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SEAL ROCK WATER DISTRICT
Regular Board Meeting
Thursday, December 10, 2020 @ 4:00 p.m.
Public Meeting by Zoom Video Conference:

Due to the Governor's Executive Order related to public gatherings, SRWD will hold this meeting through Zoom video conferencing. The public is invited to attend the meeting electronically. Please E-mail tkarsen@srwd.org to receive the meeting login information.

SRWD encourages the public to submit written comments on items included in the agenda by email to tkarsen@srwd.org by 2:00 p.m. on the day of the meeting to be included in the record. Comments received will be shared with the SRWD Board of Commissioners and included in the permanent record.

- **Call Regular Meeting to Order:**

- **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 (3) minutes.

- **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 November 2020 to December 2020
- Board Meeting Minutes November 12, 2020
- Special Board Meeting Minutes October 22, 2020
- Financial Report / Approve Invoices November 2020 to December 2020
- Business Oregon Disbursement Request No.26 December 2020
- USDA PMR Phase IV No. 6 December 2020
- Contractor's Pay Request No. 6 December 2020
- General Manager's Monthly Report November 2020 to December 2020

- **Discussion and Information Items:**

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

- **Decision Items:**

- Consider a motion to approve the June 30, 2020 SRWD Financial Audit Report.
Presented by: Joy King, Office Manager

- **Reports, Comments and Correspondence:**

- General Manager's Annual Performance Review 2020
- General Manager will be away from the office the week of December 21st.
- District office will be closed Friday, December 25th in honor of the Christmas Holiday.
- District office will be closed Friday, January 1st in honor of the New Year's Holiday.
- Head 2 Cape (MC-WPP) November Newsletter

- **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.

- **Adjournment: Next Meeting: January 14, 2021 @ 4:00 p.m.** Regular Board Meeting or establish date.

ORIGINAL

Report Criteria:

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

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-1310				
DANA &/OR BRIAN CRAWFORD	112320	Refund Overpayment Final Bill	11/23/2020	51.52
Total 01-1310:				51.52
01-5060				
OREGON ASSOC. WATER UTILI	29753	43rd Annual M&T Conference/Sunriver - Denlinger	11/09/2020	325.00
Total 01-5060:				325.00
01-5240				
SPECIAL DISTRICTS INSURANC	CHG-20030	Auto Liability: Addition of 2010 Tilt Trailer VIN-0631	11/04/2020	32.00
SPECIAL DISTRICTS INSURANC	CHG-20030	Auto Physical Damage: Addition of 2010 Tilt Trailer VIN-0631	11/04/2020	31.00
Total 01-5240:				63.00
01-5271				
CHARTER COMMUNICATIONS	007859711192	Internet (Office)	11/19/2020	114.98
PIONEER TELEPHONE COOPE	120120	Telephone Services/Internet	12/01/2020	1,497.29
Total 01-5271:				1,612.27
01-5272				
AT&T MOBILITY	11232020	Wireless	11/15/2020	255.20
Total 01-5272:				255.20
01-5290				
STAPLES BUSINESS ADVANTA	8060270921	HP 414X Cyan Toner Cartridge, High Yield	11/07/2020	211.49
STAPLES BUSINESS ADVANTA	8060270921	HP 414X Yellow Toner Cartridge, High Yield	11/07/2020	217.49
STAPLES BUSINESS ADVANTA	8060270921	HP 414X Magenta Toner Cartridge, High Yield	11/07/2020	217.49
STAPLES BUSINESS ADVANTA	8060270921	HP 414X Black Toner Cartridge, High Yield	11/07/2020	159.19
STAPLES BUSINESS ADVANTA	8060270921	Staples One-Touch 3-hole punch, 30 sheet capacity, black	11/07/2020	16.21
STAPLES BUSINESS ADVANTA	8060270921	Brother DR 720 Black Drum Cartridge, Standard	11/07/2020	113.87
STAPLES BUSINESS ADVANTA	8060270921	2021 At-A-Glance Monthly Wall Calendar, White/Purple/Red	11/07/2020	35.88
STAPLES BUSINESS ADVANTA	8060270921	2021 At-A-Glance 11" x 8" Mini Wall Calendar, White	11/07/2020	8.25
STAPLES BUSINESS ADVANTA	8060270921	Staples Invisible Tape, 3/4" x 1,296", 12/Pack	11/07/2020	6.44
STAPLES BUSINESS ADVANTA	8060347841	Staples 50% Recycled Multipurpose Paper 8 1/2 x 11 10 reams	11/14/2020	61.48
STAPLES BUSINESS ADVANTA	8060347841	Staples Paper Clips, #1, Smooth, 1,000/Pk	11/14/2020	1.67
STAPLES BUSINESS ADVANTA	8060347841	2021 At-A-Glance 11" x 8" Mini Wall Calendar, White	11/14/2020	24.75
STAPLES BUSINESS ADVANTA	8060347841	Credit for return of 2 wall calendars	11/14/2020	17.94
Total 01-5290:				1,056.27
01-5291				
PETTY CASH	113020	Postage for 6 months	11/30/2020	73.65
US POSTAL SERVICE - SEAL R	111020	3 rolls stamps (forever .55 cents)	11/10/2020	165.00
US POSTAL SERVICE - SEAL R	111020	4 sheets stamps (forever .15 cents)	11/10/2020	12.00
US POSTAL SERVICE - WALDP	112020	Bulk Mailing	11/20/2020	878.18
Total 01-5291:				1,128.83

