

SEAL ROCK WATER DISTRICT
Regular Board Meeting
Thursday, January 8, 2020 @ 3:00 pm
1037 NW Grebe Street, Seal Rock 97376

1. Call Regular Meeting to Order:

2. Consider Appointment to the SRWD Board of Commissioners Vacancy - Position - 2

- Deanna Gravelle, SRWD Budget Committee Member
- Oath of Office

3. Announcements/Visitor Public Comments:

Public comment period provides the public with an opportunity to address the Commissioners regarding Items on the agenda. Please limit comments to (10) minutes.

4. Consent Calendar:

Managers' reports included under consent calendar are an executive summary provided to Commissioners as an update of system conditions, projects, and programs. Management welcomes your feedback and request for more detailed information regarding any item before or during the meeting:

- | | |
|---|------------------------------|
| • Invoice List | December 2019 – January 2020 |
| • Board Meeting Minutes | December 12, 2019 |
| • Financial Report / Approve Invoices | December 2019 – January 2020 |
| • USDA Project Monitoring Report No. 49 | January 8, 2020 |
| • General Manager's Monthly Report | December 2019 – January 2020 |

5. Discussion and Information Items:

- Consider Primary Source Water Project Update.
Presented by: Adam Denlinger, General Manager
Jeff Hollen, Legal Counsel, law office of Ouderkirk & Hollen
- Consider request from the district's municipal auditor to extend the filing of FY 2018-2019 audit report.
Presented by: Joy King, Office Manager
- Consider wholesale water rate adjustment.
Presented by: Adam Denlinger, General Manager

6. Decision Items:

- Consider approving the FY 2020 - 2021 Budget Calendar.
Presented by: Adam Denlinger, General Manager
- Consider Appointing the SRWD Budget Officer for 2020 -2021 Budget Process.
Presented by: Adam Denlinger, General Manager

7. Reports, Comments and Correspondence:

- SRWD District office will be closed January 20th in observance of the Martin Luther King Jr. Holiday
- Registration is open for the 2020 SDAO Annual Conference in Seaside February 7th – 9th, Seaside, OR.
- SRWD Board – Staff Strategic Planning Meeting February 13th from 12:00 to 3:30 PM facilitated by Dig Deep Consultants.
- Workplace Discrimination, Harassment, and Retaliation Policy Receipt Acknowledgement Form.
- Recognition Plaque for John Garcia. See attached samples.

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

The SRWD Board will now 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 regards 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 Executive Session.

9. Adjournment: Next Meeting: February 13, 2020 @ 4:00 p.m. Regular Board Meeting or establish date.

DEC 27 2019

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PO Box 190 · 1037 NW Grebe Street · Seal Rock, Oregon 97376
Phone: 541.563.3529 · FAX 541.563.4246 · Email: info@srwd.org

Seal Rock Water District

BOARD OF COMMISSIONERS APPLICATION

Date 12/23/19

Position Applying For Board of Commissioner

Gravelle Jeanna Lee
Last Name First Name Middle Name

PO box 203
Address

Newport OR 97365
City State Zip

541 270 4116 OR 867-4116 01
Telephone Number (s) City State Zip

Host Finance Director Lincoln 265-0361
Occupation: County

How long have you lived in Seal Rock Water District? 2008

Have you been previously employed by the Seal Rock Water District? Yes No

If yes, when _____

1. Please provide a brief description of your experience, training, special interest or involvement in the community that supports your nomination to the Water District Board. Please feel free to provide a resume or other supporting documentation.

Current Budget Committee member

Deanna L. Gravelle

PO Box 203, Newport, OR 97365

541-270-4116

EDUCATION:

University of Idaho, May 1994-Graduated with a Bachelor's of Science degree in Wildlife Resources.

University of Idaho-May 1991-Graduated with a Bachelor's of Science degree in Wildland Recreation Management with a minor in Wildlife Resources.

EXPERIENCE:

Assistant Finance Director-Lincoln County (February 2009- present) Assist in preparation and management of County budgets, including Special Districts. Assist with maintaining general ledger, reviewing revenues and expenses, and processing budget adjustments. Maintain and update personnel services and job positions for county. Assist with financial information for Collective Bargaining Associations negotiations. Assist with budget forecasting. Assist with annual audit process. Prepare annual Schedule of Expenditures for Federal Awards. Maintain county pay plans for all employees. Plan administrator for county retirement programs, benefit systems, and financial systems. Participate in and lead special projects and financial analysis. Update and maintain county insurance coverage for fixed assets, property, and workers compensation coverages. With the Personnel department, ensure administration of county benefits. Advise and train department heads on financial issues and departmental budgets. Advise employees on retirement and benefit information. Review and update internal controls, policies and procedures. Maintain financial office records in compliance with state and federal laws. Assist with office workflow and development of new accounting systems and procedures. Provide guidance and supervision to Finance and Mailroom department personnel as needed.

Budget Analyst-Lincoln County (July 2007- January 2009) Supervised accounting analyst and trained department staff. Reviewed general ledger for accuracy. Maintained and updated County pay plans for all employees. Assisted with financial information for Collective Bargaining Associations negotiations. Assisted with annual budgeting process, including maintaining and updating personnel services in the budget book. Updated and maintained fixed assets. Lead report writer for financial and budgetary analysis. Assisted with annual audit process. Advised employees on retirement and benefit information. Advised department heads on financial issues and departmental budgets. Maintained financial office records in compliance with state and federal laws. Assisted with office workflow and development of new accounting systems and procedures. Assisted with other duties, such as accounts payables and payroll, as needed. Issued monthly reports for department heads and elected officials for budgeting. Represented Finance office in various County meetings.

