

**SEAL ROCK WATER DISTRICT**  
**Board of Commissioners**  
**Regular Monthly Board Meeting Agenda**  
**Thursday, December 12, 2024, @ 2:00 p.m.**  
**This will be a hybrid meeting**

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](http://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](mailto: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                        | November to December 2024 |
| ● Board Meeting Minutes               | November 21, 2024         |
| ● Financial Report / Approve Invoices | November to December 2024 |
| ● USDA PMR Phase IV No. 51            | December 12, 2024         |
| ● General Manager's Monthly Report    | November to December 2024 |

- **Discussion and Information Items:**

- Consider the Water Treatment Plant and Beaver Creek Raw Water Intake Update.  
Presented by: Adam Denlinger, General Manager

- **Decision Items:**

- Consider draft June 30, 2024, SRWD Financial Audit Report and Management Representation Letter.  
Presented by: Joy King-Cortes, SRWD Office Manager

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

- The district office will be closed Wednesday, December 25th in Honor of the Christmas Day Holiday.
- The district office will be closed Wednesday, January 1st in Honor of the New Year's Day Holiday.

- **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: **January 9, 2025 @ 4:00 p.m.** Regular Board Meeting or established date.

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**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
by Zoom Conference Call and In Person  
November 21, 2024**

**Introduction to Remote Meeting:**

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

**Present:**

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

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

**Call Regular Meeting to Order:**

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

**Announcements/Public Comments:**

President Rob Mills asked if there were any announcements. Commissioner Karen Otta had no announcement; Commissioner Sandra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement; General Manager, Adam Denlinger had no announcement; Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; Brad Wynn, Lead Operator had no announcement and President Rob Mills had no announcement.

**Public Comments:**

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

**Consent Calendar:**

Items on the consent calendar are the October/November 2024 Invoices List for approval; the October 10, 2024, Regular Board Meeting minutes; Financial Report, USDA Project Monitoring Report No. 50; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Paul Highfill answered YES; Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; and President Rob Mills answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Paul Highfill seconded the motion. The motion passed unanimously.

**Discussion and Information Items:**

**Water Treatment Plant Update:**

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

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

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

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

**Decision Items:**

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

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

63 Commissioner Karen Otta moved to authorize the funding agreement with Lincoln County for \$50,000. Commissioner  
64 Paul Highfill seconded the motion. The motion passed unanimously.  
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66 **Report, Comments, and Correspondence:**

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

Date:

**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
<b>01-1310</b>				
JASON FISHER	112224	Refund Overpayment Final Bill	11/22/2024	18.17
Total 01-1310:				18.17
<b>01-5271</b>				
CHARTER COMMUNICATIONS	001293711192	Internet (Office)	11/19/2024	134.98
Total 01-5271:				134.98
<b>01-5272</b>				
AT&T MOBILITY	11232024	Wireless	11/15/2024	297.17
Total 01-5272:				297.17
<b>01-5274</b>				
AT&T MOBILITY	11232024	Wireless WTP	11/15/2024	51.53
Total 01-5274:				51.53
<b>01-5310</b>				
TCB SECURITY SERVICES INC.	246670	Base Monthly Account Fee	12/01/2024	45.00
TCB SECURITY SERVICES INC.	246670	Level 1 Calls	12/01/2024	1.85
Total 01-5310:				46.85
<b>01-5605</b>				
GRAINGER	9314235756	IBC Tank Heaters: 115V AC, 1,440 W Watts, 0°F to 160°F, IP2X, IBC Totes, Outdo	11/12/2024	2,423.25
GRAINGER	9314235756	Estimated Tax	11/12/2024	55.34
Total 01-5605:				2,478.59
<b>01-5610</b>				
CENTRAL LINCOLN P.U.D.	112224	Utility Services	11/22/2024	2,136.65
Total 01-5610:				2,136.65
<b>01-5611</b>				
CENTRAL LINCOLN P.U.D.	112224	WTP Utility Services	11/22/2024	1,841.77
Total 01-5611:				1,841.77
<b>01-5630</b>				
FERGUSON WATERWORKS #30	1279962	4x24 HYMAX CLAMP 4.80-5.60 200 PSI	11/14/2024	768.40
Total 01-5630:				768.40
Grand Totals:				7,774.11

