

SEAL ROCK WATER DISTRICT
Regular Board Meeting
Thursday, April 12, 2018 @ 4:00 pm
1037 NW Grebe Street, Seal Rock 97376

1. Call Regular Meeting to Order:

2. 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.

3. 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: | March/April – 2018 |
| • Board Minutes: | March 15, 2018 |
| • Financial Report / Approve Invoices: | March/April – 2018 |
| • AMI Project Contractor's Payment Application No. 4 | April 12, 2018 |
| • USDA Phase-3 Project Monitoring Report #30 | March/April – 2018 |
| • General Managers Monthly Report | March/April – 2018 |

4. Discussion and Information Items:

- Consider Primary Source Water Project Update
Presented by: Adam Denlinger, General Manager

- Consider water rate adjustment for 2018/2019
Presented by: Adam Denlinger, General Manager

5. Decision Items:

6. Reports, Comments and Correspondence:

- Proposed SRWD 2018/2019 Budget Document is available.
- SRWD Budget Meeting is scheduled for April 19, 2018 @ 6:00 pm

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

- (e) To deliberate with persons designated by the governing body with regard to sale/purchase of real property.

8. Adjournment: Next Meeting: May 10, 2018 @ 4:00 p.m. Regular Board Meeting or establish date.

Report Criteria:

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

ORIGINAL

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-1310						
CAITLIN SULLIVAN	032918	Refund Overpayment	03/29/2018	53.68	.00	
CAROLE FEESE	031618	Refund Overpayment	03/16/2018	13.44	.00	
DARIN SHAVER	032818	Refund Overpayment	03/28/2018	142.31	.00	
PEGGY HARMON	032118	Refund Overpayment	03/21/2018	19.73	.00	
Total 01-1310:				229.16	.00	
01-5291						
US POSTAL SERVICE - WALDP	032318	Bulk Mailing	03/23/2018	909.65	.00	
Total 01-5291:				909.65	.00	
01-5610						
CENTRAL LINCOLN P U D	032118	Utility Services x 15	03/21/2018	2,590.53	.00	
Total 01-5610:				2,590.53	.00	
Grand Totals:				3,729.34	.00	

Dated: 03-30-2018

General Manager: A. Wenti

Dated: _____

Treasurer: _____

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SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
March 15, 2018

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- Call Regular Board Meeting:** Board President John Garcia called the regular board meeting to order at 4:00 p.m., Thursday, March 15, 2018.
- Present:** John Garcia, Board President; Glen Morris, Treasurer; Rob Mills, member; Sandra Mies-Grantham, Secretary; Member; Karen Otta, Member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager. See sign in sheet for public attendance.
- Excused Absences:** None
- Announcements:** None
- Public Comments:** None
- Agenda Calendar:** Items on the consent calendar are Invoice Lists for February/March 2018; February 15, Board meeting minutes; February/March 2018 Financial Report/Invoices to approve; AMI Project Contractor's Payment Application No. 3; USDA Phase 3- Project Monitoring Report No. 29; General Manager's Report. Commissioner Karen Otta motioned to approve the consent calendar. Motion was seconded by Rob Mills. Motion carried unanimously.
- Discussion:**
- Primary Source Water Project Update:**
- Biological Assessment:** The GM, Adam Denlinger updated the Board on the Beaver Creek Water Source Project by going over the Objective and Analysis used to track the progress of the project. The draft Biological Assessment (BA) has been completed and submitted to the National Marine Fisheries Service (NMFS) and United States Fish and Wildlife Service (USFWS) for their review. The BA was reviewed by the State Historic Preservation Office and the response of "no effect" determination was received. The tribes have responded with "no effect" determination but recommended for District staff and contractor to receive training on how to identify artifacts.
- Easements:** District staff and legal counsel have been meeting with property owners to negotiate access through their property. One of the property owners, Mr. Phelps has approved the easement through his property. There's a meeting scheduled to meet on the site with the Young family next week. The GM and the District legal counsel had a meeting with the Tysman family earlier this afternoon.
- Funding:** Project funding of \$2.451M loan with 1% interest for 30 years and \$1.030M forgivable loan through IFA has been approved. USDA is waiting for comments from USFWS and NMFS before they obligate the funding of \$6.3M loan and \$2.5M grant. CH2M engineer and his team completed the draft BA and submitted it to NMFS and USFWS for their review and comment. District consultants are working hard to meet the USDA deadline of April 9. They are in touch with NMFS representatives to answer their environmental issues and concerns. District staff is working with USDA representatives in anticipation of receiving notification of funding award.
- Water Purchase Agreement:** Purchase Agreement between the District and the City of Toledo requires for the District to give a 3 year termination notice before the District stops purchasing water from the City. Notice was given on Oct 20, 2017 that the District will no longer purchase water after Oct 30, 2020. District staff has met with the City of Toledo's representatives several times to discuss the termination of the Water Purchase agreement and the possibility of a future mutual agreement of water use in an emergency. There's a scheduled meeting on April 3, 2018. District staff will also do a project presentation to the City Council during their work session in April. District staff have begun engaging the Seal Rock Community regarding Phase IV Improvements. The Makai Road District had a meeting at the SRWD Conference room on March 15, 2018 where the GM did a project presentation. It was well attended and well received.

