

**SEAL ROCK WATER DISTRICT**  
**Board of Commissioners**  
**Regular Monthly Board Meeting Agenda**  
**Thursday, June 11, 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](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 [tkarsen@srwd.org](mailto:tkarsen@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                           | May 2026 to June 2026 |
| • Board Meeting & Public Hearing Minutes | May 14, 2026          |
| • Financial Report / Approve Invoices    | May 2026 to June 2026 |
| • General Manager's Monthly Report       | May 2026 to June 2026 |

**4. Discussion and Information Items:**

- Consider Water Treatment Plant Update.  
Presented by: Adam Denlinger, General Manager
- Consider John Garcia Memorial Dedication.  
Presented by: Adam Denlinger, General Manager

**5. Decision Items:**

- Consider Resolution 0626-01 authorizing the district to adopt a water rate adjustment for FY 2026-2027  
Presented by: Adam Denlinger, General Manager  
Renee Card, Finance Manager
- Consider Resolution 0626-02 adopting the SRWD FY 2026-2027 annual budget, appropriating funds, and levying taxes.  
Presented by: Adam Denlinger, General Manager  
Renee Card, Finance Manager
- Consider Scope of Services for the Mid-Coast Water Conservation Consortium.  
Presented by: Adam Denlinger, General Manager
- Consider adopting the revised SRWD Employee Handbook with an implementation date of July 1, 2026.  
Presented by: Adam Denlinger, General Manager
- Consider General Manager's Annual Performance Review  
Presented by: Rob Mills, SRWD Board President

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

**6. Reports, Comments, and Correspondence:**

- SRWD Office will be closed on June 19<sup>th</sup> in honor of the National Juneteenth Holiday.
- SRWD Office will be closed on July 4<sup>th</sup> in honor of the Independence 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: July 9, 2026, at 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.

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**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
<b>AT&amp;T MOBILITY</b>				
AT&T MOBILITY	05232026	Wireless Field Crew & GM	05/15/2026	250.98
Total 01-5272 Cellular Expense:				250.98
AT&T MOBILITY	05232026	Wireless WTP	05/15/2026	101.95
Total 01-5274 CELLPHONE - WTP:				101.95
<b>CECO, INC.</b>				
CECO, INC.	CP-00639660	Fuel	05/18/2026	933.12
Total 01-5632 Maint./Repair-Gasoline:				933.12
<b>CEDAR CREEK QUARRIES, INC.</b>				
CEDAR CREEK QUARRIES, INC.	0134899-IN	Crushed Rock	05/14/2026	62.66
Total 01-5633 Maint./Repair-Gravel/Brush Cut:				62.66
<b>CENTRAL LINCOLN P.U.D.</b>				
CENTRAL LINCOLN P.U.D.	052026	Utility Services	05/20/2026	1,918.20
Total 01-5610 Utilities:				1,918.20
CENTRAL LINCOLN P.U.D.	052026	WTP Utility Services	05/20/2026	2,122.78
Total 01-5611 Utilities-WTP:				2,122.78
<b>CHARTER COMMUNICATIONS</b>				
CHARTER COMMUNICATIONS	001293705192	Internet (Office)	05/19/2026	145.00
Total 01-5271 Phone Expense/Internet:				145.00
<b>COUNTRY MEDIA INC.</b>				
COUNTRY MEDIA INC.	790264	Notice of Budget Hearing LB-1	05/06/2026	240.00
Total 01-5280 Printing / Copying / Advertisi:				240.00
<b>HARBOR FREIGHT INC</b>				
HARBOR FREIGHT INC	7749229D	6 Ft 6400LB LIFTING SLING REBRA	05/18/2026	12.99
HARBOR FREIGHT INC	7749229D	6 Ft 6400LB LIFTING SLING REBRA	05/18/2026	12.99
HARBOR FREIGHT INC	7749229D	40 X 72 MOVING BLANKET	05/18/2026	5.99
HARBOR FREIGHT INC	7749229D	40 X 50 MOVING BLANKET	05/18/2026	3.79
HARBOR FREIGHT INC	7749229D	3PC UNIV JOINT SOCKET ADAPTER	05/18/2026	10.99
Total 01-5629 Maint/Repair/Repla- WTP:				46.75
<b>M &amp; E SEPTIC SERVICE, INC.</b>				
M & E SEPTIC SERVICE, INC.	1/10020	Pumping of Holding Tank - WTP (3,125 gallons)	05/15/2026	1,250.00
Total 01-5629 Maint/Repair/Repla- WTP:				1,250.00

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount
PJM AUTO LLC				
PJM AUTO LLC	13711	FOUND MISFIRE 5 SWAP TO 3 MISFIRE NOT A COIL OR PLUG ISSUE CHECK COMPRESSION 3 AND 5 FOUND 150 PSI REPLACE FUEL INJECTOR 5 AND RETEST SYSTEM	04/07/2026	175.00
PJM AUTO LLC	13711	Remove and replace FUEL INJECTOR (ONE) OR ALL , W/O ETORQUE	04/07/2026	346.50
PJM AUTO LLC	13711	chrysler INJECTOR, FUEL	04/07/2026	183.13
PJM AUTO LLC	13711	chANGE ENGINE OIL AND FILTER	04/07/2026	31.20
PJM AUTO LLC	13711	7QT OF FULL SYNTHETIC ENGINE OIL AND GOLD FILTER-LOF	04/07/2026	85.85
PJM AUTO LLC	13711	Remove and replace CABING AIR FILTER	04/07/2026	52.50
PJM AUTO LLC	13711	napa gOLD FILTER CABIN AIR FILTER-4579	04/07/2026	23.17
PJM AUTO LLC	13711	ITEMS THAT ARE CONSUMED DURING AND FOLLOWING THE REPAIR PROCESS	04/07/2026	30.26
PJM AUTO LLC	13711	environmental fee	04/07/2026	4.38
Total 01-5631 Maint./Repair-Field Equip:				931.99
<b>US POSTAL SERVICE - POSTMASTER</b>				
US POSTAL SERVICE - POSTMA	052826	Annual Permit Fee - Permit #14	05/28/2026	370.00
Total 01-5310 Dues / Fees & Assessments:				370.00
<b>US POSTAL SERVICE - WALDPOR</b>				
US POSTAL SERVICE - WALDP	052126	Bulk Mailing	05/21/2026	960.78
Total 01-5291 Postage Expense:				960.78
Grand Totals:				9,334.21

Dated: MAY 28, 2026

General Manager: A. [Signature]

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
<b>CENTURYLINK</b>				
CENTURYLINK	052626	Toledo Pump Station SCADA	05/26/2026	72.95
Total 01-5271 Phone Expense/Internet:				72.95
<b>SUSAN HAMBLET</b>				
SUSAN HAMBLET	052926	Refund Overpayment Final Bill	05/29/2026	53.86
Total 01-1310 Accounts Receivable:				53.86
<b>US BANK</b>				
US BANK	3210780	2013 GO Bond Principal	04/13/2026	90,000.00
Total 02-6650 2013 Bond - Principal:				90,000.00
US BANK	3210780	2013 GO Bond Interest	04/13/2026	19,426.25
US BANK	3210780	2013 GO Bond Interest Cash On Hand	04/13/2026	.01
Total 02-6750 2013 Bond - Interest:				19,426.24
US BANK	3210803	2012 GO Bond Principal	04/13/2026	270,000.00
Total 02-6640 2012 Bond - Principal:				270,000.00
US BANK	3210803	2012 GO Bond Interest	04/13/2026	24,065.63
Total 02-6740 2012 Bond - Interest:				24,065.63
<b>USDA RURAL DEVELOPMENT</b>				
USDA RURAL DEVELOPMENT	050226	2012 Revenue Bond Principal	05/02/2026	46,876.00
Total 04-6620 2012 Revenue Bond - Principal:				46,876.00
USDA RURAL DEVELOPMENT	050226	2012 Revenue Bond Interest	05/02/2026	27,456.00
Total 04-6720 2012 Revenue Bond - Interest:				27,456.00
Grand Totals:				477,950.68

Dated: JUNE 9, 2026

General Manager: A. [Signature]

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

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

JPC

**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
<b>AMY GREER</b>				
AMY GREER	12	Stipend	06/11/2026	50.00
Total 01-5064 Mileage & Meal Reimb-Board:				50.00
<b>GLEN MORRIS</b>				
GLEN MORRIS	199	Stipend	06/11/2026	50.00
Total 01-5064 Mileage & Meal Reimb-Board:				50.00
<b>KAREN OTTA</b>				
KAREN OTTA	110	Stipend	06/11/2026	50.00
Total 01-5064 Mileage & Meal Reimb-Board:				50.00
<b>ROB MILLS</b>				
ROB MILLS	198	Stipend	06/11/2026	50.00
Total 01-5064 Mileage & Meal Reimb-Board:				50.00
<b>SAUNDRA MIES-GRANTHAM</b>				
SAUNDRA MIES-GRANTHAM	198	Stipend	06/11/2026	50.00
Total 01-5064 Mileage & Meal Reimb-Board:				50.00
Grand Totals:				250.00

Dated: June 3, 2026

General Manager: A. Ducker

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

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

**SEAL ROCK WATER DISTRICT  
MINUTES OF THE  
Regular Board Meeting  
May 14, 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 Glen Morris, Member; Commissioner Amy Greer, Member; Commissioner Karen Otta, Treasurer; and Attorney Jeff Hollen, Legal Counsel. Present through Zoom video conferencing was Commissioner Sandra Mies-Grantham, Secretary. Staff present were Adam Denlinger, General Manager; Renee Card, Finance Manager; Brendi Hoch, Utility Billing Clerk; and Brad Wynn, Lead Operator.