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Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
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Dated: DEC. 2, 2024

General Manager: A. Duh

Dated: \_\_\_\_\_

Treasurer: \_\_\_\_\_

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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
<b>01-5271</b>				
CENTURYLINK	112624	Toledo Pump Station SCADA	11/26/2024	70.95
Total 01-5271:				70.95
<b>01-5272</b>				
AT&T MOBILITY	11282024	Wireless phone for SCADA on call	11/30/2024	48.27
Total 01-5272:				48.27
Grand Totals:				119.22

Dated: Dec-06-2024

General Manager: A. Newber

Dated: \_\_\_\_\_

Treasurer: \_\_\_\_\_

*[Handwritten signature]*

### SRWD Monthly Financial Report

Date: 12/2/2024

Monthly Statistics		Comments					
Total customers	2682	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	\$710,851.04	\$19,184.78	\$730,035.82				
Bond	\$725,887.11	\$0.00	\$725,887.11				
Capital Projects	\$16,019.68	\$18,886.44	\$34,906.12		\$7,421,586 Interim Loan Proceeds		
Revenue Bond	\$2,794.37	\$40,056.92	\$42,851.29				
Rural Development Reserve	\$0.00	\$115,294.41	\$115,294.41				
Dist. Office/Shop Reserve	\$0.00	\$0.00	\$0.00				
Depreciation/SLARA Reserve	\$0.00	\$297,434.44	\$297,434.44				
SDC (formerly SIP)	\$0.00	\$584,502.91	\$584,502.91		\$1,335,995.24 SDC collections thru 11/30/2024		
Water Source Improvement Rsrv	\$0.00	\$292,472.64	\$292,472.64				
TOTALS	\$1,455,552.20	\$1,367,832.54	\$2,823,384.74				
General Fund Review		Current	FYTD	Budgeted Amount	Comments		
Revenue	\$268,844.02	1,232,982.05	\$3,595,600.00				
Expenses	\$141,748.37	1,049,741.21	\$3,595,600.00		Contingency \$100,000; Transfers \$568,050; Total expenses budgeted \$2,937,550.		
Net Gain or (Loss) from Operations	\$127,095.65	\$183,240.84					
Water Sales Revenue Comparison		Month	FYTD	Comments			
Water Sales Current Year	\$195,821.52	\$1,119,730.07	Leak Adjustments & Billings Adjustments (YTD = July - June)				
Actual+In Lieu of Water Sales Less H2O CR	\$200,821.52	\$1,144,580.81	Billing Adj FYTD \$149.26				
Water Sales Prior Year	\$198,162.90	\$1,134,150.74	Leak Adj/Write off FYTD \$0				
Actual+In Lieu of Water Sales Less H2O CR	\$203,162.90	\$1,159,034.09	TOTAL FYTD ADJUSTMENTS \$149.26				
Over or (Under)	-\$2,341.38	-\$14,420.67	Note: Rate increase effective 6/1/2024				
Gallage Comparison		Current	Prior Year	Cost Comparison	Current	Prior Year	
Gallons Purchased/Intertie/WTP Treated	7,125,750	8,259,043	Toledo Charges	\$0.00	\$0.00		
Gallons Sold (includes accountable loss & intertie)	6,481,183	7,203,341	SRWD Sales	\$195,821.52	\$198,162.90		
Variance %	9.05%	12.78%					
Gallons Produced/Treated at WTP	3,227,350		10/11/2024-11/12/2024				
Gallons from Toledo Master Meter	0		Toledo Master Meter Readings read by SRWD field crew				
SRWD Intertie Usage (Purchased)	3,898,400		Additional water SRWD used/purchased from Newport Intertie				
Total Water Received/Produced	7,125,750						
City of Newport Intertie Usage (Sold)	0		Gallons sold to City of Newport for water used from the Newport Intertie				
Total Gallons Accounted	6,603,810		From flushing, leaks, CL2 Analyzer, & fire hydrant use				
Total Gallons Unaccounted	521,940						
Water Loss Percentage	7.32%						
Approval To Pay Bills		Payroll 11/1/2024 \$32,317.12		Payroll 11/15/2024 \$31,896.82		Payroll 11/29/2024 \$30,283.72	
Month of:	November	(after meeting)	December				
	GF A/P	\$7,774.11	GF A/P	\$42,211.06	up to 12/6/2024		
	SDC Fund	\$0.00	SDC Fund	\$0.00			
2022 Revenue Bond	Bond/Rev Bond Fund	\$94,971.63	Bond/Rev Bond Fund	\$0.00			
	Depreciation/SLARA	\$0.00	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		
		10/31/2024			11/30/2024		
Office Overtime Hours (2-01)	0.00	3.50	3.50	0.00			
Field Overtime Hours (2-02)	0.00	18.75	18.75	0.00			
PTO (3-01)	2813.93	166.15	140.50	2839.58			
Comp Time (9-01 / 9-02)	134.83	50.13	34.00	150.96			