Senior Analyst- Lincoln County (January 2007- June 2007) Supervised accounting analyst and trained department staff. Maintained and updated County pay plans for all employees. Lead report writer for financial and budgetary analysis. Assisted with financial information for Collective Bargaining Associations negotiations. Assisted with annual audit process. Advised employees on retirement and benefit information. Advised department heads on financial issues and assisted with annual budget. Maintained financial office records in compliance with state and federal laws. Assisted with office workflow and development of new accounting systems and procedures. Assisted with other duties, such as accounts payables and payroll, as needed. Issued monthly reports for department heads and elected officials for budgeting. Represented Finance office in various County meetings.

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Accounting Analyst -Lincoln County (January 1999- December 2006) Assisted with updating Finance office policies and procedures. Organized our annual open enrollment for benefits. Assisted with financial information for Collective Bargaining Associations negotiations. Assisted employees and department heads with payroll information, rules and policies. Balanced payroll to the general ledger and processed journal entries concerning payroll. Acted as lead worker on special projects. Project manager for implementation of new electronic timesheet program., including implementation, maintenance and training for employees and supervisors. Assisted in upgrades to the 401k contract, PEHP and Section 125 contracts, adding or changing current payroll deductions. Provided backup to Chief Accountant when needed. Processed payroll reports monthly, quarter and annually. Implemented policy changes, contractual changes, and program database changes. Monitored benefit changes for past and present employees. Represented the Finance office in various county meetings. Assisted with other duties, such as accounts payables and processing financial reports, as needed.

Accounting Specialist-Lincoln County (February 1997- December 1998) Verified and processed semi-monthly payroll for over 400 employees according to Collective Bargaining Agreements, County Personnel Rules, BOLI and FLSA laws. Administered the PERS and 401k retirement programs, PEHP, deductions, and benefits for our employees. Maintained the payroll database for both past and present employees. Assisting employees and department heads with payroll information and provided reports when needed. Processed W-2s annually, updated our payroll database weekly, quarterly, and fiscally when needed. Represented the Finance office in various county meetings. Assisted with other duties, such as accounts payables, updating rules and policies, and processing financial reports, as needed.

TRAINING, AWARDS, ASSOCIATIONS:

Certified member of Oregon Government Finance Officers Association -Certification and education include classes, conferences, and webinars in Accounting, Budgeting, Finance, Debt, Long Range Planning, Assets, and Management.

Co-Chair, Membership Committee, Oregon Government Finance Officers Association

Member of Government Finance Office Associations- Continuing education classes, conferences, webinars in Accounting, Budgeting, Finance, Debt, Long- range Planning, Assets, and Management.

Vice-Chair, Lincoln County Investment Committee

Budget Committee member, Seal Rock Water District

Continuing education classes also Oregon Coast Community College, League of Oregon Cities, CIS Learning, Lincoln County- Leadership and Supervisor training courses.

Assisted with implementation of Kronos 2018

Assisted with implementation of Incode Version X 2016

Project Manager for Implementation of Incode 2007

Project Manager for Implementation of ADP E-time program 2004

Leadership Lincoln 2007

Lincoln County Co-Employee of the Year 2000

REFERENCES:

Available upon request.

ORIGINAL

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5064				
GLEN MORRIS	122	Stipend	01/09/2020	50.00
KAREN OTTA	38	Stipend	01/09/2020	50.00
ROB MILLS	121	Stipend	01/09/2020	50.00
SAUNDRA MIES-GRANTHAM	121	Stipend	01/09/2020	50.00
Total 01-5064:				200.00
Grand Totals:				200.00

Dated: JAN-06-2020

General Manager: A. Wucher

Dated: _____

Treasurer: _____

ORIGINAL

Report Criteria:

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

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-2011				
OREGON DEPARTMENT OF RE	012420	4th Quarterly 2019 Unemployment Insurance	01/24/2020	244.55
Total 01-2011:				244.55
Grand Totals:				244.55

Dated: 12/30/2019

General Manager: A. W. W. Y.

Dated: _____

Treasurer: _____

ORIGINAL

Report Criteria.

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-1310				
DONALD & MICHELE DELISI	121619	Refund Overpayment Final Bill	12/16/2019	41.65
Total 01-1310:				41.65
01-2031				
OREGON DEPARTMENT OF RE	013120	4th Quarterly 2019 Statewide Transit Tax	01/31/2020	123.40
Total 01-2031:				123.40
01-4060				
DEREK WILSON	123119	New Install Estimate Refund	12/31/2019	305.18
Total 01-4060:				305.18
01-5063				
BRENDI HARGROVE	123119	Quarterly Mileage Reimbursement (Oct - Dec 2019)	12/31/2019	31.90
JOCELYN KING	123119	Quarterly Mileage (Oct - Dec 2019)	12/31/2019	204.16
Total 01-5063:				236.06
01-5200				
OREGON COAST TECHNOLOG	4287	Service	09/03/2019	900.00
OREGON COAST TECHNOLOG	4287	Service Credit	09/03/2019	275.00-
Total 01-5200:				625.00
01-5271				
CENTURYLINK	122519	Toledo Pump Station SCADA	12/25/2019	74.94
CHARTER COMMUNICATIONS	007859712191	Internet (Office)	12/19/2019	109.98
Total 01-5271:				184.92
01-5272				
AT&T MOBILITY	12282019	Wireless	12/20/2019	271.00
Total 01-5272:				271.00
01-5291				
US POSTAL SERVICE - WALDP	121919	Bulk Mailing	12/19/2019	884.30
Total 01-5291:				884.30
01-5310				
TCB SECURITY SERVICES INC.	228676	Answering/Dispatch Services Monthly Fee	12/30/2019	40.00
TCB SECURITY SERVICES INC.	228676	Level One Per Call Price	12/30/2019	7.70
Total 01-5310:				47.70
01-5420				
OREGON COAST TECHNOLOG	4287	Adobe Professional	09/03/2019	440.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 01-5420:				440.00
01-5610				
CENTRAL LINCOLN P.U.D.	122019	Utility Services	12/20/2019	2,413.41
Total 01-5610:				2,413.41
01-5634				
ANALYTICAL LABORATORY GR	122664	Coliform, Presence/Absence by SM 9223 B	12/13/2019	257.00
Total 01-5634:				257.00
Grand Totals:				5,829.62

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Dated: December 31, 2019

General Manager: *As Nelder*

Dated: _____

Treasurer: _____

Report Criteria:

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

SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
December 12, 2019

Call Regular Meeting to Order:

Commissioner Rob Mills called the regular board meeting to order at 1:32 p.m., Thursday, December 12, 2019.