**Excused Absences:** None

**Visitors Present:** Jim Long, Michelle Vincent, Marcus Molling, Mike Green, Nolan Davis, Kayla Tidmore.

**Call Meeting to Order & Announcements:**

President Rob Mills called the regular board meeting to order at 4:00 p.m., Thursday, May 14, 2026, and introduced the commissioners and staff present in the boardroom. There was only one announcement, GM Adam Denlinger announced details for John Garcia's memorial service. The agenda was reordered to prioritize public testimony regarding the proposed water rate adjustment and fiscal budget.

**Public Hearing:** President Mills opened the public hearing on the proposed water rate adjustment for FY 2026-27. Staff received and responded to two emails from customers that were included in the meeting files as public comments. Margaret Iverson opposed the proposed increase due to rising inflation, suggesting the District cover operational increases through stricter budgeting. Mike Green opposed the increase highlighting concerns that local rates are now higher than other West Coast regions and questioned current water quality.

**Late-Arriving Written Comments (Distributed to Board):**

Staff received and responded to three written public comments via email after the publication of the meeting packet. The Board noted, reviewed, and formally appended all written testimonies to the official meeting materials. Rose Estes submitted written opposition to any water rate increase, citing financial hardship and questioning the necessity of the increase. Becky Lammerding also submitted written opposition to the rate increase, citing personnel service costs and requesting an independent audit. A written comment was received from Mark Lull expressing gratitude to the staff and board, noting his support and trust in the organization's ability to maintain high water quality standards.

**Public Comments:**

Jim Long expressed appreciation for Board service and noted base water rates have increased approximately 43% since 2021, exceeding inflation. He requested clarification. Board/Staff responded that the rate structure adjustments reflect infrastructure costs, capital improvements, grant-matching reserves, short-term rental capacity demands, and effort to balance fixed vs. usage-based fees.

Kayla Tidmore reported increasing water bills despite reduced usage and requested more detailed budget transparency. She noted significant increases in personnel costs and questioned allocation priorities while raising concerns about affordability of water as a basic necessity. Board/Staff responded that cost increases are driven by health benefits and personnel-related costs, operation of a new water treatment facility, and post-pandemic cost increases (fuel, training, supplies). The District operates as a local government not a nonprofit entity with training costs that are required for certified operators. The budget follows Oregon Budget Law and reflects cost of service, however the Board reviews expenditures and seeks cost reductions where possible.

Mike Green thanked Adam Denlinger for providing detailed written answers to his written public comments regarding the proposed water rate increase. He inquired if water rates would ever decrease if operational costs, such as fuel and tariffs, eventually go down, expressing concern that municipalities rarely lower rates and that continuous increases heavily burden residents on fixed incomes. Board/Staff explained that volatility impacts the cost of all municipal supplies and cited examples of current financial and operational pressures driving the budget.

Michelle Vincent supported prior opposition to the rate increase, emphasizing the community's need for transparency regarding rising costs and the specific allocation of funds.

62 Nolan Davis raised questions regarding the District's high water rates compared to the rest of the Oregon coast and asked  
63 if capital spending could be scaled back. The Board and Staff clarified that current rates reflect the debt service on the  
64 WTP, which protects the district from more severe rate increases due to water rights competition associated with the  
65 Toledo system. Emphasis was placed on the inability to stop infrastructure spending completely due to 75-year-old piping  
66 needing replacement and noted that the upcoming Water Master Plan update will outline future funding strategies in a  
67 climate of shrinking grant availability.

68 Marcus Molling expressed dissatisfaction with road repairs following water project construction, citing the financial burden  
69 of combined road district assessments and water rate increases. Board/Staff responded that all post-project road repairs  
70 met the criteria of the District's agreement with the Makai Special Road District. Noting that while certain sections did not  
71 turn out perfectly and recent outside development has exacerbated road wear, staff will continue trying to coordinate  
72 solutions directly with the road district.

73  
74 **Public Hearing:** President Rob Mills closed the rate hearing and opened the budget hearing to accept public testimony  
75 regarding the FY 2026-27 budget, in the total sum of \$10,517,590. Staff received and responded to one public comment  
76 email that was received after the publication of the meeting packet. Becky Lammerding requested a definition of the term  
77 capital outlay as listed in our Notice of Budget Hearing publication.

78  
79 **Public Comments:** Kayla Tidmore reiterated concerns over annual rate increases tied to the FY 2026-27 budget. She  
80 expressed a need for clearer public-facing financial explanations which makes annual rate adjustments appear to penalize  
81 consumers for new projects, and a desire for long-term financial stability. The Board and Staff explained that incremental  
82 increases protect the District from emergency liabilities and provide capital matching funds to convert to grant  
83 opportunities. State and Federal funding bodies require annual Consumer Price Index (CPI) adjustments as a condition  
84 for assistance. President Mills closed the budget hearing.

85  
86 **Adoption of Consent Calendar:**  
87 Items on the consent calendar include the April 2026/May 2026 Invoices List for approval; April 9, 2026, Regular Board  
88 Meeting minutes; April 23, 2026, Budget Committee Meeting minutes; the Financial Report; and the General Manager's  
89 Monthly Report. Commissioner Morris moved to approve the consent calendar as presented. Commissioner Otta  
90 seconded the motion. The motion carried unanimously.

91  
92 **Discussion and Information Items:**  
93 **Source Water Operational Status:**  
94 GM Denlinger provided an update on the installation of new filtration membranes, noting that while key materials have  
95 arrived, the project is slightly delayed due to pending components like gaskets and U-bolts. Installation is now projected  
96 for the second week of May and will require a week-long shutdown of the WTP, during which time the district will receive  
97 water from the City of Newport. Additionally, the board discussed concerning state reports of a 13% average snowpack;  
98 while Beaver Creek is primarily rain-fed rather than snow-fed, management is closely monitoring stream flows and the  
99 potential for a regional drought emergency declaration.

100  
101 **Voluntary Four-Day / Flexible Work Week Pilot Program:**  
102 GM Denlinger proposed a flexible four-day work schedule. The proposal would allow employees to work four ten-hour  
103 days, with the office closed on Fridays. The anticipated benefits include reduced operating costs, improved efficiency,  
104 and enhanced employee recruitment and retention. The Board indicated general support for the proposal, with  
105 implementation anticipated to coincide with adoption of the updated employee personnel handbook.

106  
107 **Decision Items:**  
108 **Adoption of Resolution 0526-02 authorizing staff to submit the SRWD Final Draft DWPP**  
109 GM Denlinger presented a resolution authorizing the GM to submit the Seal Rock Water District (SRWD) final draft  
110 Drinking Water Protection Plan (DWPP) and accompanying transmittal letter to the Oregon Department of Environmental  
111 Quality (DEQ) and Oregon Health Authority (OHA) for agency review. Commissioner Morris moved to approve the  
112 resolution and Commissioner Otta seconded the motion. The motion passed unanimously.

113  
114 **Adoption of Resolution 0526-01, Capitalization for assets increase**  
115 Finance Manager Renee Card presented a resolution to increase the District's capitalization threshold for capital assets  
116 from \$2,500 to \$8,000 per auditor recommendation. Commissioner Morris moved to adopt the resolution as presented,  
117 Commissioner Otta seconded the motion. The motion passed unanimously.