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## Seal Rock Water District

General Manager's Report:  
 Board Meeting – December 12, 2024

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 engineers, WesTech technicians and to schedule modifications to the Clean in Place (CIP) Tank to move the heating elements to the CIP tank. Work to improve the heating process and remove the elements from the naturalization process is tentatively scheduled to begin in January 2025.

### **ANNUAL ROUTINE METER MAINTENANCE:**

District field crews continue to perform annual meter maintenance throughout the distribution system. According to the manufacturer's recommendation field crews will visit every meter in the district, perform a system evaluation of the meter and surrounding area, and complete any routine maintenance at that time. Because the district no longer visits each meter on a monthly basis it is recommended to perform annual meter maintenance in an effort to catch problems in the field before they occur. Crews have completed approximately 50% of the system at this time.

### **SOUTH BAY ROAD EMERGENCY WATER MAIN REPLACEMENT:**

This location is the site of repeated repairs on South Bay Road at milepost 4. Due to earth movement in this area, the pipeline is under a tremendous amount of force. District crews responded to a leak in this area due to earth movement in January 2024.

Proposed improvements include replacing 1000 LF of the 12-inch pipeline with 6-inch High Density Polyethylene Pipe (HDPE). Because the Toledo pipeline no longer serves as a primary source of water the need to continue maintaining a 12-inch pipeline does not seem necessary. Conversely, the Toledo pump station is not capable of supplying more water than can be delivered by a 6-inch pipeline. Finally, the customer base in this area consists of 20-customer connections, further justifying the need for a 6-inch pipeline to meet demand in this area.

To safely span the distance of the slide area crews would need to install 1000 LF of 6-inch HDPE at an estimated cost of \$50,000. This cost includes the purchase of materials, rental equipment, and spoils removal or hauling. SRWD crews would self-perform this work. Funding to support this effort was recently approved

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

Adam Denlinger, General Manager

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by the Lincoln County Board of Commissioners through a grant agreement using funds provided by the American Rescue Plan Act (ARPA) grant funding. District crews are in the process of securing materials and equipment for this project and will begin mobilizing to complete the repairs in January 2025.

**Other notable activities for the month include:**

- Attended the Mid-Coast Water Conservation Consortium Meeting.
- Hosted monthly staff/safety meeting.
- Attended Mid-Coast Water Planning Partnership Meeting.
- Attended the monthly Oregon Water Utility Council (OWUC) meeting.
- Attended Oregon Government Ethics Commission Public Meeting Law training on November 26, 2024.
- Attended the Lincoln County Board of Commissioners Meeting virtually December 4th.
- Attended several meetings with engineers regarding WTP operations.
- District admin staff worked with the district's auditor to review financial information for the annual audit process.