64 Engineering Cost: Engineer and staff continue to respond to path items on the project scheduled to include
 65 Financing with USDA-RD, water treatability testing, membrane procurement, geotechnical
 66 evaluation and environmental permitting. Paul Berg, CH2M engineer reviewed the project
 67 schedule & discussed the two critical paths which are Conditional Use Permit and Landowner
 68 easements. Delays on these items could significantly delay the project.
 69 Two easements are needed for the pipes from South Beaver Creek to the Makai tank
 70 locations. The Tysman and the Phelps family share a driveway to their properties. The
 71 proposed path for the waterline will need easements from the Tysmans and the Phelps. Mr.
 72 and Mrs. Phelps already agreed to provide an easement through their property. The third
 73 easement is for the intake location owned by the Young family. They have some concerns
 74 and their attorney is out of town at this time. The GM, Adam Denlinger with Commissioner
 75 Morris and legal counsel, Jeff Hollen met with the Tysman family earlier this afternoon. The
 76 Tysmans are concerned about their big trees and access to their home during construction.
 77 They suggested to reroute the path for the pipe not to impact the trees. They are concerned
 78 how the excavation for the pipes will impact the roots of the trees. The pipes will be about 3
 79 feet underground. Discussion included hiring an arborist. It was the consensus of the Board
 80 for Adam Denlinger to hire an arborist to evaluate the trees that will be impacted. If the path
 81 for the pipes will be rerouted, the Phelps easement agreement might not be needed.

82 Decision Item:
 83 Easements: Commissioner Karen Otta motioned for Jeff Hollen to have the Phelps easement agreement
 84 recorded with the county as soon as the agreement is signed and have gone through title
 85 insurance for clear title. Commissioner Morris seconded the motion. Motion carried
 86 unanimously.
 87 Paul Berg discussed the Conditional Use Permit from the county. He had met with a county
 88 Public Works representative and discussed the potential risk at the intake location. There is
 89 not enough space since it is wet lands on each side of the bridge. Discussion included tying
 90 the pipe on the bridge and having a host pipe connected to the bridge. There was a question
 91 if the bridge is stable enough. The county Public Works representative will look if they have
 92 detail records about the bridge. They would like to evaluate how much load the bridge can
 93 take by doing an evaluation before making a decision.

94
 95 Agent of Record: SDAO/SDIS requires the District to have a local Health Insurance Agent of Record. John
 96 Doherty of Payne West Insurance was the agent of record for several years but now has
 97 retired. Payne West transferred all of his clients to an agent from McMinnville. Staff
 98 recommends to choose a local agent for easy access. Tim Grady from Fullhart Insurance
 99 desires to be appointed as agent of record. He has experience in handling SDAO/SDIS
 100 health insurance for another agency for several years now. He is also the agent of record to
 101 handle the District's property and liability insurance. Commissioner Sandra Mies-Grantham
 102 motioned to appoint Tim Grady as the District's SDAO/SDIS Health Insurance agent of
 103 record. Motion seconded by Commissioner Karen Otta. Motion carried 5-0.

104 Office Closure: The office will be closed on March 20, 2018 from 12:00 pm to 4:00 pm for staff AMI training.

105
 106 Reports, Comments,
 107 Correspondence: The GM will attend the annual meeting with the City of Toledo on April 3. During the SDAO
 108 Conference in February Adam Denlinger, GM was sustained as SDAO director at large.

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 111 Next Board Meeting: April 12, 2018 at 4:00 p.m. Regular Board Meeting.

112
 113 Adjournment: Motion by Commissioner Glen Morris to adjourn the meeting. Commissioner Rob Mills
 114 seconded the motion. Commissioner Garcia adjourned the meeting at 5:40 p.m.