Present:

Commissioner Glen Morris, Treasurer; Commissioner Sandra Mies-Grantham, Secretary; Commissioner Rob Mills, member; Commissioner Karen Otta, member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Jeff Hollen, Legal Counsel. See sign in sheet for public attendance.

Excused Absences: President John Garcia

Announcements/Public Comments: Commissioner Glen Morris will not be able to attend the January 9, 2020 Board Meeting.

Consent Calendar:

Items on the consent calendar are Invoice List for November/December 2019; November 14 minutes of the regular board meeting; Dec 5 minutes of Special Board Meeting; November/December 2019 Financial Report/Invoices to approve; General Manager's Report. Commissioner Karen Otta motioned to approve the consent calendar as presented. Motion was seconded by Commissioner Sandra Mies-Grantham. Motion carried 4 – 0. Except Commissioner Karen Otta abstained from voting for the Dec. 5, Special Board meeting minutes since she was not present at that meeting and Commissioner Glen Morris abstained from voting for the November 14 board meeting minutes since he was not present at that meeting. The Nov 14 Regular Board meeting minutes and the Dec 5 Special Board meeting minutes were approved 3 – 0.

Commissioner Rob Mills read the resignation letter from President John Garcia. Motion by Commissioner Glen Morris to accept President John Garcia's resignation. Commissioner Karen Otta seconded the motion. There was discussion regarding doing something to recognize John Garcia's long service and contributions to the District. Some of the items discussed were ordering a plaque of recognition to be presented at a gathering with the Board and employees present; write up for the newspaper about John Garcia's service and contribution to the District. This matter will be discussed at the next board meeting. Motion carried 4 – 0.

Commissioner Glen Morris nominated Deanna Gravelle, who is a Budget Committee member, to fill the vacant position no. 2 as a result of John Garcia's resignation. The appointed board member will serve the unfinished term (June 30, 2021), and run for office on the next election which is on May 2020. Commissioner Glen Morris motioned for staff to contact Deanna Gravelle to see if she will accept the appointment. Motion was seconded by Sandra Mies-Grantham. Motion passed 4 – 0.

Commissioner Glen Morris discussed the need to have a President of the Board and nominated Commissioner Rob Mills to be the President of the Board. Commissioner Rob Mills commented that it could be construed that there's a conflict of interest since he is a part-time paid employee of Special District Association of Oregon (SDAO). It was discussed that Commissioner Rob Mills could be appointed as interim President of the Board of Commissioners until there will be a full Board and he needs to check with SDAO if there is truly a conflict of interest. Commissioner Sandra Mies-Grantham motioned for Commissioner Rob Mills to be the interim President of the Board. Motion was seconded by Commissioner Karen Otta. Motion was carried 4 – 0.

Discussion and Information Items:

2.5 gallons emergency water supply containers: Commissioner Glen Morris shared his experience while he was in Oahu, Hawaii. The water district in Hawaii provided emergency collapsible water containers to their older customers. There are different areas where water is available and the containers are stored in different locations. The cost of the collapsible container is \$3.50 each. This could be funded from grants for Emergency Planning. This could be part of the discussion with consultants about the District's Strategic Planning which will be held in February.

Source Water Project Update:

There was a discussion of how soon the District can advertise the project for bids. The project documents have been sent, reviewed and approved by Mike Beyer, USDA State Engineer. The District's legal counsel, Jeff Hollen needs to sign 2 USDA forms before the District can go out to bid. The forms are RD 442-22, Opinion of Counsel Relative to Rights-Of-Way and RD Form 442-21, Right-Of-Way Certificate. Jeff Hollen, legal counsel added exceptions to the forms regarding the easement across the real property owned by Majesty Sinks and Jams, LLC. The District is following legal procedures to obtain the needed easement. These forms with exceptions were sent to Holly Halligan, USDA Community Program

63 Specialist for her review and approval. If she approves them then the District's legal counsel, Jeff Hollen and the GM, Adam
 64 Denlinger will sign the two forms. The District can then advertise the project for bids.
 65 Paul Berg, Jacobs Engineering updated the Board with the project schedule using a flow chart calendar. When USDA
 66 approves the District to start advertising to bid in January, it would be for 7 to 8 weeks. It will allow time for contractors to go
 67 over the bid documents and put together their bids. This time period will also allow the District to receive more competitive
 68 bids. Bid opening will be in February; Award the project for construction in 25 days; Notice to proceed March 2020;
 69 construction is 320 days; In Water Work is from June 23, 2021 until July 20, 2021 or 53 days; start up is from June 2021
 70 through July 2021 or 20 days. Seeking RPF for Interim Financing could take 60 days to complete but can be processed
 71 simultaneously with Advertising for project bids.