118  
119 **Commemorative Recognition for Former Board President John Garcia**  
120 The Board then considered an item recognizing the contributions of former Commissioner John Garcia. Board members  
121 discussed the significant role Mr. Garcia played in stabilizing and advancing the district during challenging periods in its  
122 history. A motion was made by Commissioner Morris and seconded by Commissioners Otta and Mies-Grantham to name

123 the district building in his honor and to install a commemorative plaque recognizing his service and contributions to the  
124 district. The motion passed unanimously.

125  
126 **Report, Comments, and Correspondence:**

127 General Manager Performance Review due in June.

128 SRWD Office will be closed on May 25<sup>th</sup> in observance of the Memorial Day holiday.

129 Staff noted receipt of public comments regarding the rate increase and budget and encouraged continued community  
130 engagement including potential outreach to community members for participation in the Budget Committee.

131 Coordination with the Garcia family regarding the memorial recognition was suggested.

132  
133 **Executive Session:** None

134  
135 **Adjournment:** A motion to adjourn was made by Commissioner Morris and seconded by Commissioner Otta. President  
136 Rob Mills adjourned the meeting at 5:36 p.m.

137  
138 **Other Scheduled Meetings:** June 11, 2026, 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	2691	Includes new connects Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X.2 & office) plus 1 Hydrant meter			
New connections	1				
Reinstalls	0				
Abandonments/Forfeitures/Meter Removed	1				
Financial Report	Checking/MM	LGIP/PFMMMA	Fund Balances	Comments	
General	\$646,425.79	\$20,503.08	\$666,928.87		
Bond	\$610,161.43	\$0.00	\$610,161.43		
Capital Projects	\$45,905.66	\$19,618.11	\$65,523.77		
Revenue Bond	\$0.00	\$1,470.96	\$1,470.96		
Rural Development Reserve	\$0.00	\$136,776.41	\$136,776.41		
Dist. Office/Shop Reserve	\$0.00	\$0.00	\$0.00		
Depreciation/SLARA Reserve	\$0.00	\$296,503.95	\$296,503.95		
SDC (formerly SIP)	\$0.00	\$662,969.37	\$662,969.37	\$1,391,052.74 SDC collections thru 5/31/2026	
Water Source Improvement Rsrv	\$0.00	\$340,064.97	\$340,064.97		
TOTALS	\$1,302,492.88	\$1,477,906.85	\$2,780,399.73		
General Fund Review	Current	FYTD	Budgeted Amount	Comments	
Revenue	\$225,116.53	2,653,497.18	\$3,733,570.00		
Expenses	\$239,248.66	2,819,532.79	\$3,733,570.00	Contingency \$200,000; Transfers \$493,690; Total expenses budgeted \$3,039,880.	
Net Gain or (Loss) from Operations	-\$14,132.13	-\$166,035.61			
Water Sales Revenue Comparison	Month	FYTD	Comments		
Water Sales Current Year	\$218,002.44	\$2,431,084.31	Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual+In Lieu of Water Sales Less H2O CR	\$223,002.44	\$2,485,215.84	Billing Adjustments FYTD \$93.81		
Water Sales Prior Year	\$202,748.20	\$2,275,674.25	Leak Adjustments FYTD \$774.66		
Actual+In Lieu of Water Sales Less H2O CR	\$207,454.11	\$2,330,230.90	TOTAL ADJUSTMENTS FYTD \$868.47		
Over or (Under)	\$15,254.24	\$155,410.06	<b>Note: Rate increase effective 6/1/2025</b>		
Gallage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased/Intertie/WTP Treated	7,547,000	7,749,512	Newport Charges	\$0.00	\$0.00
Gallons Sold (includes accountable loss & intertie)	6,439,541	6,539,135	SRWD Sales	\$218,002.44	\$202,748.20
Variance %	14.67%	15.62%			
Gallons Produced/Treated at WTP	7,547,000		4/10/2026-5/11/2026		
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	7,547,000				
City of Newport Intertie Usage (Sold)	0		Gallons sold to City of Newport for water used from the Newport Intertie		
Total Gallons Accounted	6,153,210		Customer consumption, flushing, leaks, CL2 Analyzer, & fire hydrant use		
Total Gallons Unaccounted	1,393,790				
Water Loss Percentage	18.47%				
Approval To Pay Bills	Payroll 5/1/2026 \$34,028.04		Payroll 5/15/2026 \$32,880.95		Payroll 5/29/2026 \$33,915.78
Month of:	May	(after meeting)	June		
	GF A/P	\$9,461.02	GF A/P	\$55,057.98	up to 6/5/2026
	CP Fund	\$0.00	CP Fund	\$0.00	
	SDC Fund	\$0.00	SDC Fund	\$2,076.00	Water System Master Plan Update
2012&13 GO Bond \$403,497.87/RB \$74,332.00	Bond/Rev Bond Fund	\$477,823.87	Bond/Rev Bond Fund	\$0.00	
	SLARA/Depreciation	\$0.00	SLARA/Depreciation	\$0.00	
	CWSRF DEQ Grant	\$0.00	CWSRF DEQ Grant	\$0.00	
	L.C. ARPA Grant	\$0.00	L.C. ARPA Grant	\$0.00	Balance available \$7,211.28 as of 1/1/2026
	MCWCC	\$0.00	MCWCC	\$0.00	
Monthly Accrual Statistics	Beg. Balance	Accrued	Used/Paid	Balance	
	4/30/2026			5/31/2026	
Office Overtime Hours (2-01)	0.00	8.75	8.75	0.00	
Field Overtime Hours (2-02)	0.00	32.25	32.25	0.00	
PTO (3-01)	2875.84	180.06	194.25	2861.65	
Comp Time (9-01 / 9-02)	126.97	46.50	25.00	148.47	



1037 NW Grebe Street  
 Seal Rock, Oregon 97376  
 Phone: 541.563.3529 – Fax: 541.563.4246  
[www.srwd.org](http://www.srwd.org)



## Seal Rock Water District

General Manager's Report:  
 Board Meeting – June 11, 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 Membrane Replacement Project:

District operators have successfully completed the replacement of all 46 membrane filtration modules on Skid 1. This significant maintenance effort was completed in coordination with WesTech personnel, who were onsite throughout the project to provide technical support, oversee installation procedures, and certify the completed work.

The replacement process involved carefully removing the existing membrane modules, inspecting associated equipment and connections, thoroughly flushing and cleaning both membrane filtration skids, installing the new membrane modules, reconnecting system components, and performing operational testing and verification. In conjunction with the membrane replacement work, staff also completed improvements and preparations associated with Skid 2 to support future operational reliability and treatment capacity.

Following installation, both membrane filtration skids were thoroughly flushed and conditioned to ensure system cleanliness and proper performance prior to returning the treatment process to service. District operators and WesTech technicians then completed startup procedures, performance testing, and system validation to confirm the upgraded membrane system was operating as designed.



Filter module Removal:



Flushed skid – 1 ready for new modules



Completed Filter installation skid-1

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

Adam Denlinger, General Manager

[adenlinger@srwd.org](mailto:adenlinger@srwd.org)

[www.srwd.org](http://www.srwd.org)

The project was completed safely and efficiently during the planned treatment plant shutdown, with the district utilizing its emergency intertie connection with the City of Newport to maintain system reliability and adequate water supplies throughout the work period. The successful completion of this project represents an important investment in the long-term reliability, treatment performance, and resiliency of the district's water treatment facilities.

### **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.

**Drinking Water Protection Plan:** Staff continue to work with consultants and local stakeholders on and have submitted a draft Drinking Water Protection Plan to the Oregon Health Authority and Department of Environmental Quality for review.

**SRWD Employee Handbook:** Ongoing review and updates, working in collaboration with SDAO consultants to ensure compliance with revised state requirements. The plan has been forwarded to HR Answers for review.

**Pay Equity Evaluation:** District staff continue working with consultants from HR Answers in an effort to perform a Pay Equity Evaluation for the district.

**Water Master Plan:** Staff met with engineers to discuss progress on the development of the WMP.

**Mid-Coast Water Planning Partnership:** Participated in the monthly regional partnership meeting.

**Oregon Water Utility Council:** SRWD hosted the May 28<sup>th</sup> OWUC monthly meeting.

**Membrane Module Replacement:** SRWD operators replaced all the membrane filtration modules on filter skid 1 the week of May 18<sup>th</sup>.

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.

**SEAL ROCK WATER DISTRICT  
BOARD OF COMMISSIONERS**

**TRIBUTE HONORING JOHN GARCIA  
AND DEDICATING THE JOHN GARCIA MEMORIAL BUILDING**

The Seal Rock Water District Board of Commissioners is proud to recognize and honor John Garcia for his extraordinary service, leadership, and dedication to our community.