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Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5360				
PETTY CASH	113020	Fred Meyer: Soap for office & kitchen	11/30/2020	18.15
PETTY CASH	113020	Walgreens: Sympathy Card for Mills	11/30/2020	3.99
PETTY CASH	113020	My Petite Sweet: Dessert for Employee/Board Luncheon	11/30/2020	68.00
PETTY CASH	113020	Safeway: Drinks/flowers for employee/board luncheon	11/30/2020	24.37
PETTY CASH	113020	Fred Meyer: Drinks for employee/board luncheon	11/30/2020	10.89
Total 01-5360:				125.40
01-5604				
OREGON COAST TECHNOLOG	4605	CRF Grant: Systems Engineer - Set up new laptops for Brendi/Sandy/Adam	11/17/2020	1,100.00
PETTY CASH	113020	CRF Grant: Costco - Clorox Wipes (4pk)	11/30/2020	14.99
PETTY CASH	113020	CRF Grant: Costco - Lysol (4pk)	11/30/2020	16.99
PETTY CASH	113020	CRF Grant: Rays Food - Cholorox Wipes	11/30/2020	4.79
PETTY CASH	113020	CRF Grant: Rays Food - Lysol Wipes	11/30/2020	4.79
PETTY CASH	113020	CRF Grant: Fred Meyer - Lysol	11/30/2020	11.98
PETTY CASH	113020	CRF Grant: Walmart - Lysol	11/30/2020	9.84
PETTY CASH	113020	CRF Grant: Walmart - Lysol Kitchen spray	11/30/2020	2.64
PETTY CASH	113020	CRF Grant: Walgreens - Lysol Wipes	11/30/2020	9.99
STAPLES BUSINESS ADVANTA	8060195960	CRF GRANT: Superior Mark Floor Decal, "Maintain Social Distancing", 13" Vinyl,	10/30/2020	12.15
STAPLES BUSINESS ADVANTA	8060195960	CRF GRANT: Superior Mark Adhesive Wall Sign, "Please Stand Six Feet Apart", 10"	10/30/2020	16.29
STAPLES BUSINESS ADVANTA	8060195960	CRF GRANT: Superior Mark Floor Decal, "Face Mask Required", 13" Vinyl, Red/W	10/30/2020	12.15
STAPLES BUSINESS ADVANTA	8060195960	CRF GRANT: Plantronics B825- M Voyager Focus UC Stereo Bluetooth Headset	10/30/2020	159.99
Total 01-5604:				1,376.59
01-5610				
CENTRAL LINCOLN P.U.D.	112020	Utility Services	11/20/2020	2,485.86
Total 01-5610:				2,485.86
01-5630				
LINCOLN COUNTY PAROLE & P	723	Landscaping at SR Water Office 10/15/20	11/05/2020	650.00
LINCOLN COUNTY PAROLE & P	723	Washing Main Office Building 10/22/20	11/05/2020	650.00
LINCOLN COUNTY PAROLE & P	723	Various locations clearing brush from water lines 10/23/20	11/05/2020	650.00
Total 01-5630:				1,950.00
01-5634				
ANALYTICAL LABORATORY GR	132990	Coliform, Presence/Absence by SM 9223 B-18 (ALG)	11/09/2020	257.00
Total 01-5634:				257.00
Grand Totals:				10,886.94