72 If Holly Halligan approves the exceptions on the two forms – Opinion of Counsel Relative to Rights-Of-Way and Right-of
 73 Way Certificate, she can also pre-approve the District to go out to bid. The exceptions state that the rights-of-way are
 74 legally in place but one easement has to go through a legal process. The GM, Adam Denlinger will discuss this with Holly
 75 Halligan but she might want to know how the Board feels about the exception on the RD Form 442-22 and RD Form 442-
 76 21.

77 Commissioner Karen Otta motioned to approve RD Form 442-22, Opinion of Counsel Relative to Rights-Of-Way and RD
 78 Form 442-21, Right-Of-Way Certificate including the exceptions on both forms. Motion was seconded by commissioner
 79 Glen Morris. Motion carried 4 – 0.
 80

81 **Amendments to SRWD Personnel Policy:**

82 The Seal Rock Public Employee Association (SRPEA) sent a notice of the dissolution of their association. With that
 83 dissolution, the union agreement is also dissolved. The key components of the bargaining unit agreement need to be
 84 included in the personnel policy including Bereavement Time, limit on Time Bank, Annual Leave Cap, Donating time to
 85 other employees to name only a few. The GM will revise the Personnel Policy and asked for President Rob Mills to review
 86 the draft before presenting it to the Board for approval. Commissioner Glen Morris wants to make sure that nothing is taken
 87 from the employee by incorporating what's in the union contract to the Personnel Policy.
 88

89 **Reports, Comments, and Correspondence:**

90 The office will be closed on Dec 25 in observance of Christmas Day and January 1 in observance of New Year's Day.
 91 SDAO Conference is on Feb 7-9, 2020 in Seaside. The January 9 Board meeting was changed to January 8, Wednesday
 92 at 3:00 pm.
 93

94 **Beaver Creek Salinity:**

95 The GM and the engineer reported to the Board that recently due to king tides in excess of 9.5 feet and less rain, the data
 96 gathered by GSI shows a high level of salinity at the intake location. There is topping off of saltwater over the sandbar at the
 97 mouth of Beaver Creek because of the high tides. The probe used by GSI to measure salinity is set lower and it shows the
 98 saltwater wedge this year on the intake location is higher. This could be an anomaly or a new condition that happens when
 99 the tide is over 9.5 feet and there's less rain. There is not much available information about Beaver Creek, because of that
 00 the District will continue to monitor this condition. It might be that the District needs to install a reverse osmosis for a short
 01 period of time when conditions of salinity are high. The District also can shut down the treatment plant for a short period
 02 when salinity is high, and use the stored water in the two reservoirs which will last for 3 days.
 03

04 **Adjournment:** President Rob Mills adjourned the meeting at 3:45 p.m.

05 **Next Board Meeting:** January 8, 2020, at 3:00 p.m. Regular Board Meeting.
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15 Approved by Secretary _____ Date: _____
 16

Date: 1/3/20

Monthly Statistics		Comments				
Total customers	2594	Includes new connection Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter				
New connections	3					
Reinstalls	0					
Abandonments / Forfeitures / Meter Removed	0					
Financial Report		Checking/MM	LGIP/PFMA	Fund Balances	Comments	
General	\$310,299.81	\$23,233.42	\$333,533.23			
Bond	\$731,299.99	\$0.00	\$731,299.99			
Capital Projects	\$165,269.20	\$477,166.30	\$642,435.50		\$2,691,821.79 G.O. Bond Proceeds;	
Revenue Bond	\$2,717.15	\$2,465.63	\$5,182.78			
Rural Development Reserve	\$0.00	\$56,183.80	\$56,183.80			
Dist. Office/Shop Reserve	\$2,527.76	\$137,419.76	\$139,947.52			
Depreciation Reserve	\$0.00	\$180,709.33	\$180,709.33			
SDC (formerly SIP)	\$0.00	\$443,137.69	\$443,137.69		\$984,838.50 SDC collections thru 12/31/19	
Water Source Improvement Rsv	\$0.00	\$884,245.85	\$884,245.85			
TOTALS	\$1,212,113.91	\$2,204,561.78	\$3,416,675.69			
General Fund Review		Current	FYTD	Budgeted Amount	Comments	
Revenue	\$170,865.71	1,083,219.78	\$2,479,200.00			
Expenses	\$122,062.40	874,116.48	\$2,479,200.00		Contingency \$100,000; Transfers \$448,570; Total expenses budgeted \$1,930,630	
Net Gain or (Loss) from Operations	\$48,803.31	\$209,103.30				
Water Sales Revenue Comparison		Month	FYTD	Comments		
Projected Water Sales	\$1,285,764	\$927,213		Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual + In Lieu of Water Sales Less H2O CR	\$137,210	\$957,602		Less Billing Adj YTD \$668.72; Leak Adj YTD \$33.05		
Over or (Under)	-\$1,148,553.42	\$30,388.86		TOTAL YTD ADJUSTMENTS \$701.77		
Gallonage Comparison		Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased	7,342,000	7,627,000	Toledo Charges	\$23,788.10	\$25,931.80	
Gallons Sold (includes accountable loss)	5,848,662	6,121,989	SRWD Sales	\$132,210.40	\$128,763.82	
Variance %	20.34%	19.73%	Ratio: Sales/Cost	5.56	4.97	
Accountable Water Loss (gallons)	136,671		City of Newport Interie Usage		0	
Approval To Pay Bills		Payroll 12/6/19 \$21,034.59		Payroll 12/20/19 \$24,366.87		
Month of:	December	(after meetings)	January			
	GF A/P	\$6,074.17	GF A/P	\$34,201.98	up to 1/3/20	
	CPF A/P	\$0.00	CPF A/P	\$0.00		
	City of Toledo	\$0.00	City of Toledo	\$0.00		
	Bond Fund	\$0.00	Bond / Rev Bond Fund	\$0.00		
	Depreciation Rsv	\$0.00	Depreciation Rsv	\$0.00		
	AMI Project-Phase 3	\$0.00	AMI Project-Phase 3	\$2,825.00		
	Master Plan - Phase 3	\$0.00	Master Plan - Phase 3	\$0.00		
	MP - Phase 4 (IFA)	\$0.00	MP - Phase 4 (IFA)	\$15,180.60		
	Prelim. MP- Phase 4	\$0.00	Prelim. MP- Phase 4(USDA)	\$2,040.00		
	SDC Fund	\$0.00	SDC Fund	\$0.00		
	SRWD Funded	\$0.00	SRWD Funded	\$0.00		
Monthly Accrual Statistics		Beg. Balance	Accrued	Used/Paid	Balance	
		11/30/2019			12/31/2019	
Office Overtime Hours (2-01)	0.00	0.00	0.00	0.00		
Field Overtime Hours (2-02)	0.00	2.50	2.50	0.00		
PTO (3-01)	2261.61	121.86	26.00	2357.47		
Comp Time (9-01 / 9-02)	143.14	14.25	23.50	133.89		