For more than twenty years, John served the District as a Commissioner and Board President, helping guide the organization through periods of growth, change, and significant investment in the community's water infrastructure. Throughout his service, John remained committed to ensuring that residents and businesses had access to safe, reliable, and affordable drinking water.

John's leadership extended well beyond the boundaries of Seal Rock Water District. He was instrumental in fostering relationships and collaboration among water providers, local governments, and regional organizations throughout the Central Oregon Coast. Through his involvement in regional water planning efforts, John helped advance conversations and partnerships focused on long-term water reliability, resource stewardship, and sustainable solutions for future generations.

Those who worked with John knew him as a thoughtful leader, a strong advocate for the public interest, and someone who always sought practical solutions to complex challenges. His dedication, integrity, and commitment to public service left a lasting mark on both the District and the region.

In recognition of his many contributions, and as a lasting tribute to his service, the Seal Rock Water District Board of Commissioners hereby dedicates the District Administration Building as the

**JOHN GARCIA MEMORIAL BUILDING**

May this building serve as a permanent reminder of John's leadership, his commitment to public service, and the positive impact he had on the Seal Rock community and the Central Oregon Coast.

ADOPTED this 11th day of June, 2026, by the Seal Rock Water District Board of Commissioners.

# THE JOHN GARCIA MEMORIAL BUILDING

Dedicated in Honor of

Mr. John Garcia

For more than twenty years, John Garcia faithfully served the Seal Rock Water District as Board President, providing extraordinary leadership, vision, and unwavering dedication to the community and its water system.

Through his stewardship, commitment to public service, and tireless advocacy for responsible water management, John helped build and protect the District that serves our community today.

His legacy of integrity, leadership, and devotion to the people of Seal Rock will continue to inspire future generations.

Dedicated by the;  
Seal Rock Water District Board of Commissioners this June 11, 2026



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



# Seal Rock Water District

<b>DATE ACTION REQUESTED: June 11, 2026</b>							
<b>Ordinance</b>		<b>Resolution</b>	<b>X</b>	<b>Motion</b>	<b>X</b>	<b>Information</b>	
<b>Date Prepared: May 14, 2025</b>				<b>Dept.: Administration</b>			
<b>SUBJECT: Consider a Resolution Adopting and Approving a Water Rate Adjustment for FY 2025 - 2026</b>				<b>Contact Person for this Item:</b> Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447			

**RECOMMENDED BOARD ACTION**

Adopt Resolution No. 0626-01 authorizing an average water rate adjustment of 5.00% for Fiscal Year 2026-2027.

**Proposed Motion:**

*I move to adopt Resolution No. 0626-01, adjusting Seal Rock Water District water rates and charges for Fiscal Year 2026-2027.*

**FINANCIAL IMPACT**

The proposed rate adjustment is intended to ensure the District can continue providing safe, reliable, and high-quality drinking water while maintaining the financial resources necessary to operate, maintain, and improve critical water infrastructure.

Revenue generated through the proposed adjustment will help the District:

- Address inflationary increases in operational and maintenance costs.
- Meet evolving state and federal regulatory requirements.
- Maintain and replace aging infrastructure.
- Continue investments in cybersecurity and information technology systems.
- Support workforce retention, recruitment, and succession planning.
- Preserve adequate operating reserves and financial stability.

The District's approach has been to make modest, periodic adjustments rather than defer increases and risk larger rate changes in the future. This strategy promotes rate stability, supports long-term planning, and reduces financial impacts on customers over time.

Major cost drivers reflected in the Fiscal Year 2026-2027 budget include:

- Increased treatment chemical and supply costs.
- Rising costs for contracted services, materials, and equipment.
- Additional regulatory compliance and monitoring requirements.
- Ongoing investments in cybersecurity and technology infrastructure.

- Personnel-related expenses, including a cost-of-living adjustment and staffing transitions.

## **DISTRICT GOAL**

Maintain a financially sustainable utility that provides reliable drinking water service, protects public health, and preserves the District's water treatment and distribution infrastructure for current and future customers.

## **BACKGROUND**

During development of the Fiscal Year 2026-2027 budget, staff evaluated projected operating expenses, capital improvement needs, reserve requirements, and long-term financial obligations. Based on this review, staff determined that a modest rate adjustment is necessary to maintain the District's financial health and service reliability.

Pursuant to ORS 264.312, the District conducted a public hearing on May 14, 2026, during a regular meeting of the Board of Commissioners. Notice of the proposed rate adjustment was provided in accordance with state law, and customers were given an opportunity to review the proposal and provide public comment.

The proposed adjustment results in an average increase of 5.00% across customer classes. While individual customer impacts vary based on water consumption, the adjustment is designed to provide sufficient revenue to support ongoing operations and future system needs while remaining mindful of affordability considerations.

## **IMPACT ON CUSTOMERS**

Effective with the May/June 2026 meter reading cycle, billed at the end of June 2026, the water rates for domestic inside-district users are adjusted as follows:

- Base Rate: Increased by \$5.00 for both residential and commercial customers.
- Usage Rate: Increased by \$0.60 per 1,000 gallons for all consumption exceeding 4,000 gallons.

As established by District policy, out-of-district customers will continue to be charged at 150% of the applicable in-district rate.

## **STAFF RECOMMENDATION**

Staff recommends approval of Resolution No. 0626-01 adopting the proposed average water rate adjustment of 5.00% for Fiscal Year 2026-2027. The proposed adjustment supports the District's commitment to maintaining reliable service, meeting regulatory obligations, investing in critical infrastructure, and ensuring long-term financial sustainability.

Presented By: \_\_\_\_\_





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## Seal Rock Water District

The Seal Rock Water District Water Quality Report is available online at [www.srwd.org/report](http://www.srwd.org/report)  
Please contact us if you would like a paper copy of the Seal Rock Water District Water Quality Report

### RESOLUTION NO. 0626-01

#### A RESOLUTION ADJUSTING THE RATES AND CHARGES TO BE PAID BY CUSTOMERS OF THE SEAL ROCK WATER DISTRICT

**WHEREAS**, pursuant to ORS 264.312, the Seal Rock Water District held a duly noticed public hearing on May 14, 2026, during a regular Board meeting, to receive public testimony regarding proposed water rate adjustments for Fiscal Year 2026–2027; and

**WHEREAS**, in compliance with ORS 264.312, the District provided timely public notice and reasonable opportunities for customer feedback regarding the proposed rate adjustments; and

**WHEREAS**, the Board of Commissioners of the Seal Rock Water District has determined that an average water rate increase of 5.00% is necessary to maintain reliable water services, fund critical infrastructure improvements, and ensure the long-term financial stability of the District; and

**WHEREAS**, water rate adjustments must be formally adopted by resolution of the Board of Commissioners;

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SEAL ROCK WATER DISTRICT THAT:**

Effective with the May/June 2026 meter reading cycle, billed at the end of June 2026, the water rates for domestic inside-district users are adjusted as follows:

- Base Rate: Increased by \$5.00 for both residential and commercial customers.
- Usage Rate: Increased by \$0.60 per 1,000 gallons for all consumption exceeding 4,000 gallons.

In accordance with District policy, water rates for customers residing outside the district boundaries shall continue to be assessed at 150% of the established inside-district rates.

The updated Master Rate Schedule reflecting these modifications is attached hereto as **Exhibit A** and incorporated herein by this reference. The new schedule shall be maintained at the District office and published on the District's website for public inspection.

This resolution shall take effect immediately upon its passage by the Board of Commissioners.

PASSED AND ADOPTED by the Board of Commissioners of the Seal Rock Water District this 11<sup>th</sup> day of June, 2026.

---

Robert Mills  
SRWD Board President

(FY 2026-27 increase proposals attached, and other rate data available)



**SEAL ROCK WATER DISTRICT  
 1037 NW GREBE STREET  
 SEAL ROCK OR 97376**

**MASTER  
 RATE SCHEDULE  
 2026**

**PROPOSED MONTHLY WATER CHARGES:**

Monthly Facility Base Charges:

¾"	Domestic	\$58.75
1"	Domestic	\$78.40
2"	Domestic	\$118.20
¾"	Commercial	\$80.25
1"	Commercial	\$124.45
1 ½"	Commercial	\$149.45
2"	Commercial	\$209.35
3"	Commercial	\$320.05
4"	Commercial	\$381.10
6"	Commercial	\$545.60

Domestic Inside District Water Charges:

1 to 1000 gallons at	\$7.00 per 1000
1001 to 4000 gallons at	\$9.75 per 1000
4001 to 7000 gallons at	\$13.60 per 1000
7001 to 13000 gallons at	\$16.35 per 1000
13001 to 17000 gallons at	\$20.60 per 1000
17001 to 20000 gallons at	\$27.35 per 1000
over 20000 gallons at	\$31.10 per 1000

Commercial Inside District Water Charges:

1 to 1000 gallons at	\$7.60 per 1000
1001 to 7000 gallons at	\$10.35 per 1000
7001 to 12000 gallons at	\$13.60 per 1000
12001 to 16000 gallons at	\$20.60 per 1000
16001 to 49999 gallons at	\$27.35 per 1000
50000 gallons and over at	\$31.10 per 1000

The Board of Commissioners will determine rates for meters, larger than 4 inch.