125 Approved by Secretary _____ Date _____
 126

Date: 4/2/18

Monthly Statistics		Comments				
Total customers	2543	Includes new connection Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter				
New connections	2					
Abandonments / Forfeitures / Meter Removed	0					
Financial Report		Checking/MM	LGIP/PFMA	Fund Balances	Comments	
General	\$345,128.13	\$16,540.42	\$361,668.55			
Bond	\$765,021.27	\$0.00	\$765,021.27			
Capital Projects	\$311,776.65	\$216,686.09	\$528,462.74	\$2,691,821.79 G.O. Bond Proceeds:		
Revenue Bond	\$2,710.01	\$48,683.32	\$51,393.33			
Rural Development Reserve	\$44,912.74	\$44,912.74	\$89,825.48			
2000 Loan Reserve	\$0.00	\$0.00	\$0.00			
Dist. Office/Shop Reserve	\$2,521.12	\$134,075.12	\$136,596.24			
Depreciation Reserve	\$0.00	\$209,740.98	\$209,740.98			
Special Projects / ODOT Reserve	\$0.00	\$0.00	\$0.00			
SDC (formerly SIP)	\$0.00	\$296,885.17	\$296,885.17	\$809,854.50 sdc collections thru 3/31/18		
Water Source Improvement Rsv	\$0.00	\$733,409.20	\$733,409.20			
TOTALS	\$1,472,069.92	\$1,700,933.04	\$3,173,002.96			
General Fund Review		Current	FYTD	Budgeted Amount	Comments	
Revenue	\$143,187.76	1,512,490.67	\$2,371,900.00			
Expenses	\$88,174.47	1,333,175.25	\$2,371,900.00	Contingency \$100,050; Transfers \$547,950. Total expenses budgeted \$1,723,950.		
Net Gain or (Loss) from Operations	\$55,013.29	\$179,315.42				
Water Sales Revenue Comparison		Month	FYTD	Comments		
Projected Water Sales	\$131,780	\$1,278,923	Leak Adjustments & Billings Adjustments (YTD = July - June)			
Actual + In Lieu of Water Sales Less H2O CR	\$135,405	\$1,361,727	Less: Billing Adj YTD \$33.80 ; Leak Adj YTD \$5,885.83			
Over or (Under)	\$3,625.36	\$82,803.59	TOTAL YTD ADJUSTMENTS \$5,919.63			
Gallage Comparison		Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased	8,173,000	8,796,000	Toledo Charges	\$27,788.20	\$29,466.60	
Gallons Sold (includes accountable loss)	6,278,306	6,642,660	SRWD Sales	\$131,234.07	\$131,732.70	
Variance %	23.18%	24.48%	Ratio: Sales/Cost	4.72	4.47	
Accountable Water Loss (gallons)	675,000		City of Toledo Interie Usage		0	
Approval To Pay Bills		Payroll 3/2/18 \$19,243.81	Payroll 3/16/18 \$22,688.25	Payroll 3/30/18 \$19,283.92		
Month of:	March	(after meetings)	April			
	GF A/P	\$3,729.34	GF A/P	\$18,942.80	up to 4/6/18	
	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	\$348,536.69		
	Master Plan - Phase 3	\$0.00	Master Plan - Phase 3	\$0.00		
	Prelim. MP- Phase 4	\$0.00	Prelim. MP- Phase 4	\$5,329.25		
	SDC Study/Projects	\$0.00	SDC Study/Projects	\$0.00		
	Water Source Impr.	\$0.00	Water Source Impr.	\$0.00		
Monthly Accrual Statistics		Beg. Balance	Accrued	Used/Paid	Balance	
		2/28/2018			3/31/2018	
Office Overtime Hours (2-01)	0.00	0.00	0.00	0.00		
Field Overtime Hours (2-02)	0.00	19.25	19.25	0.00		
PTO (3-01)	1567.73	173.55	74.00	1667.28		
Comp Time (9-01 / 9-02)	160.02	86.28	58.75	187.55		



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Application Period: 2/24/2018 - 3/23/2018		Contractor's Application for Payment No. 4
To (Owner): Seal Rock Water District	From (Contractor): Ferguson Enterprises, Inc.	Application Date: 4/4/2018
Project: AMI Water Metering	Contract: Schedule 1	Via (Engineer): Civil West Engineering Services Inc.
Owners Contract No.:	Contractor's Project No.:	Engineer's Project No.: 2801-022

**Application For Payment
Change Order Summary**

Number	Additions	Deductions
1		\$8,228.00
TOTALS	\$0.00	\$8,228.00
NET CHANGE BY CHANGE ORDERS	(\$8,228.00)	

1. ORIGINAL CONTRACT PRICE	\$	1,479,589.17
2. Net change by Change Orders	\$	(8,228.00)
3. Current Contract Price (Line 1 ± 2)	\$	1,471,361.17
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$	1,248,705.96
5. RETAINAGE:		
a. 5% X Work Completed	\$	1,248,705.96
b. 5% X Stored Material	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	62,435.30
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$	1,186,270.66
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	839,205.33
8. AMOUNT DUE THIS APPLICATION	\$	347,065.33
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$	285,090.51

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment:

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *Beliste Holtegan* Date: 4/4/18

Payment of: \$ 347,065.33
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____
(Engineer) Jerek B. Hodge, PE (Date)