PO Box 190 – 1037 NW Grebe Street – Seal Rock, Oregon 97376
Phone: 541.563.3529 – Fax 541.563.4246 – Web: www.srwd.org

Seal Rock Water District

General Manager's Report:
 Board Meeting January 8, 2020

This report is an executive summary provided with this Board agenda to Commissioners with recommended actions if any. Detailed information, staff reports, and supporting materials are provided within the full agenda packet.

PHASE-4 SOURCE WATER PROJECT:

District staff working with engineers, consultants and representatives from USDA-RD to satisfy final requirements of the USDA Letter of Conditions before receiving a letter of approval from USDA-RD to advertise the project. District staff along with engineers and consultants have been reviewing the second round of annual water quality and streamflow data collected from the point of diversion. Consistent with OWRD's Water Condition Report for November Statewide stream flows are considerably lower this year. For example, streamflow conditions are about 70 percent of normal east of the Cascades and only about 15 percent to the west. This recent pattern of dry weather flows in many western Oregon streams, to include Beaver Creek have continued to experience extremely low flow conditions over the past two weeks. Low stream flows and increased tides (King Tides) present water quality issues for the district's proposed intake site that need further evaluation. Phase-4 improvements project continues to move forward with several critical path tasks currently in progress:

- Staff continues working with representatives from USDA-RD, the District's finance consultant, and Bond Counsel in preparation for Phase-4 interim financing.
- On December 17th the district received authorization to advertise for bids from USDA-RD.
- Project was advertised electronically on December 18th through QuestCDN and so far, a total of 3-prime bidders has pulled contract documents.
- Final design has been adjusted to reflect comments provided by the property owner for ongoing access.
- Bond Documents have been completed and are in review by USDA-RD General Counsel, and Bond Counsel.
- RFP for interim financing has been developed by the district's financial consultant with SDAO.

OTHER NOTABLE ACTIVITIES FOR THE MONTH INCLUDE:

- Reviewed Easement and access agreements related to Phase-4 improvements.
- Facilitated district Staff/Safety meeting on November 18, 2019.
- With the assistance of a contractor District field crews completed tree removal in the Pacific Shores community in preparation for pipeline replacement project.
- Attended on-site Beaver Creek water quality field data collection meeting.
- Hosted the Mid-Coast Municipal and Water District working group meeting on Dec 17th.
- Worked with general counsel and title company to coordinate closing of easements.
- Reviewed annual water quality data report provided by GSI Water solutions on November 11th.



December 17th, 2019

Adam Denlinger, General Manager
Seal Rock Water District
1037 NW Grebe Street
Seal Rock, OR 97376

**Re: Beaver Creek Water Source Project
Authorization to Advertise for Bids**

Dear Mr. Denlinger,

This office has reviewed the items submitted by the District's in preparation to go out to bid for the Beaver Creek Water Source Project. The bid documents have also been reviewed and approved by Mike Beyer, State Engineer, in a letter to the District dated December 10th, 2019. Please let this letter serve as authorization from Rural Development that the District may advertise for construction bids.

After the project is advertised for bids and after bids are opened, the following information must be submitted to me and Mike Beyer, State Engineer:

1. Tabulation of all bids received and notifications, if any, of no interest in bidding.
2. Copy of the proposals from the low bidders, including the Bid Bonds with Powers of Attorney; and the signed Compliance Statements (OR Guide Attachment 2), the Certifications Regarding Debarment (Attachment 3), the Certifications for Contracts, Grants and Loans (Attachment 4) and, if applicable, Disclosures of Lobbying Activities (Attachment 5).
3. Copies of Notice(s) of Advertisement as it appeared in the paper(s) and Affidavits of Publication.
4. Revised project budget based on the low bid.
5. Engineer's recommendation for awards, including information concerning the Contractors' experiences and qualifications.
6. District's written concurrence in the awards. In the event of any bidding irregularities the District's attorney should issue a legal opinion supporting the recommendations of the District and Engineer.

Rural Development • Tangent Area Office
31978 N Lake Creek Drive • Tangent, OR 97389
Voice (541) 801-2682 • Fax (855) 824-6181

USDA is an equal opportunity provider and employer.

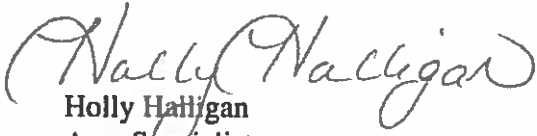
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 890-7442 or email at program.intake@usda.gov.

7. Resume for the recommended Resident Project Inspector.

8. District's written concurrence in the recommended Resident Project Inspector.

If you have any questions, please contact me at (541) 801-2682 or Mike Beyer at (503) 414-3368.