**OUTSIDE DISTRICT USER RATES:**

A 50% surcharge is added to inside district facility charges for all outside district users. A 50% surcharge is added to water rates per thousand for commercial outside district. Rates per thousand for domestic outside district are the same as domestic inside district.



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# Seal Rock Water District

<b>DATE ACTION REQUESTED: June 11, 2026</b>							
<b>Ordinance</b>		<b>Resolution</b>	<b>X</b>	<b>Motion</b>	<b>X</b>	<b>Information</b>	
<b>Date Prepared: May 14, 2026</b>				<b>Dept.: Administration</b>			
<b>SUBJECT: FY 2026 - 2027 Budget Adoption</b>				<b>Contact Person for this Item:</b> Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447			

**RECOMMENDED BOARD ACTION:**

Consider SRWD Resolution No. 0626-02 authorizing the District to adopt the FY 2026-2027 SRWD Budget, Appropriating Funds, Imposing the Tax Rate, and Categorizing the Taxes.

**FINANCIAL IMPACT:**

The proposed budget for FY 2026-2027 totals \$10,517,590. This amount reflects all projected revenues and expenditures necessary to support both operational and capital improvement needs for the District.

**DISTRICT GOAL:**

Identify and prioritize challenges that must be overcome to ensure successful District operations dependent upon effective financial planning for the annual operation of the District.

**BACKGROUND:**

The proposed Seal Rock Water District Annual Budget for Fiscal Year 2026-2027 has been prepared in accordance with Oregon Local Budget Law (ORS 294.305 to 294.565) and in alignment with guidance from the Oregon Department of Revenue's *Local Budgeting Manual*. This budget represents the District's continued commitment to prudent financial management and sustainable infrastructure investment.

**BUDGET COMMITTEE REVIEW:**

On April 23, 2026, the Citizen Member Budget Committee convened to review the proposed FY 2026-2027 budget. After discussion and deliberation, the Committee approved the budget and recommended it for public hearing and formal adoption by the Board of Commissioners.

**PUBLIC HEARING REQUIREMENT:**

As required under Oregon Local Budget Law, a Public Hearing was held during the May 14, 2026 regular monthly SRWD Board Meeting. This hearing provided the public with an opportunity to offer comments and testimony, ensuring transparency and encouraging community engagement in the District's financial planning process.

**STAFF RECOMMENDATION:**

Adopt by resolution the FY 2026-2027 Seal Rock Water District Budget as presented.

**RESOLUTION No. 0626-02**

**RESOLUTION ADOPTING THE FY 2026-2027 BUDGET**

BE IT RESOLVED that the Board of Commissioners of the Seal Rock Water District hereby adopts the budget for fiscal year 2026-2027 in the total amount of **\$10,517,590.\*** This budget is now on file at the district office at 1037 NW Grebe Street, Seal Rock, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

**General Fund**

Allocated to Organizational Unit:

Personnel Services	1,785,700
Materials and Services	1,304,100
Capital Outlay	51,100

Not Allocated to Organizational:

Transfers Out	620,410
Contingency	200,000
<b>Total</b>	<b>\$3,961,310</b>

**Debt Service Fund**

Debt Service	1,042,320
<b>Total</b>	<b>\$1,042,320</b>

**Revenue Bond Fund**

Debt Service	280,220
<b>Total</b>	<b>\$280,220</b>

**Capital Projects Fund**

Facilities (Capital Outlay)	3,060,500
<b>Total</b>	<b>\$3,060,500</b>

**Rural Development Requirement Reserve Fund**

System Improvements (Capital)	151,490
<b>Total</b>	<b>\$151,490</b>

**System Development Charges Fund**

System Improvements (Capital)	401,700
<b>Total</b>	<b>\$401,700</b>

**SLARA/Depreciation Reserve Fund**

Short-lived Assets Replacements	540,000
<b>Total</b>	<b>\$540,000</b>

**Water Source Improvement Reserve Fund**

System Improvements	433,200
<b>Total</b>	<b>\$433,200</b>

**Total APPROPRIATIONS, All Funds** **\$9,870,740**

Total Unappropriated and Reserve Amounts, All Funds **646,850**

**TOTAL ADOPTED BUDGET** **\$10,517,590 \***

*(\*amounts with asterisks must match)*

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026-2027:

- (1) At the rate of **\$0.1259** per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of **\$984,000** for debt service on general obligation bonds;

**RESOLUTION CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax..... \$0.1259 /\$1,000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$984,000

The above resolution statements were approved and declared adopted on June 11, 2026.

X \_\_\_\_\_  
Robert Mills, President  
SRWD Board of Commissioners



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# Seal Rock Water District

<b>DATE ACTION REQUESTED: June 11, 2026</b>							
<b>Ordinance</b>		<b>Resolution</b>		<b>Motion</b>	<b>X</b>	<b>Information</b>	
<b>Date Prepared: May 14, 2026</b>				<b>Dept.: Administration</b>			
<b>SUBJECT: Mid-Coast Water Conservation Consortium's Annual Work Plan</b>				<b>Contact Person for this Item:</b> Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447			

**Recommended Board Action:**

Consider approving the Mid-Coast Water Conservation Annual Work Plan for 2026 and authorizing the General Manager to execute the Professional Services Agreement (PSA) with GSI Water Solutions.

**Background:**

Since 2015, the Seal Rock Water District has been an active member of the Mid-Coast Water Conservation Consortium, a regional collaboration of water providers and partners working to enhance water conservation and drought resiliency within the Mid-Coast Basin. The Consortium leverages shared resources to implement outreach, education, and technical assistance programs that would be cost-prohibitive for individual members.

The Consortium is coordinated by a dedicated facilitator through GSI Water Solutions. Each fiscal year, the group develops an Annual Work Plan, which outlines activities and deliverables aligned with local water conservation needs and statewide goals.

**Scope of Work:**

The proposed scope for FY 2026–2027 includes, but is not limited to:

- Facilitating quarterly consortium meetings and technical work sessions
- Updating and disseminating shared educational materials and conservation resources
- Supporting member utilities with water conservation planning and data analysis
- Coordinating participation in the Oregon Water Resources Department's planning grants and initiatives
- Assisting with public outreach and regional conservation messaging
- Supporting implementation of the Mid-Coast Water Planning Partnership's Integrated Water Resources Plan (IWRP) recommendations

**Financial Impact:**

Seal Rock Water District's share of the total project cost is **\$9,500**, which is included in the FY 2026–2027 budget for conservation and outreach program. There is no anticipated increase over last year's contribution.

**Recommendation:**

Staff recommends that the Board of Commissioners:

1. Approve participation in the Mid-Coast Water Conservation Consortium Annual Work Plan for FY 2026–2027;
2. Authorize the General Manager to execute the Professional Services Agreement with GSI Water Solutions in an amount not to exceed **\$9,500**; and
3. Continue SRWD's commitment to collaborative regional water conservation efforts.

**Attachments**

- Mid-Coast Water Conservation Consortium AWP Scope of Services (2026–2027)



May 15, 2026

Adam Denlinger  
General Manager  
Seal Rock Water District  
PO Box 190  
Seal Rock, OR 97376

## **Mid-Coast Water Conservation Consortium Fiscal Year 2026-2027 – Scope of Work and Fee Estimate**

GSI Water Solutions, Inc. is excited to present this scope of work to continue assisting the Mid-Coast Water Conservation Consortium (Mid-Coast Water) with implementation of its activities and Fiscal Year (FY) 2026-2027.

Mid-Coast Water enables water providers in Lincoln County combine resources to accomplish the following:

- Increase water conservation awareness and activities on the Mid-Coast, particularly during the summer
- Increase resiliency during droughts and emergencies by better aligning mitigation and response actions
- Increase coordination among water providers, including:
  - Communications and knowledge sharing,
  - Pooling of resources to accomplish more water conservation activities than what could be accomplished individually, and
  - Creating more consistent water conservation and drought response messages for customers.
- Meeting Water Management and Conservation Plan benchmarks, as applicable.