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Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
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Dated: NOV-30-2020

General Manager: A. Winkler

Dated: _____

Treasurer: _____

Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
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**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting In Person & by Zoom Conference Call
November 12, 2020**

Introduction to Remote Meeting:

Denlinger, General Manager, explained that this board meeting is being conducted remotely and in person observing social distancing and the wearing of face masks in order to mitigate the transmission of the novel coronavirus and reduce the risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings. He further explained that the Board President will call each name to confirm those who are present by zoom conference. After each person hears their name, they need to reply. For each decision item in the agenda that needs to be approved, after discussion and deliberation, the Board President will call each name of the commissioner for their vote. After the commissioners hear their name, he or she will give the vote to the affirmative by saying YES or negative by saying NO.

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order at 2:10 p.m., Thursday, November 12, 2020.

Present:

President Rob Mills confirmed that all commissioners present can hear each other by doing a roll call. Present by Zoom Conference Call were Commissioner Glen Morris, member; and Atty. Jeff Hollen, District legal counsel. Present in person were Commissioner Sandra Mies-Grantham, Secretary; Commissioner Karen Otta, member, and President Rob Mills. Staff: Adam Denlinger, General Manager; Joy King, Office Manager.

Excused Absences: Commissioner Deanna Gravelle

Announcements/Public Comments:

President Rob Mills asked if there are any announcements. Commissioner Glen Morris replied NO; Commissioner Karen Otta replied NO; Commissioner Sandra Mies-Grantham replied NO; Office Manager Joy King replied NO; General Manager Adam Denlinger replied NO; President Rob Mills had NO announcement.

Consent Calendar:

Items on the consent calendar are Invoice List for October/November 2020; October 8, 2020 minutes of the regular board meeting; October 22, 2020 minutes of special board meeting; October/November 2020 Financial Report; Business Oregon IFA Disbursement Request No. 25; USDA Phase IV PMR No. 5; Change Order No. 5; Contractor's Pay Request No. 5; and General Manager's Report. President Rob Mills asked if each commissioner has reviewed the items on the consent calendar. Commissioner Glen Morris answered YES, Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; President Rob Mills answered YES. Commissioner Karen Otta discussed her concern regarding including the amount of the easement settlement agreement in the October 22 Special Board Meeting minutes. Atty. Jeff Hollen explained that the easement information is public record information. President Rob Mills wanted clarification on lines 88-90 of the October 8 Regular Board Meeting minutes, regarding Commissioner Glen Morris's vote that he abstained from voting and later reconsidered and voted YES. Commissioner Glen Morris confirmed his YES vote. It was the consensus that the minutes should be corrected as "Motion carried with 4 voted YES and 1 abstained from voting". Joy King will make the correction. Commissioner Karen Otta motioned to approve the consent calendar with adjustment to the October 8 regular board meeting; and not including the October 22 special board meeting since there is no majority to approve it. Commissioner Sandra Mies-Grantham seconded the motion. President Rob Mills asked the commissioners for their votes. Commissioner Karen Otta voted YES; Commissioner Sandra Mies-Grantham voted YES, and President Rob Mills voted YES. Commissioner Glen Morris abstained from voting since he was disconnected from the Zoom meeting link because of internet issues at his house on October 8. Motion carried with 3 YES votes and 1 abstained from voting.