Sincerely,


Holly Halligan
Area Specialist

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PHASE IV BEAVER CREEK WATER SUPPLY

INVITATION TO BID

Sealed Bids for construction of Beaver Creek Water Supply Project, addressed to District Manager, will be received at the office of the Seal Rock Water District, 1037 N.W. Grebe Street, Seal Rock, OR 97376, (Owner), until 2:00 p.m. local time, on February 18, 2020, at which time the Bids received will be publicly opened and read. Any Bids received after the specified time will not be considered.

The Project contemplated consists of constructing the following new facilities:

River intake, raw water pump station, nearly 10,000 feet of 14-inch HDPE pipeline plus other smaller diameter pipelines and conduits, approximately 4,000-square-foot treatment plant CMU building, membrane equipment installation, other water treatment components, two welded steel tanks, one holding approximately 250,000 gallons and one holding approximately 500,000 gallons, one portable and one installed backup generator, and related facilities. The membrane filtration equipment, to be supplied by WesTech Engineering, Inc., has been pre-purchased by the Owner.

The Work will be completed in all respects within 480 calendar days from the date when the Contract Times commence to run.

The issuing office is CH2M HILL, 1100 N.E. Circle Blvd., Suite 300, Corvallis, OR 97330. Contact is Paul Berg, (541) 768-3413, Paul.Berg@jacobs.com. Prospective Bidders may examine the Bidding Documents at the issuing office on Mondays through Fridays between the hours of 9:00 a.m. and 4:00 p.m. (local time), and may obtain copies of the Bidding Documents as described below.

Bidding Documents also may be examined at Owner's office, 1037 N.W. Grebe Street, Seal Rock, OR, on Mondays through Fridays between the hours of 9:00 a.m. and 4:00 p.m. (local time).

Bidding Documents may be obtained from www.questcdn.com upon payment of \$15. To find document on this website, search for Owner name (Seal Rock Water District) or project name (Beaver Creek Water Supply). Contact Quest CDN at (952) 233-1632 or info@questcdn.com for assistance with registration, downloading, or other questions related to this bid. Return of the documents is not required and the amount paid for the documents is nonrefundable.

Each Bid must be submitted on the prescribed Bid Form and accompanied by Bid security as prescribed in the Instructions to Bidders. The Successful Bidder will be required to furnish the additional bond(s) and insurance prescribed in the Bidding Documents. Prior to submission of its Bid, Bidder shall be registered with the Oregon Construction Contractors Board. In order to submit a Bid, Bidders shall comply with the requirements listed in the Instructions to Bidders.

PHASE IV BEAVER CREEK WATER SUPPLY

Bidders shall be qualified in accordance with the applicable parts of ORS 279C.430 through ORS 279C.450 in order to submit a Bid.

It is anticipated that asbestos will be encountered during the Project. The requirements of ORS 468A.700 through ORS 468A.760 shall apply.

No Bid will be received or considered by Owner unless the Bid contains, or is accompanied by, a statement by Bidder that Bidder accepts prevailing wage rate provisions required by ORS 40 USC 276a.

For an appointment to visit the Site, contact Adam Denlinger, telephone (541) 563-4447.

Attendance at a prebid conference will be a mandatory requirement of submitting a Bid for this Project. The mandatory prebid conference will be held at 10:30 a.m. local time on January 23, 2020, at Owner's office, 1037 N.W. Grebe Street, Seal Rock, OR. Refer to Instructions to Bidders for additional information.

Owner's right is reserved to reject all Bids or any Bid not conforming to the intent and purpose of the Bidding Documents.

Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference applies an American Iron and Steel requirement to this project. All listed iron and steel products used in this project must be produced in the United States. The term "iron and steel products" means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The de minimis and minor components waiver apply to this contract.

Dated this 18th day of December, 2019.

Seal Rock Water District

By Adam Denlinger, Manager

END OF SECTION

Task Order No. 5 for Bid Services

Task Order 5 to be performed under the Agreement Between OWNER and ENGINEER for Professional Services, Task Order Edition, between Seal Rock Water District, Oregon (hereafter, "OWNER") and CH2M HILL Engineers, Inc, (hereafter "ENGINEER"), with an effective date of July 2, 2018, for the Beaver Creek Water Supply Project, Phase IV Improvements.

Task Order 5 is for project bid services and shall have an effective date of December 23, 2019.

Services of ENGINEER

The work consists of providing the following bid-related services for the project:

Description of Work and Assumptions

1. Provide the bid advertisement section document to the OWNER for OWNER'S use in placing the ad in a local paper and in the Oregon Daily Journal of Commerce.
2. Post the advertisement and bid document PDFs on the Quest CDN web-based construction advertisement site. This site provides distribution of bid documents (for nominal payment of bidders to Quest CDN), notification of addenda, and distribution of addenda and pre-bid meeting notes.
3. Assist the OWNER in arranging and conducting a pre-bid conference. Record notes and questions and provide meetings to be posted to website.
4. Answer contractor questions during the bid advertisement period. Engage technical design team members, as appropriate, to answer questions and explain the bid documents. Develop and implement procedures for receiving and answering bidders' questions and requests for additional information. The procedures shall include a log of all significant bidder questions and requests and the response thereto.
5. Review bidder submittals to evaluate substitution requests prior to submittal of bids, as required by USDA.
6. As necessary, prepare addenda and submit to OWNER for review and approval. Post addenda for electronic distribution to plan holders. Engage technical design team members to help prepare addenda.
7. Coordinate activities related to the bid advertisement and award with the Rural Development section of the United States Department of Agriculture.
8. Assist the OWNER in opening of bids and evaluating them for responsiveness and bid amount. ENGINEER shall make recommendations for award of the contract for construction, following the guidelines of ORS 279C.375 (Oregon Revised Statutes section on public improvements contracts). The OWNER shall make the final decision on the award of the contract for construction and the acceptance or rejection of all bids, and the OWNER may wish to solicit the opinion of its attorney in completing the evaluation according to ORS 279C.375. ENGINEER will provide technical (but not legal) advice in bid evaluations and response to protests, if any.
9. Assist the OWNER in preparing the notice of intent to award; notice of award; assembly, delivery and execution of the contract for construction; and preparation of the notice to proceed. The OWNER shall finalize and sign the notices.
10. Provide project management activities related to scheduling and communication with OWNER. The scope of work assumes attendance at two of the OWNER'S board meetings.