In the first four years of Mid-Coast Water operations, GSI helped Mid-Coast Water successfully accomplish numerous activities, including:

- Develop water provider customer outreach materials, such as billing messages, billing inserts, newsletter articles, social media messages, Annual Water Quality Report content, press releases, homeowner flyer, kids activity flyer, and website content for individual water providers;
- Develop outreach materials for vacation rental visitors and conduct outreach to vacation rental businesses;
- Conduct outreach at community events and Chamber of Commerce meetings;
- Purchase water conservation items (i.e., showerheads, faucet aerators, and leak detection tablets);
- Create and distribute an elementary school water conservation lesson plan and develop educational partnerships with local organizations;
- Develop a water providers resources guide;
- Create a Mid-Coast Water website;
- Develop a logo and style guide; and
- Identify alignment opportunities for water curtailment plans of Mid-Coast Water members.

FY 2026-2027 tasks will continue core Mid-Coast Water activities, and in some cases, expand those activities.

## Scope of Work

The following are proposed tasks for implementation in the fifth year of Mid-Coast Water.

### Task 1 – Mid-Coast Water Conservation Consortium: FY 2026-2027

Specific tasks are likely to include, but are not limited to:

- 1. Water Conservation Outreach to Customers.** Develop content for Annual Water Quality Reports (i.e., Consumer Confidence Reports); develop four newsletter articles; two billing inserts; two press releases; three social media messages/graphics; and four billing messages. Develop some outreach materials in Spanish, utilizing assistance from an individual or organization with translation expertise. Update event outreach materials as needed.
- 2. Water-efficient Fixtures and Leak Detection Tablets Purchasing and Distribution.** Communicate with water providers to determine desired water conservation items, such as water-efficient showerheads, water-efficient faucet aerators, and leak detection tablets. Spend up to \$2,000 on the purchase and shipping/distribution of water conservation items.
- 3. Business Outreach.** Communicate with vacation lodging businesses (e.g., vacation rental businesses, hotels, motels, and bed-and-breakfasts) about water conservation opportunities, utilizing visitor outreach materials, and assisting them with implementing use of the materials and water conservation items as budget allows. Refine outreach materials as needed. Assist other types of businesses with water conservation as budget allows. (Includes two in-person meetings)
- 4. Event Booth Hosting.** Manage a booth at three events in the Mid-Coast, including travel time, event registration, preparation, coordination, and outreach material development and distribution.
- 5. Student Outreach.** Collaborate with organizations that work with students to promote water conservation among students, such as through developing lessons, presentations, or another activity of interest, as budget allows.
- 6. Website management and content development.** Manage Mid-Coast Water website content and manage emails directed to the Mid-Coast Water email address. Develop website content for new members of Mid-Coast Water as requested. Manage website maintenance-related fees.
- 7. Water Provider Recruitment.** Conduct outreach to water providers to encourage their membership in the Mid-Coast Water Conservation Consortium. Outreach could include communications by email, virtual meetings, and/or phone and potentially providing a webinar.
- 8. Regional Collaboration.** Participate in water planning and implementation efforts in the Mid-Coast region deemed relevant by Mid-Coast Water members and provide the perspective and feedback of Mid-Coast Water, such as participating in the Mid-Coast Water Planning Partnership.
- 9. Annual Work Plan and Budget.** Develop a document identifying activities for FY 2026-2027 and the associated budget in coordination with water providers.
- 10. Project Management and Meetings.** Project Management; hold virtual monthly or bimonthly meetings with participating water providers (approximately one half hour each).

Also, if Mid-Coast Water is awarded funding to support its activities, GSI is prepared to carry out that work utilizing the grant funding and may report on that work during monthly meetings.

## Task 1 Deliverables

1. Water conservation outreach materials: content for an Annual Water Quality report, four newsletter articles, two billing inserts, two press releases, three social media messages/graphics, and four billing messages.
2. Water conservation items for distribution to customers, such as showerheads, faucet aerators, and leak detection tablets.
3. Documentation of business outreach efforts to encourage water conservation and a list of any entities that will be utilizing water conservation outreach materials or taking other actions.
4. A summary of each event attended and documentation of the number of outreach material items distributed.
5. Products of student outreach (e.g., a summary of classroom presentations and metrics, newly developed activities).
6. A list of updates to the Mid-Coast Water website (such as new graphics and updated information, like events), and website content for new members.
7. A brief summary of outreach efforts to water providers.
8. Notes about regional collaborative efforts
9. Annual work plan and budget.

## Fee Estimate

Our team's proposed fee to complete the tasks on a time-and-materials basis is **\$58,000**. Exhibit 1 presents the estimated budget by task. Budget by task may vary; however, the overall project budget will not be exceeded without prior authorization from SRWD. GSI's 2026 labor rates are attached. Our understanding is that SRWD will pay invoices provided by GSI, but will be reimbursed by the following water providers - - City of Lincoln City \$20,000 (34.5%); City of Newport \$20,000 (34.5%); SRWD \$9,500 (16.4%); City of Toledo \$5,000 (8.6%); City of Yachats \$2,000 (3.4%); and City of Waldport \$1,500 (2.6%).

Exhibit 1. Estimated Budget by Task

Task	FY 2026-2027)
Water Conservation Outreach to Customers (English, some in Spanish)	\$13,700
Water-efficient fixtures and leak detection tablets purchasing and distribution	\$3,100
Business Outreach	\$10,000
Event Booth Hosting (3 events)	\$3,400
Student Outreach	\$8,700
Website management and content development (plus fee payments)	\$2,700
Water Provider Recruitment	\$1,600
Regional collaboration	\$3,800
Monthly meetings, annual work plan, and project management	\$11,000
<b>Total</b>	<b>\$58,000</b>

## Schedule

We are prepared to begin work upon receiving authorization to proceed. Implementation of the tasks outlined above will occur over the course of one year from the authorization to proceed.

We look forward to hearing from you and getting started. Our standard Professional Services Agreement is attached for your review and approval as your notice to proceed. Please let us know if you have any questions or would like to discuss further.

Sincerely,  
GSI Water Solutions, Inc.

A handwritten signature in cursive script that reads "Suzanne de Szoeki".

Suzanne de Szoeki  
Principal Water Resources Consultant

Enclosure: Professional Services Agreement  
GSI 2026 Labor Rates

Mid-Coast Water Conservation Consortium (FY 2026-2027) scope and budget accepted by:



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On behalf of Seal Rock Water District

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On behalf of GSI Water Solutions, Inc.

Suzanne de Szoeki

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Printed name

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Printed name

May 15, 2026

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Date

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Date

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On behalf of City of Yachats

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On behalf of City of Lincoln City

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Printed name

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Printed name

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Date

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Date

Mid-Coast Water Conservation Consortium (FY 2026-2027) scope and budget accepted by:

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On behalf of City of Waldport

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On behalf of City of Newport

---

Printed name

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Printed name

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Date

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Date

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On behalf of City of Toledo

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Printed name

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Date



## PROFESSIONAL SERVICES AGREEMENT

<b>Client:</b>	Seal Rock Water District		
<b>Client Contact:</b>	Adam Denlinger		
<b>Client Address:</b>	PO Box 190		
	Seal Rock	OR	97376
<b>Project Name:</b>	Mid-Coast Water Conservation Consortium Fiscal Year 2026-2027		
<b>Not-to-Exceed Amount:</b>	\$58,000		
<b>GSI Project Manager:</b>	Suzanne de Szoeka		

This PROFESSIONAL SERVICES AGREEMENT, effective as of the date of the last signature below, is made by and between **SEAL ROCK WATER DISTRICT** (Client) and **GROUNDWATER SOLUTIONS, INC.**, an Oregon corporation doing business as dba **GSI WATER SOLUTIONS, INC.** (Consultant, and together with Client, the “Parties”).

WHEREAS, Client desires to retain Consultant for professional services and,

WHEREAS, Consultant offers such services,

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

### 1. Scope of Services

Consultant will provide the services (the “Services”) to Client as presented in the Scope of Work.

### 2. Changes

Client may request changes to the Services, however all changes must be agreed to by both Parties in writing. In the event any such change results in a material addition or deletion of Services, an equitable adjustment in the compensation payable to Consultant will be negotiated between the Parties prior to any effort being expended on such Services.

### 4. Payment

Compensation to Consultant will be on a time and expenses basis for Services in accordance with Consultant’s rates set forth in the Scope of Work.