Payment of: \$ 347,065.33
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) Adam Denlinger-General Manager (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Seal Rock Water District - AMI WATER METERING - Schedule 1							Application #:				
Application Period:		2/24/2018 - 3/23/2018							4				
		Application Date: 4/4/2018											
A		B				C		D		E	F		G
Item		Contract Information Estimated Bid Value				Estimated Quantity Installed	Value of Work Installed from Previous Applications (C+D)	Estimated Quantity Installed	Value of Work Installed this Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C+D+E)	% Complete (F/B)	Balance to Finish (B-F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)								
1	Mobilization, Bonds and Insurance	1	LS	\$ 111,781.00	\$ 111,781.00	0.60	\$ 67,068.60	0.40	\$ 44,712.40	\$ -	\$ 111,781.00	100.00%	\$ -
2	Temporary Controls and Construction Facilities	1	LS	\$ 67,424.00	\$ 67,424.00	0.60	\$ 40,454.40	0.22	\$ 14,833.28	\$ -	\$ 55,287.68	82.00%	\$ 12,136.32
3	Demolition and Site Preparation	1	LS	\$ 82,392.00	\$ 82,392.00	0.70	\$ 57,674.40	0.12	\$ 9,887.04	\$ -	\$ 67,561.44	82.00%	\$ 14,830.56
4	Foundation Stabilization	10	CY	\$ 53.33	\$ 533.30		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 533.30
5	Aggregate Base/Shoulder	50	Tons	\$ 35.56	\$ 1,778.00		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 1,778.00
6	AC Pavement Patch	10	Tons	\$ 216.67	\$ 2,166.70		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 2,166.70
7	Meter Install Type A												
7a	Meter Installation Type A - 5/8" x 3/4"	2000	Ea	\$ 237.38	\$ 474,760.00	1232	\$ 292,452.16	756	\$ 179,459.28	\$ -	\$ 471,911.44	99.40%	\$ 2,848.56
7b	Meter Installation Type A - 1"	13	Ea	\$ 326.61	\$ 4,245.93	7	\$ 2,286.27	7	\$ 2,286.27	\$ -	\$ 4,572.54	107.69%	\$ (326.61)
7c	Meter Type A - New 12x20 Meter Box	0	Ea	n/a	\$ -		\$ -		\$ -	\$ -	\$ -	n/a	\$ -
7d	Meter Type A - New 12x20 Traffic Box	4	Ea	\$ 483.67	\$ 1,934.68	2	\$ 967.34	2	\$ 967.34	\$ -	\$ 1,934.68	100.00%	\$ -
7e	Meter Type A - Level Existing Meter Box	327	Ea	\$ 61.11	\$ 19,982.97	53	\$ 3,238.83	15	\$ 916.65	\$ -	\$ 4,155.48	20.80%	\$ 15,827.49
7f	Meter Type A - New Customer Valve	0	Ea	n/a	\$ -		\$ -		\$ -	\$ -	\$ -	n/a	\$ -
7g	Meter Type A - Adjust Meter Height	204	Ea	\$ 131.68	\$ 26,862.72		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 26,862.72
7h	Meter Type A - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 92.89
7i	Meter Type A - MIU Installation	2457	Ea	\$ 140.00	\$ 343,980.00	1239	\$ 173,460.00	763	\$ 106,820.00	\$ -	\$ 280,280.00	81.48%	\$ 63,700.00
8	Meter Install Type B												
8a	Meter Installation Type B - 5/8" x 3/4"	35	Ea	\$ 1,301.82	\$ 45,563.70	36	\$ 46,865.52		\$ -	\$ -	\$ 46,865.52	102.86%	\$ (1,301.82)
8b	Meter Installation Type B - 1"	12	Ea	\$ 1,391.05	\$ 16,692.60		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 16,692.60
8c	Meter Type B - New 12x20 Meter Box	10	Ea	\$ 135.73	\$ 1,357.30		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 1,357.30
8d	Meter Type B - New 12x20 Traffic Box	6	Ea	\$ 483.67	\$ 2,902.02	2	\$ 967.34		\$ -	\$ -	\$ 967.34	33.33%	\$ 1,934.68
8e	Meter Type B - Level Existing Meter Box	12	Ea	\$ 61.11	\$ 733.32	2	\$ 122.22		\$ -	\$ -	\$ 122.22	16.67%	\$ 611.10
8f	Meter Type B - New Customer Valve	0	Ea	n/a	\$ -		\$ -		\$ -	\$ -	\$ -	n/a	\$ -
8g	Meter Type B - Adjust Meter Height	10	Ea	\$ 133.26	\$ 1,332.60		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 1,332.60
8h	Meter Type B - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 92.89
8i	Meter Type B - MIU Installation	35	Ea	\$ 154.44	\$ 5,405.40	36	\$ 5,559.84		\$ -	\$ -	\$ 5,559.84	102.86%	\$ (154.44)
9	Meter Install Type C - 1.5" to 3"												
9a	Meter Type C - New 17x30 Meter Box	5	Ea	\$ 902.84	\$ 4,514.20		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 4,514.20
9b	Meter Type C - New 17x30 Traffic Box	6	Ea	\$ 1,588.40	\$ 9,530.40		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 9,530.40
9c	Meter Type C - Level Existing Meter Box	8	Ea	\$ 205.56	\$ 1,644.48		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 1,644.48
9d	Meter Type C - New Customer Valve	0	Ea	n/a	\$ -		\$ -		\$ -	\$ -	\$ -	n/a	\$ -
9e	Meter Type C - Adjust Meter Height	5	Ea	\$ 2,294.44	\$ 11,472.20		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 11,472.20
9f	Meter Type C - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 92.89
9g	Meter Type C - MIU Installation	11	Ea	\$ 203.33	\$ 2,236.63		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 2,236.63
10	Meter Install Type D - 6"												
10a	Meter Type D - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 92.89
10b	Meter Type D - MIU Installation	4	Ea	\$ 316.67	\$ 1,266.68		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 1,266.68
11	Tower Gateway Basestation Collectors	1	LS	\$ 160,000.00	\$ 160,000.00	1	\$ 160,000.00		\$ -	\$ -	\$ 160,000.00	100.00%	\$ -
12	Backhaul Internet Connections	1	LS	\$ 2,000.00	\$ 2,000.00		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 2,000.00
13	SCADA Data Link	0	LS	n/a	\$ -		\$ -		\$ -	\$ -	\$ -	n/a	\$ -
14	Master Water Meter MIU Installation	3	Ea	\$ 120.00	\$ 360.00		\$ -		\$ -	\$ -	\$ -	0.00%	\$ 360.00
15	AMI Analytical Software	1	LS	\$ 69,587.00	\$ 69,587.00	0.27	\$ 18,784.00		\$ -	\$ -	\$ 18,784.00	26.99%	\$ 50,803.00
16	Landscape Restoration and Site Cleanup	1	LS	\$ 4,777.78	\$ 4,777.78	0.40	\$ 1,911.11	0.60	\$ 2,866.67	\$ -	\$ 4,777.78	100.00%	\$ -
	Basic Bid Total				\$ 1,479,589.17		\$ 871,812.03		\$ 362,748.93	\$ -	\$ 1,234,560.96	83.44%	\$ 245,028.21
	Change Orders												
CO#1 - Item 7i	Meter Type A - MIU Installation	(484)	Ea	\$ 140.00	\$ (67,760.00)		\$ -		\$ -	\$ -	\$ -	0.00%	\$ (67,760.00)
CO#1 - Item 17	Furnish Only - 520M MIU (District to Install)	484	Ea	\$ 123.00	\$ 59,532.00	94	\$ 11,562.00	21	\$ 2,583.00	\$ -	\$ 14,145.00	23.76%	\$ 45,387.00
					\$ -		\$ -		\$ -	\$ -	\$ -	#DIV/0!	\$ -
					\$ -		\$ -		\$ -	\$ -	\$ -	#DIV/0!	\$ -
	Change Order Subtotal				\$ (8,228.00)		\$ 11,562.00		\$ 2,583.00	\$ -	\$ 14,145.00	-171.91%	\$ (22,373.00)
	Combined Totals				\$ 1,471,361.17		\$ 883,374.03		\$ 365,331.93	\$ -	\$ 1,248,705.96	84.87%	\$ 222,655.21