Schedule

The bid period began on December 18, 2019, with a bid due date of February 18, 2020. The District anticipates moving quickly after bids are received through the Notice of Intent to Award, Notice of Award, and contract signing phases, with the goal being to have a construction contractor in place by March or April 2020. The bid-related services cover assistance to the OWNER in making the contract award.

Compensation

The budget for bid-related services is \$45,000. This amount will not be exceeded without authorization by the OWNER.

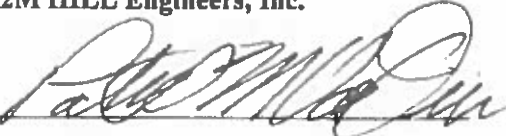
Compensation shall be made using standard hourly rates, plus expenses expressly eligible for reimbursement, as described in the Agreement Between OWNER and ENGINEER for Professional Services.

Signatures

Seal Rock Water District

CH2M HILL Engineers, Inc.

By _____

By 

Date _____

Date DECEMBER 31, 2019

Joy King

From: Adam Denlinger
Sent: Thursday, December 26, 2019 5:47 PM
To: Joy King
Subject: Fwd: Audit extension

Hi Joy,

We are just leaving Portland and I saw Signe's email...I know you must be disappointed. Is it absolutely Impossible to avoid an extension? We have a few days left and I am willing to work through the weekend to get this out before the end of the year...put me to work!

Signe points to a significant imbalance? Is this due to the multiple projects/financings or engagement with the MC-WPP? I hope my creative collaboration and project management has not created this difficulty.

Thanks Joy, I will follow your lead an support the appropriate conclusion. Let me know how I can help.

Talk soon

Adam

Sent to you courtesy of my Apple iPhone which is vastly superior over all android devices.

Begin forwarded message:

From: Signe Grimstad <sgrimstad@grimstad-assoc.com>
Date: December 26, 2019 at 4:52:33 PM PST
To: Adam Denlinger <ADenlinger@srwd.org>
Cc: Info <Info@srwd.org>
Subject: Audit extension

12/26/19

Hi Adam—

I spoke with Joy this morning, suggesting we go for an extension. Lisa has had difficulty reconciling and in my review this morning, we still do not reconcile the profit to the balance by fund. The difference is significant so I am confident it will be resolved to the satisfaction of all.

I told Lisa I would look into the detail but this will take more time that we have presently. The extension suggestion is to 2/28, however I intend to have it by the week of 1/13 for both you and Joy to review prior to the board meeting which I have noted is 2/13.

Please let me know your feelings or concerns. I am here in the office until 3:00 tomorrow.

Thanks,
Signe



PO Box 190 · 1037 NW Grebe Street · Seal Rock, Oregon 97376
 Phone: 541.563.3529 · FAX 541.563.4246 · Email: info@srwd.org

Seal Rock Water District

DATE ACTION REQUESTED: January 8, 2020							
Ordinance	Resolution	Motion	Information	X			
Date Prepared: December 20, 2019				Dept.: Finance			
SUBJECT: Wholesale Water Rate Adjustment				Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447			

RECOMMENDED BOARD ACTION:

No action required – information item only.

FINANCIAL IMPACTS:

Because the District anticipates adjustment in the wholesale purchase of water during the annual budget process (6-months in advance of potential wholesale rate adjustment) the proposed amount is within budget expectations.

DISTRICT GOAL:

Prioritize challenges that must be overcome to assure successful operations dependent upon effective source water supply.

BACKGROUND:

Subject to conditions of the 2012 Water Purchase Agreement, annually the District receives an adjustment for wholesale water from the District's wholesale water provider. District staff anticipates this increase and through the annual budget process makes adjustments 6-months in advance to allow for proposed increases.

The 2020 rate adjustment considers the termination date of October 30, 2020 and was adopted through resolution by the City Council on December 18, 2019 and increases the District's wholesale rate from \$3.24 per/thousand gallons to \$3.67. The percentage of water usage by the district for the fiscal year ending June 30, 2019 compared to the usage by the rest of the water users in the city for the same time period is 46.9856%. This is a decrease from the prior year's rate of 48.66%.

A. Denlinger

Submitted By:

 Adam Denlinger, General Manager



December 10, 2019

VIA EMAIL ONLY: adenlinger@srwd.org

Adam Denlinger, General Manager
Seal Rock Water District
PO Box 190
1037 NW Grebe Street
Seal Rock, OR 97376

Dear Adam:

I am writing to inform you that I intend to provide a formal Request for Council Action to the Toledo City Council recommending they consider adopting a resolution setting the Seal Rock Water District water rate at \$3.67 per 1,000 gallons from January 1, 2020 to the end of the contract year.

This resolution will be considered by the City Council on December 18, 2019 at their regular meeting.

I have enclosed a copy of our rate calculation and expenditure detail for fiscal year 2018-2019 that has been used historically to identify the proposed water rate. If you have any questions about the rate calculation, please feel free to contact me at 541-635-2065 or by email at judy.richter@cityoftoledo.org

As always, Seal Rock Water District is more than welcome to provide comment on the proposed rate either in writing or in person to the City Council.