Consultant will not take any action that would cause Client’s obligation to exceed the maximum fee as agreed upon, provided however that any maximum fee sum may be increased or decreased upon mutual agreement of the Parties in accordance with Paragraph 2.

Consultant will prepare and submit to Client monthly invoices for Services performed. Each invoice must (a) reference the project name and project number, (b) include a summary of the billing status (agreement amount and total amount billed to date), and (c) include any other supporting data as may be required or reasonably requested by Client.

Client will pay Consultant within 30 days of receipt of an undisputed invoice (or portion thereof). Client must submit any disputes to an invoice within 30 days of receipt.

### 5. Client-Furnished Information

Client will furnish Consultant with all information available to Client having a bearing on the Services. Consultant is responsible for requesting such information from Client sufficiently in advance of need so as to permit efficient compliance with the request.

## 6. Cooperation with Others

Consultant will work cooperatively with Client and others involved in any project and will comply with all policies, practices, and other requirements as Client may reasonably establish in connection with its overall management and administration of a project.

## 7. Timeliness of Performance

Consultant will proceed with the work in a professional and expeditious manner. If Consultant is delayed in the performance of Services by conditions beyond its reasonable control, Consultant must promptly notify Client in writing of the cause of delay and the amount of delay anticipated. Consultant will then prepare a revised estimate of time needed to complete the Services and submit the revisions in writing to Client for approval. An extension of time granted by Client to Consultant will not constitute cause for additional compensation to be claimed by Consultant unless agreed upon in writing by Client.

If Consultant's services are interrupted or suspended by Client, the completion date will automatically be adjusted commensurately. Client will pay Consultant necessary and reasonable costs incurred by Consultant directly attributable to the suspension in addition to other compensation provided by this Agreement.

## 8. Standard of Care

In providing services under this Agreement, Consultant shall perform, consistent with but limited to, that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances. Nothing in this Agreement shall be interpreted to require Consultant to meet any higher standard of care, and this paragraph shall control over any such contrary provision. Consultant makes no warranties or guarantees, express or implied, under this Agreement or otherwise in connection with Consultant's services under this Agreement.

## 9. Ownership of Documents; Reliance

Upon payment in full for the Services, the documents, including electronic files, delivered by Consultant to Client under this Agreement will become and remain the property of Client. Consultant will deliver originals of such documents to Client upon completion of the Services or termination of this Agreement, and at such other times as Client may reasonably request. Client agrees to defend and hold Consultant harmless against all claims arising out of any reuse or modification of such documents or any portion of them without the written authorization of Consultant. Client will not modify any documents without the Consultant's written permission.

Reports, opinions, and other instruments delivered under this Agreement are intended for the sole use of Client and the contents may not be used or relied upon by any other individual or entity without the express written approval of Consultant.

## 10. Books and Records

Consultant will maintain adequate books and records related to this Agreement. Consultant will permit Client to examine such books and records as specifically related to this Agreement upon reasonable notice at Consultant's principal place of business during regular business hours.

## 11. Relationship of Parties

The relationship between the Parties shall be limited to the performance of services as set forth in this Agreement and shall not constitute a joint venture, partnership, or the relationship of principal and agent or employer and employee. Neither Party may obligate the other to any expense or liability except upon written consent of the other.

Consultant acknowledges that it will retain the right to select its own methods and manner of performing its work and to control its own employees and agents in the performance thereof. Nothing in this Agreement will be construed as conferring upon Consultant any status or relationship with Client other than that of independent contractor.

## 12. Third Party Beneficiaries

This Agreement is intended for the benefit of the Parties and their respective permitted successors and assigns, and is not for the benefit of, nor may any provision hereof be enforced by, any other person.

## 13. Assignment

Neither Party may assign this Agreement, in whole or in part, or any rights or obligations under this Agreement without the prior written consent of the other Party.

## 14. Term and Termination

Either Party (the “terminating Party”) may terminate this Agreement at any time upon three business days prior written notice to the other Party (the “breaching Party”) in the event the breaching Party: (1) becomes insolvent, voluntarily files a petition for bankruptcy or for reorganization, fails to have dismissed within 60 days of filing any involuntary petition in bankruptcy or reorganization, makes an assignment for the benefit of creditors, obtains the appointment of a trustee or receiver, or the occurrence of any equivalent event under applicable law, or (2) breaches this Agreement and such failure remains uncured for 30 business days after receipt of written notice of such breach.

Either Party may terminate this Agreement for any reason or no reason by providing the other Party with 30 business days’ advance written notice; provided, however, that the Services in progress on the effective date of such termination shall be controlled and governed by this Agreement until its completion to Company’s satisfaction.

Upon termination of this Agreement, Client will pay Consultant for all Services performed to the reasonable satisfaction of Client up to the effective date of termination of this Agreement, provided that if this Agreement is terminated for cause then any payment due to Consultant at the time of termination shall be adjusted to the extent of any additional costs to Client caused by Consultant’s default.

The expiration or early termination of this Agreement, regardless of how it occurs, will not relieve a Party of its obligations that accrued prior to the effective date of expiration or termination. All provisions of this Agreement and the Parties’ rights and obligations hereunder that would reasonably be expected to survive the expiration or early termination of this Agreement will do so.

Upon termination or expiration and upon receipt of the applicable payment, Consultant will deliver or otherwise make available to Client all documents, whether completed or in progress, and will return or destroy all Confidential Information (defined below) of Client as directed by Client.

## 15. Compliance with Laws

Consultant will comply with all applicable federal, state, and local laws, ordinances and regulations as they apply to the Services.

## 16. Confidentiality

Consultant will maintain as confidential all information (the “Confidential Information”) regarding this Agreement, and the Services, including but not limited to the type, description, pricing, and scope of Services to be provided and any intellectual property created through the Services, and the name of Client. Consultant will hold all Confidential Information in strict confidence and will not, without the prior written consent of Client, use or disclose it for any purposes other than the performance of the Services. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed Confidential Information. Consultant will promptly notify Client if Consultant is legally compelled to disclose Client’s Confidential Information in a judicial, regulatory, or administrative process and will allow Client an opportunity to oppose such requirement. Consultant will take all reasonable steps, at Client’s expenses, provided for in such judicial, regulatory, or administrative process to preserve the confidentiality of Client’s Confidential Information.

Client will treat all information regarding Consultant’s estimates, proposals, and pricing of Services under this Agreement as confidential.

## 17. Indemnification

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless Client from damages, liabilities, and costs to the extent such damages, liabilities, and costs are caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this agreement, or anyone for whom Consultant is legally liable.

Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Consultant from damages, liabilities, and costs to the extent such damages, liabilities, and costs are caused by Client's acts, errors, or omissions, or anyone for whom Client is legally liable.

In the event that damages, liabilities, and costs are caused by the joint or concurrent negligence of the Parties, they shall be borne by each party in proportion to its own negligence. This provision is intended to indemnify and hold harmless each other and each other's clients specifically in any situation in which employees, agents, and representatives commence a third-party action for injuries or death otherwise covered by applicable workers' compensation laws.

## 18. Insurance

Before commencing the Services and during the term of this Agreement, Consultant must procure at its expense the insurance coverage in such amounts as specified. Consultant will provide Client proof of the insurance furnished in compliance with the foregoing from insurance companies authorized to do business in the State of Oregon. Consultant shall provide evidence of Client as additional insured on the Comprehensive General Liability and Automobile policies. Consultant agrees to provide Client with 30 days prior written notice of cancellation of any of the required insurance coverages.

- a. Worker's compensation coverage as required by law.
- b. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
- c. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of GSI or of any of its employees, agents, or subcontractors, with \$2,000,000 per occurrence and \$2,000,000 in the aggregate.
- d. Professional liability insurance of \$1,000,000 per claim and \$2,000,000 in the aggregate.

## 19. Limitation of Liability

This limitation of liability will apply whether Consultant's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include Consultant's officers, employees, and subcontractors.

Notwithstanding anything else provided in this Agreement, in no event will Consultant hereto be liable for any indirect, incidental, special, consequential, punitive, or similar damages or any actual or alleged lost profits, loss of data or business interruption losses.

In no event will the total, aggregate liability of Consultant under this Agreement exceed \$100,000. The liability limitations shall apply even if Consultant has been notified of the possibility or likelihood of such damages occurring and regardless of the form of action, whether in contract, negligence, strict liability, tort, products liability, or otherwise. The Parties agree that these limits of liability shall survive and continue in full force and effect despite any termination or expiration of this Agreement. The liability limitations set forth in this section shall apply to all losses, including, without limitation, losses subject to indemnification as set forth above.