Project Monitoring Report With Exhibit A and Invoices Date: 3/1/2018-3/31/2018	Type of Request ___ Final <u>x</u> Partial	Report Number 30
Borrower: SEAL ROCK WATER DISTRICT Address: P. O. Box 190 Seal Rock, Oregon 97376		

BUDGET ITEMS	STATUS OF BUDGET					
	PROGRAMS		FUNCTIONS		ACTIVITIES	
	(a) Budgeted Amounts	(b) Budget Change	(c) Revised Budget	(d) Previous Total	(e) This Period	(d)+(e) TOTAL
All entries under column b must be justified with an attachment. All entries under column e must be documented with attached invoice.						
a. Administrative Expense- Preliminary		\$5,153	\$5,153	\$5,153		\$5,153
b. Preliminary Engineering- ER/PER		\$498,108	\$498,108	\$498,108		\$498,108
c. Geotechnical Studies				\$0		\$0
d. Land, Structures, Right-of-way				\$0		\$0
e. Civil West Engineering				\$0		\$0
1) Basic Engineering Svcs	\$563,763	(\$519,763)	\$44,000	\$44,000		\$44,000
2) Additional Services/Inspection	\$402,688	(\$62,099)	\$340,589	\$340,589		\$340,589
f. Other Engineering				\$0		\$0
1) AMI Engineering Services -Civil West		\$197,662	\$197,662	\$158,427		\$158,427
2) Additional Services				\$0		\$0
g. Interest & fees (interim financing)	\$210,000	(\$152,807)	\$57,193	\$57,193		\$57,193
h. Legal/Administration	\$201,344	(\$155,153)	\$46,191	\$41,160		\$41,160
i. Contingencies	\$595,375	(\$502,839)	\$92,536	\$0		\$0
j. Equipment	\$395,000	(\$385,270)	\$9,730	\$9,730		\$9,730
k. Demolition/Removal	\$365,000	(\$365,000)		\$0		
l. Site Work	\$369,600	(\$369,600)		\$0		
m. Construction Cost :	\$2,897,275	\$365,518		\$0		\$0
1) Sched: 1		(\$32,322)	\$960,871	\$960,871		\$960,871
2) Sched: 2		(\$26,111)	\$2,243,489	\$2,243,489		\$2,243,489
3) Other: B Creek-Electrical Work PUD		\$3,113	\$3,113	\$3,113		\$3,113
4) Other:SCADA-The Automation Group		\$30,049	\$30,049	\$29,112		\$29,112
5) AMI Project		\$1,471,361	\$1,471,361	\$839,206	\$347,065	\$1,186,271
n. TOTAL PROJECT COST	\$6,000,045	\$0	\$6,000,045	\$5,230,151	\$347,065	\$5,577,216
o. Funding Allocation						
1) Program Income= INTEREST			\$0	\$0		\$0
2) Rural Development Loan	\$3,451,000		\$3,451,000	\$3,451,000		\$3,451,000
3) Rural Development Grant	\$2,549,045		\$2,549,045	\$1,251,168	\$347,065	\$1,598,233
4) Other: DISTRICT CONTRIBUTION			\$0	\$0		\$0
5) Other:Interim Financing Loan	\$3,451,000		\$3,451,000	\$3,451,000		\$3,451,000
p. Total Project Funding (=line l)	\$6,000,045		\$6,000,045	\$4,702,168	\$347,065	\$5,049,233
q. Percentage of Completion				78.37%		84.15%