Discussion and Information Items:

Source Water Project Update:

Work at the intake site has been completed including the intake structure. Installation of piping from Beaver Creek Road through lot 500 has been completed. Paving of the road has been completed also. Installation of piping and line of communication is completed up to Mimi Mullen's property. Contractor continues installing the force main piping up the access road to the treatment site. The ring footing for the clearwell has been formed and concrete will be poured next Tuesday. The subcontractor will come the first week of December to construct the reservoir. The contractor will also start building the treatment plant. The filtration membrane will be delivered and stored at the upper level of the shop until April. The project is projected to be completed in July or the first week of August 2021. Right now, the restoration of the road on lot 500 is ongoing.

Decision Items:

Revenue Bond Resolution No. 1120-01:

The Revenue Bond portion of the interim loan is scheduled to close on November 18 to avail the lower interest rate of 1.75%. The final closing documents prepared by bond counsel, reviewed by USDA and SRWD staff was received in the

65 office today. The board needs to adopt the resolution and authorize the President of the board to execute the closing
66 documents. Commissioner Karen Otta motioned to approve and adopt Resolution No. 1120-01 A resolution providing for
67 the issuance and sale of the Seal Rock Water District, Oregon, 2020 Water Revenue Bond No. 2 in the principal sum of not
68 to exceed \$2,547,000 to the United States of America, acting through the United States Department of Agriculture, Rural
69 Utilities Service for the purpose of financing improvements to the District's Water System, providing for the form and terms
70 of said bond and authorizing the payment of the same. Commissioner Sandra Mies-Grantham seconded the motion.
71 President Rob Mills asked for each commissioner's vote. Commissioner Karen Otta voted YES; Commissioner Sandra
72 Mies-Grantham voted YES; Commissioner Glen Morris voted YES; President Rob Mills voted YES. Motion was passed 4-0.
73

74 **Parity Agreement:**

75 The Parity Agreement is an agreement between the State of Oregon by and through its Business Development Department
76 (OBDD) and the United States of America, Acting through the United States Department of Agriculture, Rural Development
77 Services (USDA-RD) the lenders of funds to finance the Water Source Project of Seal Rock Water District, known as the
78 borrower. The District needs to acknowledge the Parity Agreement that will become part of the closing documents.
79 Commissioner Karen Otta motioned to approve and acknowledge the Parity Agreement between OBDD and USDA-RD.
80 Commissioner Sandra Mies-Grantham seconded the motion. President Rob Mills asked for each commissioner's vote.
81 Commissioner Karen Otta voted YES; Commissioner Sandra Mies-Grantham voted YES; Commissioner Glen Morris
82 voted YES; President Rob Mills voted YES. Motion was passed 4-0.
83

84 **Revenue Bond Closing Documents:**

85 Commissioner Karen Otta motioned to authorize the President of the Board, Rob Mills to execute the Revenue Bond
86 closing documents. Commissioner Sandra Mies-Grantham seconded the motion. President Rob Mills asked for each
87 commissioner's vote. Commissioner Karen Otta voted YES; Commissioner Sandra Mies-Grantham voted YES;
88 Commissioner Glen Morris voted YES; President Rob Mills voted YES. Motion was passed 4-0.
89

90 **Reports, Comments, and Correspondence:**

91 **GM Performance Evaluation:**

92 President Rob Mills informed the Board that he has received all completed GM Performance Evaluation forms but would
93 like to defer the GM evaluation to the December 12 regular board meeting. He would like to have time to compile the
94 evaluations into one document to include scoring and comments from each board member. He asked the GM, Adam
95 Denlinger if he agrees for his evaluation to be public to which the GM replied he agreed for the record to be public. The GM
96 discussed that other agencies are having financial difficulties because their revenue stream has been impacted by the
97 pandemic. The district is fortunate that it hasn't suffered a substantial loss in revenue. The GM is requesting that during his
98 performance review for the board to consider not giving him a bonus or a salary increase and asked the board to consider
99 the bonuses for the employees. The board discussed that as essential workers the employees who come to work every day
100 despite the pandemic should be appreciated and shown support by giving them the same level of bonus as last year.
101 Commissioner Karen Otta motioned to give the employees bonus at the same level as last year. Commissioner Sandra
102 Mies-Grantham seconded the motion. President Rob Mills asked for each commissioner's vote. Commissioner Karen Otta
103 voted YES; Commissioner Sandra Mies-Grantham voted YES; Commissioner Glen Morris voted YES; President Rob Mills
104 voted YES. Motion was passed 4-0.
105

