- Attended the monthly Oregon Water Utility Council (OWUC) meeting.
- Collaboration with stakeholders and partners of the Mid Coast Water Planning Partnership on a request for funding.
- Staff worked with the CCTV contractor to coordinate the installation of CCTV and security monitoring systems at the WTP, Beaver Creek Intake and the Admin Building and Shops facility.
- District admin staff collaborated in developing the 2025 – 2026 Budget.
- Met with State Representative Mark Owens and Ken Helm to discuss the 2025 – 2026 Water Package.
- Attended the LC-Natural Hazard Mitigation Plan Committee, Planning Review Meeting January 29th.
- Met with representatives of the SDAO Legislative Committee to review House and Senate Bill's impacting Water District's January 31st.
- Attended the SDAO Annual Conference February 5th through the 9th in Bend.



Amy A Southwell
Lincoln County Clerk
225 W Olive Street, Ste #201
Newport, Oregon 97365



County of Lincoln
www.co.lincoln.or.us/clerk
541-265-4131

DATE: January 24, 2025
TO: All Special Districts
FROM: Amy Southwell, Lincoln County Clerk
RE: Director Election on May 20, 2025

The election for special district directors will be held on May 20, 2025. Please review the enclosed information regarding your directors and make additions and corrections, as necessary. Director's check-marked will be up for election according to our records. For any position where there is a vacancy or an appointment and the term will not expire until 2027, it must go on the 2025 ballot for a 2-year unexpired term.

PLEASE RETURN THE FORM BY EMAIL BEFORE FEBRUARY 4TH, 2025

Please email to: asouthwell@co.lincoln.or.us

This is very important, especially if you have any changes or additions!

The County Clerk will publish a Notice of Director Election for all districts on February 12th, 2025, in the local Newspapers for Lincoln County. Candidate's may file with verified signatures or a \$10.00 filing fee, no later than 5:00pm March 24, 2025, with the Lincoln County Clerk.

Please complete Part II on the information form if applicable. If the form is **not** returned to this office by the specified time, the election officer shall prepare the notice for the district using the most current information available. When a person is appointed to fill a vacancy in a district office, please let me know as soon as you can.

I am also enclosing a candidate filing form (SEL 190). Feel free to make as many copies of the form as needed. You may also find this form and more information on our website at: <http://www.co.lincoln.or.us/clerk/>. Click on "May 20, 2025, Special Election Information".

If you have any questions, please do not hesitate to contact our office at 541.265.4131 or asouthwell@co.lincoln.or.us

Thank you for all your help!

SPECIAL DISTRICT DIRECTOR INFORMATION FORM

SEAL ROCK WATER DISTRICT
Attn: Joy King
1037 NE Grebe St
Seal Rock OR 97376

(District Name) District No: **059**
 (Contact) jking@srwd.org
 (Mail Address) Phone: 563-3529
 ed: Y vbm: Y dir: Y WATER

The information below is correct
 Corrections should be made as indicated

↓ Signature of Contact Person: ↓



PART I

Director Name	Pos	Elec or Appt	EI Date	Term Exp	Length
✓ SAUNDRA K MIES-GRANTHAM	1	E	05/18/21	06/30/25	
✓ PAUL HIGHFILL	2	E	05/18/21	06/30/25	
✓ KAREN JACOBS OTTA	3	E	05/18/21	06/30/25	
GLEN MORRIS	4	E	05/16/23	06/30/27	4 year
ROB MILLS	5	E	05/16/23	06/30/27	4 year

PART II - Complete the following for appointed directors only.

Name of Appointee	Name of Director Replaced	Date Replaced Director Elected	Length of Term

Date of District Director Election: May 20, 2025
 This Form Must Be Returned By: February 4, 2025

Candidate Filing District

SEL 190

rev 12/24
ORS 255.235

i This form must be filed with county elections official. All information must be completed or the form will be rejected.

2025 District Election Filing Dates

Candidate Filing February 8, 2025 to March 20, 2025

Withdrawal Date March 20, 2025

This filing is an

Original

Amendment

Office Information

Filing for Office of:

District, Position or County:

Filing Information

Filing with the required \$10.00 fee

Prospective Petition

Candidate Information

Name of Candidate

First

MI

Last

How you would like your name to appear on the ballot

Candidate Residence/Route Address

Street Address

City

State

Zip

Candidate Mailing Address and Contact Information

Street Address or PO Box

City

State

Zip

Work Phone

Home Phone

Cell Phone

Email Address

Web Site, if applicable

Race and Ethnicity *Optional*

Occupation (present employment) If no relevant experience, None or NA must be entered.

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

Residence Address Exemption

To exempt your residence address from public disclosure, complete form [SEL 180 – Residence Address Exemption Request](#). The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

I don't want my residence address to be disclosed. I will be filing a separate [SEL 180 – Residence Address Exemption Request](#).

Candidate Attestation

By signing this document, I hereby state that:

- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated May 11, 2020.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 7

The Effective Date of this Amendment is: December 13, 2024

Background Data

Effective Date of Owner-Engineer Agreement: May 11, 2020

Owner: Seal Rock Water District

Engineer: Jacobs Engineering Group Inc.

Project: Phase IV Beaver Creek Water Supply Project

Nature of Amendment:

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

Additional engineering services have been required with project extension from the original final completion date of August 24th, 2021. Additional services provided with this amendment to cover work since October 2024 and extending through the end of June 2025. Jacobs services and costs are subject to change pending certified substantial and final completion dates.

- *Remaining engineering services (project management, project closeout, document controls - meetings, invoicing/project controls, continued WesTech interface, expenses); field services as needed, ongoing engineering services regarding operation of treatment plant **\$31,000**.*

Agreement Summary:

Original agreement amount:	\$ 1,056,000
Net change for prior amendments:	\$ 488,929
This amendment amount:	\$ 31,000
Adjusted Agreement amount:	\$ 1,575,929

Change in time for services (days or date, as applicable): Services include support and coordination with WesTech, owner’s supplied packaged system and on call engineering support to operations and maintenance.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this, or previous Amendments remain in effect.

OWNER:

ENGINEER:

Seal Rock Water District

Jacobs Engineering Group Inc.

By: _____

By: _____

Print _____

Print _____

name: Adam Denlinger

name: Alan Chang

Title: General Manager

Title: Designated Manager

Date Signed: _____

Date Signed: _____

Agency Concurrence:

As lender or insurer of funds to defray the costs of this Contract, and without liability for any payments thereunder, the Agency hereby concurs in the form, content, and execution of this Agreement.

Agency Representative Date

Name and Title