Sincerely,

Judy M. Richter
Finance Director

Enc.


CC: Wes Hare, City Manager

Michael J. Adams, Public Works Director

pwdirector@cityoftoledo.org

City Hall - P.O. Box 220 - Toledo, Oregon 97391 (541) 336-2247 Fax 2070

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	December 18, 2019	Resolution No. 1428; Fixing the rates and charges to be paid by the Seal Rock Water District for the purchase of treated water and repealing Resolution No. 1411
Council Goal:	Agenda Type:	
Be fiscally responsible and maximize available revenue.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Finance Director J. Richter	City Manager Wes Hare	City Manager Wes Hare

Recommendation:

Adopt Resolution 1428 Fixing the Rates and Charges to be paid by the Seal Rock Water District for the Purchase of Treated Water.

Background:

In 2012, the City of Toledo entered into an agreement with the Seal Rock Water District to provide treatment and delivery of municipal water from the city to Seal Rock at a wholesale rate. The agreement requires the rate to be adjusted annually on January 1 based upon a formula using the City's actual expenses from the prior fiscal year for treatment and delivery. Based upon this formula, a rate of \$3.67 per 1,000 gallons of water delivered has been calculated and will be effective January 1, 2020. This is higher than the current rate of \$3.24 per 1,000 gallons.

The percentage of water usage by Seal Rock Water District for the fiscal year ended June 30, 2019 compared to the usage by the rest of the water users in Toledo for the same time period is 46.9856%. This is a decrease from the prior year's rate of 48.66%.

Seal Rock Water District was notified of this rate by email on December 11, 2019. They were provided with an expense summary for the water fund for fiscal 2018-2019 and a breakdown of the calculations.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2019-2020	N/A

**CITY OF TOLEDO
RESOLUTION NO. 1428**

A RESOLUTION OF THE CITY OF TOLEDO CITY COUNCIL FIXING THE RATES AND CHARGES TO BE PAID BY THE SEAL ROCK WATER DISTRICT FOR THE PURCHASE OF TREATED WATER AND REPEALING RESOLUTION NO. 1411

WHEREAS, the City of Toledo (City) and the Seal Rock Water District (District) entered into an agreement dated December 19, 2012 for the treatment and delivery of treated water from the City at a wholesale rate; and

WHEREAS, the agreement provides a formula for determining the wholesale rate to be paid by the District based upon the City's costs of producing and delivering said water; and

WHEREAS, the agreement requires the wholesale rate to be adjusted annually, and the new rate to be approved by the City Council through resolution.

NOW THEREFORE THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

- Section 1. Effective January 1, 2020, the wholesale water rate to be paid for treated water delivered to the Seal Rock Water District will be \$3.67 for each 1,000 gallons of water consumed.
- Section 2. Adoption of this Resolution shall supersede and replace Resolution No. 1411 for 2019 in its entirety.

This Resolution shall be effective upon passage by the City Council this 18th day of December, 2019.

APPROVED:

Mayor Rod Cross

ATTEST:

City Recorder Lisa Figueroa



PO Box 190 – 1037 NW Grebe Street – Seal Rock, Oregon 97376
 Phone: 541.563.3529 – Fax 541.563.4246 – Website: www.srwd.org
 My Water Usage Customer Portal: bit.ly/mywaterusage

Seal Rock Water District

Proposed Budget Calendar 2020-21

#	Description	Schedule	Dates
1	Appoint Budget Officer	January Regular Board Meeting	Jan. 8, 2020
2	Appoint/Reappoint Budget Committee	January Regular Board Meeting	Jan. 8, 2020
3	Publish 1st Notice of budget meeting	No more than 30 days before the meeting	Mar. 27, 2020
4	Publish 2nd Notice of budget meeting	No less than 5 days before the meeting	Apr. 10, 2020
5	*Budget Committee Meets for the first time	3rd Thursday in April	Apr. 16, 2020
6	Publish Notice/Summary Budget Hearing	5 to 30 days before Hearing	Apr. 24, 2020
7	Budget Hearing/determine Tax Levy	May Regular Board Meeting	May 14, 2020
8	Consider Resolutions to: <ul style="list-style-type: none"> • Adopt budget • Make appropriations • Levy taxes by fund 	June Regular Board Meeting or special meeting but before June 30th	June 11, 2020
9	Submit tax certification to Assessor Office	By July 15th (date set by law)	July 6, 2020
10	Submit copy of complete budget to County Clerk	By September 30	July 6, 3030

**Additional meetings can be held if the budget is not approved by the Budget Committee on April 16, 2020*

SEAL ROCK WATER DISTRICT
PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT,
AND RETALIATION (OREGON PUBLIC SECTOR)

Seal Rock Water District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Seal Rock Water District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

Seal Rock Water District has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Seal Rock Water District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact, the *General Manager*, as an alternative you may reach the *Office Manager*.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

RETALIATION

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of Seal Rock Water District to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b)

SEAL ROCK WATER DISTRICT
PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT,
AND RETALIATION (OREGON PUBLIC SECTOR)

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Seal Rock Water District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the *General Manager*, or the *Office Manager*. See the complaint procedure described below.

SEAL ROCK WATER DISTRICT
PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT,
AND RETALIATION (OREGON PUBLIC SECTOR)

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the *General Manager*.

INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the *General Manager*, if you are unable to reach the primary contact please reach out to Office Manager We encourage employees to document the event(s), associated date(s), and potential witnesses.

Seal Rock Water District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

Seal Rock Water District will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as [Identify potential options: warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination] as Seal Rock Water District believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

SEAL ROCK WATER DISTRICT

PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout, and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal Resources
- Counseling and Support Services and/or Employee Assistance Program (EAP)

Approved by the Board November 14, 2019