5. CERTIFICATION
I certify that; to the best of my knowledge and belief, the billed costs or disbursements shown are in accordance with the terms of the project and that an inspection has been performed and all work is in accordance with the terms of the construction contract.

BORROWER:	Signature of Authorized Certifying Official: _____	Date Submitted: _____
	Typed or Printed Name and Title: Adam Denlinger, General Manager	Telephone: 541-563-3529

6. RURAL DEVELOPMENT ACCEPTANCE
This form and attachments have been reviewed and are accepted by Rural Development, unless otherwise noted. This review and acceptance by Rural Development does not attest to the correctness of the amounts, the quantities shown, or that the work has been performed under the terms of the agreements or contracts.

RURAL DEVELOPMENT	Signature of Authorized Certifying Official: _____	Date Submitted: _____
	Typed or Printed Name and Title: Holly Halligan, USDA Area Specialist	Telephone: _____



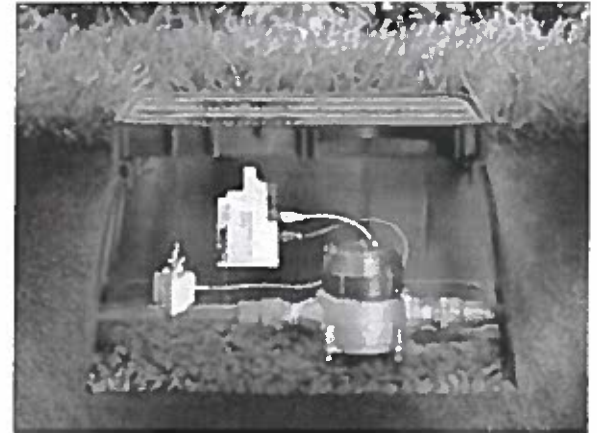
Seal Rock Water District

General Manager's Report:
Board Meeting April 12, 2018

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-3 USDA-RD GRANT FUNDED AMI PROJECT:**

District contractors and crews have completed installation of all the residential meters within the system. A small amount, approximately 12-meters primarily commercial meters will need to be replaced or updated with new registers. District staff have received AMI software training and expect to receive a second level of training the first week of May 2018. This project remains on schedule and within budget expectations.



District customers can continue to expect a brief disruption in service to occur as individual meters are replaced, this typically takes 15-minutes or less. Our community's drinking water system will remain safe throughout the project. AMI installation is a \$1.5 million-dollar project, fully funded through a grant provided by the United States Department of Agriculture Rural Development (USDA-RD) through its Water and Waste Disposal Loan and Grant Program.

- **PHASE-4 SOURCE WATER PROJECT:**

LOST CREEK AMI COMMUNICATION TOWER:

District staff and engineer are working cooperatively with representatives from USDA-RD to certify the District's Biological Assessment for the Beaver Creek Source Water project. Environmental consultants provided a draft copy of the Beaver Creek biological assessment to National Marine Fisheries Services (NMFS) in early March 2018. As a result of preliminary comments provided by NMFS, staff and consultants held several discussions with representatives from USDA-RD to discuss options for responding to NMFS to provide additional requested information.

On March 22nd District staff, along with our consultant team working on the Biological Assessment (BA) for the Beaver Creek Source Water project met with a representative from NMFS to discuss concerns by the department related to stream flow and temperature. Because the issues raised were related to flow and temperature the District asked representatives from GSI Water Solutions and DEQ to join the discussion. Also on the call were representatives from USDA-RD, and our environmental engineers from ch2m.