It is intended by the parties to this Agreement that the Consultant's services in connection with this Agreement shall not subject the Consultant's individual employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed

and/or asserted only against the Consultant, an Oregon corporation, and not against any of the Consultant's individual employees, officers or directors.

## 20. Disputes

In the event of a dispute arising out of or relating to this Agreement, Client and Consultant agree to attempt to resolve the dispute in the following manner:

First, the parties agree to attempt to resolve the dispute through direct negotiations between the representatives of each party who are fully knowledgeable of the issues raised in the dispute and are authorized by said parties to fully and finally resolve the dispute.

Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining disputes by formal nonbinding mediation conducted in accordance with the rules and procedures established by the American Arbitration Association or any other mutually agreed upon dispute resolution service.

Third, if the dispute or any issues therein remain unresolved after the above steps, the parties agree to seek final resolution by filing suit in the Superior Court in the county where the project is located or in any other county of competent jurisdiction.

## 21. Expenses and Fees

If any action, suit, or proceeding is instituted to interpret, enforce, or rescind this Agreement, or otherwise in connection with the subject matter of this Agreement, including but not limited to any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney's fees and other fees, costs, and expenses of every kind incurred in connection with the action, suit, or proceeding, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court

## 22. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

## 23. Notices

All notices or other communications required or permitted by this Agreement: (a) must be in writing; (b) must be delivered to the Parties at the addresses set forth below, or any other address that a party may designate by notice to the other party; and (c) will be deemed received: (i) upon personal delivery (or when delivery thereof is refused); (ii) one business day after being sent by overnight courier, charges prepaid; (iii) four business days after being mailed, postage prepaid, by registered or certified mail; or (iv) when sent by e-mail during the recipient's normal business hours, or the following business day if sent by e-mail outside of the recipient's normal business hours.

### **Consultant**

GSI WATER SOLUTIONS, INC.  
1600 SW Western Blvd., Suite 240  
Corvallis, OR 97333  
ATTN: Suzanne de Szoeki  
Email: sdeszoeki@gsiws.com

### **Client**

SEAL ROCK WATER DISTRICT  
PO Box 190  
Seal Rock, OR 97376  
ATTN: Adam Denlinger  
Email: adenlinger@srwd.org

**24. Severability**

If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal, or unenforceable in any respect, unenforceability will not affect any other provision of this Agreement.

**25. Waiver**

At no time will any failure or delay on the part of any Party in exercising any right or remedy provided in this Agreement operate as a waiver of such right or remedy, nor will any single or partial exercise of or failure to exercise any such right or remedy preclude any other or further exercise of such right or remedy or the exercise of any other right or remedy available at law or in equity.

**26. Entire Agreement**

This Agreement represents the entire and integrated understanding between Client and Consultant with respect to the Services, and supersedes all prior negotiations, representations, and agreements, either written or oral, between the Parties.

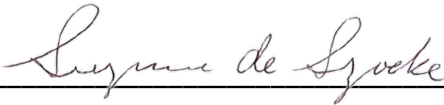
The Parties have executed this Agreement effective as of the Effective Date.

**Consultant**

**Client**

Groundwater Solutions, Inc, dba GSI Water Solutions, Inc.

Seal Rock Water District

By: 

By: \_\_\_\_\_

Name: Suzanne de Szoeki

Name: \_\_\_\_\_

Title: Principal Water Resources Consultant

Title: \_\_\_\_\_

Date: 5/15/2026

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



## 2026 GSI Fee Schedule

Labor Category	Hourly Rate
<b>Technical Professionals</b>	
Principal II	\$230 – \$290
Principal I	\$215 – \$290
Senior Managing II	\$205 – \$250
Senior Managing I	\$195 – \$225
Managing II	\$185 – \$215
Managing I	\$175 – \$205
Senior Project II	\$165 – \$195
Senior Project I	\$155 – \$185
Project II	\$145 – \$180
Project I	\$135 – \$170
Staff II	\$125 – \$160
Staff I	\$115 – \$145
<b>Other Services</b>	
GIS/Graphics/Database	\$125 – \$175
Editor/Documents	\$125 – \$155
Administration	\$90 – \$125

The hourly rate for trial preparation and expert witness testimony is 1.5 times the standard billing rate shown above.

### Expenses

- **Mileage:** IRS authorized rate/mile plus 10 percent markup
- **Direct expenses and outside services:** Cost plus 10 percent markup
- **Enterprise GIS:** \$100 per month for the duration of use

*\*Hourly rates are subject to annual increases on the contract anniversary date.*



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 Seal Rock, Oregon 97376  
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 www.srwd.org



# Seal Rock Water District

<b>DATE ACTION REQUESTED: June 11, 2026</b>							
<b>Ordinance</b>		<b>Resolution</b>		<b>Motion</b>	<b>X</b>	<b>Information</b>	
<b>Date Prepared: May 14, 2026</b>				<b>Dept.: Administration</b>			
<b>SUBJECT: Adoption of Employee Handbook Effective July 1, 2026</b>				<b>Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447</b>			

**RECOMMENDATION:**

Staff recommends that the Board of Commissioners adopt the Seal Rock Water District Employee Handbook with an effective date of July 1, 2026, and authorize the General Manager to make future administrative revisions necessary to maintain compliance with applicable federal and state laws, provided that any substantive policy changes affecting employee compensation, benefits, or Board authority are brought back to the Board for review and approval.

**Proposed Motion:**

*"I move to adopt the Seal Rock Water District Employee Handbook as presented, effective July 1, 2026, and authorize the General Manager to make non-substantive administrative revisions as necessary to maintain legal and regulatory compliance."*

**BACKGROUND:**

The District's Employee Handbook serves as the primary reference document outlining employment policies, employee benefits, workplace expectations, and personnel practices. Over the past several years, numerous changes have occurred in federal and Oregon employment laws, workplace technology, cybersecurity requirements, leave programs, and public-sector employment practices.

To ensure compliance with current legal requirements and to provide clear guidance to employees staff conducted a comprehensive review and update of the District's Employee Handbook. The revised handbook consolidates personnel policies into a single document and reflects the District's operational needs, organizational values, and commitment to maintaining a professional, safe, and equitable workplace.

The development of this Employee Handbook was completed with significant support from the Special Districts Association of Oregon (SDAO) Consultant Services Program. The handbook framework incorporates current public-sector employment best practices and was customized to address the operational needs of Seal Rock Water District. In addition, the draft handbook has been reviewed by HR Answers, a recognized Oregon-based human resources consulting firm, to help ensure consistency with current employment practices and applicable state and federal employment laws. Staff appreciates the expertise and guidance provided by both organizations throughout the development process.

## **DISCUSSION:**

The proposed Employee Handbook includes significant updates and enhancements, including:

- Updated equal employment opportunity, anti-harassment, and discrimination policies consistent with current Oregon and federal law.
- Expanded accommodation provisions addressing disabilities, pregnancy-related conditions, and protected leave rights.
- Comprehensive cybersecurity, information technology, and data protection policies reflecting the District's current operational environment.
- Telework and remote access provisions aligned with District practices and security requirements.
- Updated compensation, payroll, overtime, and leave administration policies.
- Clarified standards of conduct, ethics requirements, workplace professionalism expectations, and whistleblower protections.
- Updated safety, emergency preparedness, and workplace security provisions.
- Enhanced guidance regarding public records, confidentiality, and the responsibilities of public employees.
- Consolidation of employee benefits and leave programs into a single, easy-to-reference resource.

The handbook has been customized specifically for Seal Rock Water District operations and is intended to provide consistency in the administration of personnel matters while supporting effective employee communication and accountability.

## **FISCAL IMPACT:**

Adoption of the handbook will have minimal direct fiscal impact. Administrative costs associated with implementation are expected to be absorbed within existing operating budgets.

The handbook may reduce future organizational risk by promoting consistency in personnel administration, supporting compliance with employment laws, and providing employees with clear expectations regarding workplace conduct and benefits.

## **IMPLEMENTATION:**

Upon Board approval, the Employee Handbook will become effective July 1, 2026. All employees will receive a copy of the handbook and will be required to sign an acknowledgment form confirming receipt and understanding of its contents. Supervisors will review key provisions with staff and ensure that handbook acknowledgments are maintained in employee personnel files.

## **CONCLUSION:**

The proposed Employee Handbook represents a substantial modernization of the District's personnel policies and provides a comprehensive framework for managing employment relationships, supporting employee success, maintaining legal compliance, and protecting District operations. Adoption of the handbook will establish clear expectations for employees and supervisors while promoting consistency, accountability, and organizational effectiveness.