106 **Office Closure:**

107 The office will be closed on November 26 & 27 in observance of Thanksgiving Day.
108

109 **Easement Negotiation:**

110 The GM, Adam Denlinger, and Atty. Jeff Hollen, legal counsel are working with Atty. Jennifer Paul in the wordings that
111 should go into the documents resulting from the easement negotiation.
112

113 **Lost Revenue Update:**

114 Due to the pandemic, 49 customers are 1-month delinquent, and 16 customers are 2 or more months delinquent. Total
115 delinquent water bills are \$6,800. Total lost revenue in late charges and turn off charges since April 2020 is \$8,121.50. It
116 was the consensus of the board to remain in status quo the following month not to turn off delinquent customers and not to
117 charge any late charges and turn off charges until further board instruction.
118

119 **Adjournment:** President Rob Mills adjourned the meeting at 2:55 p.m.

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121 **Next Board Meeting:** December 10, 2020, at 4:00 p.m.
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127 Approved by Board President

Date:

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Special Board Meeting by Zoom Conference Call Only
October 22, 2020**

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Introduction to Remote Meeting:

Adam Denlinger, General Manager, explained that this board meeting is being conducted remotely in order to mitigate the transmission of the novel coronavirus and reduce the risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings. He further explained that the Board President will call each name to confirm those who are present. After each person hears their name, they need to reply. For each decision item in the agenda that needs to be approved, after discussion and deliberation, the Board President will call each name of the commissioner for their vote. After the commissioners hear their name, he or she will give the vote to the affirmative by saying YES or negative by saying NO.

Call Special Meeting to Order:

President Rob Mills called the special board meeting to order at 4:09 p.m., Thursday, October 22, 2020.

Present:

President Rob Mills confirmed that all commissioners present can hear each other by doing a roll call. Present by Zoom Conference Call were Commissioner Karen Otta, member; Commissioner Deanna Gravelle, Treasurer; and President Rob Mills. Staff: Adam Denlinger, General Manager; Joy King, Office Manager; Atty. Jeff Hollen, District legal counsel.

Excused Absences: Commissioner Sandra Mies-Grantham, Commissioner Glen Morris.

Announcements/Public Comments: None

Consent Calendar: None

Discussion and Information Items: None

Decision Items:

Revised USDA G.O. and Revenue Loan Resolutions:

Staff received information from Holly Halligan, USDA Area Specialist that the Revenue Loan part of the interim loan could be closed early for the District to avail a lower interest rate of 1.75%. The target closing date is on November 18. The USDA Loan Resolutions approved and signed on April 10, when the District took out the interim loan need to be revised to include the subgrant amount of \$1,500,000 that USDA approved as an additional grant to the \$2,799,500 the District was already approved of. Commissioner Karen Otta motioned to approve Resolution No. 1020-01 a General Obligation Loan Resolution and Resolution No. 1020-02 a Revenue Loan Resolution, both resolutions authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending the District's Beaver Creek Water Treatment Project. Commissioner Deanna Gravelle seconded the motion. President Rob Mills asked for the commissioners' vote by calling each name. Commissioners Deanna Gravelle voted YES, Karen Otta voted YES, President Rob Mills voted YES. Motion was carried 3 – 0. Bond Counsel is processing all closing documents to be presented at the November 12, 2020, regular board meeting.

Recessed Special Meeting:

President Rob Mills recessed the special board meeting at 4:15 p.m. to go into an executive session.

Executive Session:

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.

Adjourned Executive Session and Reconvened Special Meeting:

President Rob Mills adjourned the executive session at 5:11 p.m. and reconvened the Special Meeting.

Commissioner Deanna Gravelle motioned to authorize the General Manager, Adam Denlinger, to enter into a settlement agreement as described by the memorandum of settlement dated October 12, 2020, between Love Thy Neighbor (LTN) and Majesty, LLC consistent with Resolution No. 0819-01 in the amount of \$150,000. Commissioner Karen Otta seconded the motion. President Rob Mills asked for the commissioners' vote by calling each name. Commissioners Deanna Gravelle

63 voted YES, Karen Otta voted YES, President Rob Mills voted YES. Motion was carried 3 – 0, recognizing the absence of
64 Commissioner Morris and Mies Grantham.