It was very clear from the beginning of the conversation that NMFS was opposed to signing off on the draft BA without more data (potential impacts to stream flow conditions and temperature monitoring) related to the

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District's removal of water from Beaver Creek. Without NMFS approval before April 9th the District will not qualify for funding before the May Federal USDA pooling cycle. Representatives from USDA-RD made a valiant effort on behalf of the District to support the project, and so did DEQ. We discussed in-depth the environmental advantages of the project as it relates to flows on the Siletz River. However, NMFS was unmovable! In short, the District will be subject to the 135-day statutory formal consultation process. As you may recall from the March Board meeting consultants had hoped to receive conditional approval from NMFS while going through the consultation process, which would allow USDA to obligate the funding before May of this year.

District staff will continue to work with representatives from NMFS to provide additional information in an effort to expedite the review process. Next steps at the tank site include removing a small number of trees to make room for geotechnical investigation.

Phase-4 improvements project continues to move forward with several critical path tasks currently in progress:

- Biologist Assessment is being revised for submittal to NMFS.
- Next steps at the tank site include removing a small number of trees to make room for geotechnical investigation, scheduled for May.
- Easement and access agreement for construction and maintenance have been revised by the District's Legal Counsel. Draft copies of the easement agreements have been provided to the various property owners affected by the project.
- District staff will continue coordinating with USDA-RD funding representatives to provide information and updates related to the project.
- District crews have begun working with consultants to begin the Sampling and Analysis Plan (SAP) required as a condition of the District's water right permit for use of water on Beaver Creek.
- Engineer continues to provide water quality and treatability testing in preparation for developing specification for membrane procurement.

• **OTHER NOTABLE ACTIVITIES FOR THE MONTHS OF MARCH/APRIL INCLUDE:**

- Attended weekly meetings with engineers and contractor to discuss AMI improvements.
- Coordinated site visits with property owners, engineers, and surveyors to discuss intake and pipeline route for the Beaver Creek Source Water project.
- Facilitated District personnel staff/safety meeting.
- Facilitated discussions with property owners and legal counsel related to easement agreements.
- Supported staff effort to complete the 2018/2019 budget.
- Met with engineer and representatives from USDA-RD to discuss Phase-IV improvements.
- Met with NMFS to discuss Biological Assessment related to the Beaver Creek Source Water project.
- Attended Mid-Coast Integrated Water Resources Coordinating Committee meetings.
- Hosted regional municipal and water district working group meeting.
- District staff, engineer and legal counsel attended annual meeting with the City of Toledo.



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Seal Rock Water District

DATE ACTION REQUESTED: April 12, 2018				
Ordinance	Resolution	Motion	Information	X
Date Prepared: March 2, 2018		Dept.: Administration		
SUBJECT: Consider Water Rate Adjustment		Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447		

RECOMMENDED BOARD ACTION:

Consider water rate adjustment scenarios for the 2018/2019 budget year.

FINANCIAL IMPACTS:

The philosophy of the District has been to maintain a program of small annual increases to lessen the need for large one-time increases. Other considerations include; increases from the District's source water provider, satisfying annual debt service, transfers to capital and source water reserves, and planning a finance strategy for funding phase IV improvements.

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:

Historically, the Board of Commissioners evaluates scenarios for addressing a rate increase and then requests that staff develop a proposal for a rate increase that will be provided to the community at a future public hearing. Rate scenarios provided include the first 1,000 gallons in the base rate, while taking into consideration an increase to the base rate. It is important to understand how much will be needed to ensure sufficient cash flow to cover future debt service to avoid huge spikes in the water rate. While the District received a relatively small increase (1.5%) in the purchase of wholesale water from the District's source water provider, it is anticipated that the District can expect future increases in the cost of source water. Following the direction of the Board, staff is providing several scenarios that consider no cost for the first 1,000-gallons of water used, along with an increase to the base rate.

Adjustment in the rate is a policy decision and is subject to public hearing in accordance with ORS, Chapter 264.312. If the Board of Commissioners elects to adjust the rate, the Board will need to direct staff to reflect the adjusted rate in the budget, and schedule a rate hearing for no later than June 12, 2018.

A Denlinger

Submitted by:

Adam Denlinger, General Manager

PROPOSED RATE INCREASE

Current Rate		PROPOSAL 1					PROPOSAL 2				PROPOSAL 3			
		PROPOSED RATE					PROPOSED RATE				PROPOSED RATE			
		BASE		WATER per 1,000 gallons			BASE		WATER per 1,000 gallons		BASE		WATER per 1,000 gallons	
Use Rate	Total Bill	\$0.10	5k=.05;8K=.10;14K=.15;18K=.20;21K=.25	\$ Incr	% Incr.	\$0.10	8K=.10;14K=.15;18K=.20;21k=.25	\$ Incr	% Incr.	\$0.10	8K=.10;14K=.20;18K=.25;21K=.35	\$ Incr	% Incr.	
Base	\$33.00	\$0.10	\$33.10	\$0.10	0.30%	\$0.10	\$33.10	\$0.10	0.30%	\$0.10	\$33.10	\$0.10	0.30%	
1,000	\$5.40	\$5.40	\$38.50	\$0.10	0.26%	\$5.40	\$38.50	\$0.10	0.26%	\$5.40	\$38.50	\$0.10	0.26%	
2,000	\$6.70	\$6.70	\$45.20	\$0.10	0.22%	\$6.70	\$45.20	\$0.10	0.22%	\$6.70	\$45.20	\$0.10	0.22%	
3,000	\$7.75	\$7.75	\$52.95	\$0.10	0.19%	\$7.75	\$52.95	\$0.10	0.19%	\$7.75	\$52.95	\$0.10	0.19%	
4,000	\$8.41	\$8.41	\$61.36	\$0.10	0.16%	\$8.41	\$61.36	\$0.10	0.16%	\$8.41	\$61.36	\$0.10	0.16%	
5,000	\$9.36	\$9.36	\$70.72	\$0.15	0.21%	\$9.36	\$70.72	\$0.10	0.14%	\$9.36	\$70.72	\$0.10	0.14%	
6,000	\$79.98		\$80.18	\$0.20	0.25%		\$80.08	\$0.10	0.13%		\$80.08	\$0.10	0.13%	
7,000	\$89.34		\$89.59	\$0.25	0.28%		\$89.44	\$0.10	0.11%		\$89.44	\$0.10	0.11%	
8,000	\$10.99	\$11.09	\$100.68	\$0.35	0.35%	\$11.09	\$100.53	\$0.20	0.20%	\$11.09	\$100.53	\$0.20	0.20%	
9,000	\$111.32		\$111.77	\$0.45	0.40%		\$111.62	\$0.30	0.27%		\$111.62	\$0.30	0.27%	
10,000	\$122.31		\$122.86	\$0.55	0.45%		\$122.71	\$0.40	0.33%		\$122.71	\$0.40	0.33%	
11,000	\$133.30		\$133.95	\$0.65	0.49%		\$133.80	\$0.50	0.38%		\$133.80	\$0.50	0.38%	
12,000	\$144.29		\$145.04	\$0.75	0.52%		\$144.89	\$0.60	0.42%		\$144.89	\$0.60	0.42%	
13,000	\$155.28		\$156.13	\$0.85	0.55%		\$155.98	\$0.70	0.45%		\$155.98	\$0.70	0.45%	
14,000	\$13.73	\$13.88	\$170.01	\$1.00	0.59%	\$13.88	\$169.86	\$0.85	0.50%	\$13.93	\$169.91	\$0.90	0.53%	
15,000	\$182.74		\$183.89	\$1.15	0.63%		\$183.74	\$1.00	0.55%		\$183.84	\$1.10	0.60%	
16,000	\$196.47		\$197.77	\$1.30	0.66%		\$197.62	\$1.15	0.59%		\$197.77	\$1.30	0.66%	
17,000	\$210.20		\$211.65	\$1.45	0.69%		\$211.50	\$1.30	0.62%		\$211.70	\$1.50	0.71%	
18,000	\$20.50	\$20.70	\$232.35	\$1.65	0.72%	\$20.70	\$232.20	\$1.50	0.65%	\$20.75	\$232.45	\$1.75	0.76%	
19,000	\$251.20		\$253.05	\$1.85	0.74%		\$252.90	\$1.70	0.68%		\$253.20	\$2.00	0.80%	
20,000	\$271.70		\$273.75	\$2.05	0.75%		\$273.60	\$1.90	0.70%		\$273.95	\$2.25	0.83%	
21,000	\$21.93	\$22.18	\$295.93	\$2.30	0.78%	\$22.18	\$295.78	\$2.15	0.73%	\$22.28	\$296.23	\$2.60	0.89%	
22,000	\$315.56		\$318.11	\$2.55	0.81%		\$317.96	\$2.40	0.76%		\$318.51	\$2.95	0.93%	
23,000	\$337.49		\$340.29	\$2.80	0.83%		\$340.14	\$2.65	0.79%		\$340.79	\$3.30	0.98%	
24,000	\$359.42		\$362.47	\$3.05	0.85%		\$362.32	\$2.90	0.81%		\$363.07	\$3.65	1.02%	
25,000	\$381.35		\$384.65	\$3.30	0.87%		\$384.50	\$3.15	0.83%		\$385.35	\$4.00	1.05%	
30,000	\$491.00		\$495.55	\$4.55	0.93%		\$495.40	\$4.40	0.90%		\$496.75	\$5.75	1.17%	
					0.54%				0.47%				0.54%	
Domestic Added Income			\$4,172				\$3,580				\$3,652			
Commercial Inside & Outside			\$910	.10 Base .10 Water			\$1,720	.10 Base .20 Water			\$1,414	.20 Base .15 Water		
Domestic Outside			\$48				\$48				\$48			
TOTAL:			\$5,130				\$5,349				\$5,114			