65
66 **Reports, Comments, and Correspondence:**

67 The Board/Employee luncheon on November 12 at 12:00 p.m. will be held at the SRWD Shop. Staff and the Board thanked
68 commissioner Karen Otta for offering her home as the venue for the luncheon but OSHA released infectious disease
69 guidelines that make it impossible to have the luncheon at commissioner Karen Otta’s residence.

70
71 President Rob Mills asked each board member to send him the completed Performance Evaluation of the GM so he can
72 compile a summary of the evaluation to be discussed at the next board meeting.

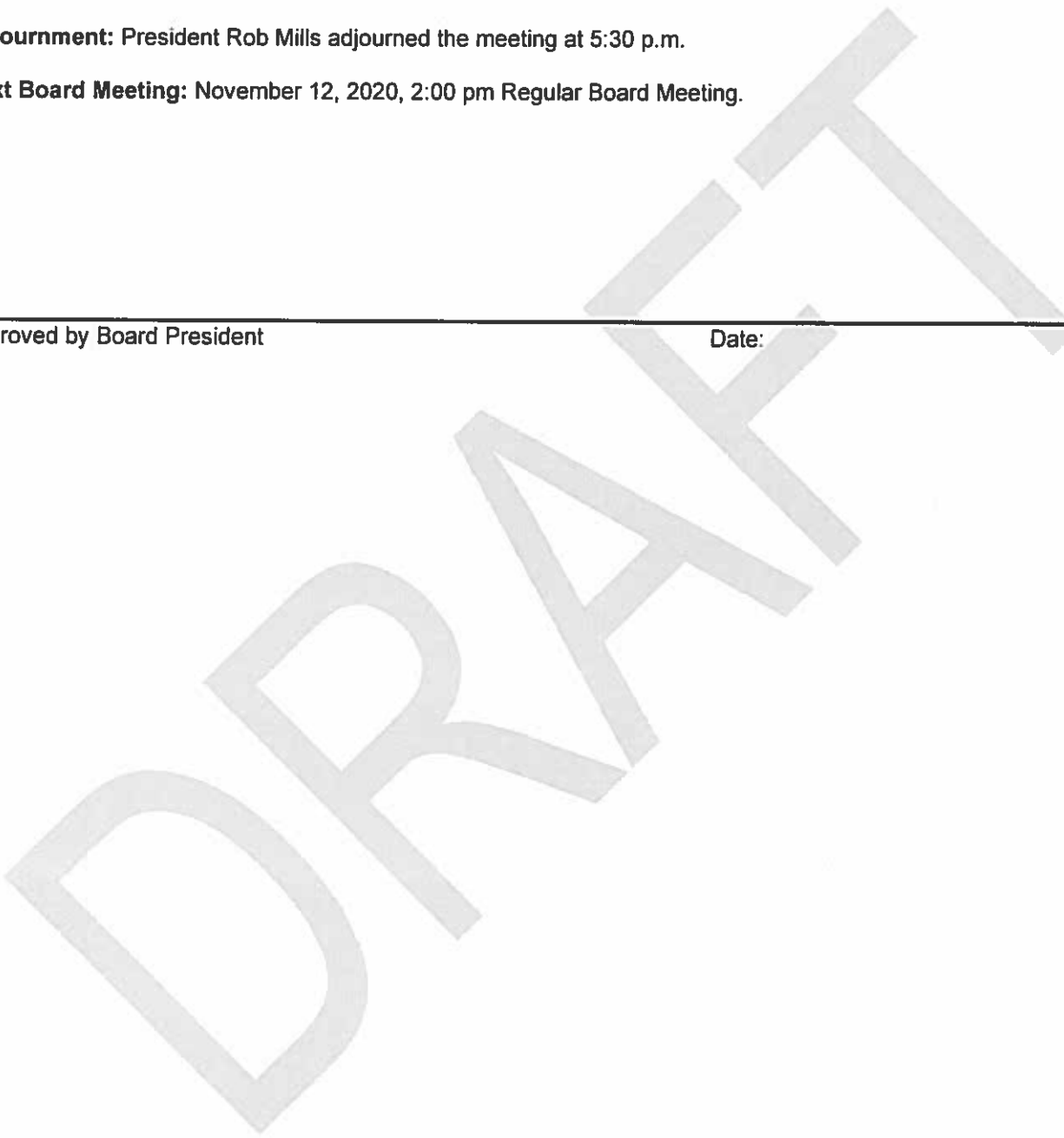
73
74 **Adjournment:** President Rob Mills adjourned the meeting at 5:30 p.m.

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76 **Next Board Meeting:** November 12, 2020, 2:00 pm Regular Board Meeting.

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85 Approved by Board President Date:

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Date: 12/2/2020

Monthly Statistics		Comments			
Total customers	2616	Includes new connection Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter			
New connections	1				
Reinstalls	0				
Abandonments/Forfeitures/Meter Removed	0				
Financial Report	Checking/MM	LGIP/PFMA	Fund Balances	Comments	
General	\$330,493.46	\$17,410.19	\$347,903.65		
Bond	\$204,642.83	\$0.00	\$204,642.83		
Capital Projects	\$293,528.49	\$5,869,150.73	\$6,162,679.22	\$7,421,586 Interim Loan Proceeds	
Revenue Bond	\$2,718.97	\$32,776.31	\$35,495.28		
Rural Development Reserve	\$0.00	\$63,654.50	\$63,654.50		
Dist. Office/Shop Reserve	\$3,613.16	\$135,046.34	\$138,659.50		
Depreciation Reserve	\$0.00	\$192,677.24	\$192,677.24		
SDC (formerly SIP)	\$0.00	\$521,220.22	\$521,220.22	\$1,061,919.00 SDC collections thru 11/30/2020	
Water Source Improvement Rsv	\$0.00	\$804,007.16	\$804,007.16		
TOTALS	\$834,996.91	\$7,635,942.69	\$8,470,939.60		
General Fund Review	Current	FYTD	Budgeted Amount	Comments	
Revenue	\$172,596.96	1,025,824.96	\$2,746,800.00		
Expenses	\$94,519.30	789,713.11	\$2,746,800.00	Contingency \$100,000; Transfers \$173550; Total expenses budgeted \$1,930,630	
Net Gain or (Loss) from Operations	\$78,077.66	\$236,111.85			
Water Sales Revenue Comparison	Month	FYTD	Comments		
Water Sales 2020	\$141,097	\$836,701	Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual+In Lieu of Water Sales Less H2O CR	\$146,097	\$861,303	Less: Billing Adj YTD \$0.00; Leak Adj/Write off YTD \$397.69		
Water Sales 2019	\$141,738	\$796,632	TOTAL YTD ADJUSTMENTS \$397.69		
Actual+In Lieu of Water Sales Less H2O CR	\$146,738	\$820,933			
Over or (Under)	-\$641.49	\$40,068.92			
Gallage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased	7,420,000	6,443,000	Toledo Charges	\$0.00	\$20,875.30
Gallons Sold (includes accountable loss & intertie)	7,203,321	6,874,655	SRWD Sales	\$141,096.53	\$141,674.26
Variance %	2.92%	-6.70%	Ratio: Sales/Cost	#DIV/0!	6.79
			City of Newport Intertie Usage		0
Gallons Received from City of Toledo	8,028,000	10/12-11/10/20	Toledo Master Meter Readings read by SRWD field crew		
Total Gallons Accounted	7,190,779		From flushing, leaks, CL2 Analyzer, & fire hydrant use		
Total Gallons Unaccounted	837,221				
Water Loss Percentage	10.4%				
Approval To Pay Bills	Payroll 11/6/2020 \$19,694.07		Payroll 11/20/2020 \$19,455.77		
Month of:	November	(after meetings)	December		
	GF A/P	\$10,686.94	GF A/P	\$4,928.42	up to 12/3/2020
	CPF A/P	\$0.00	CPF A/P	\$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	\$0.00	
	MP - Phase 4 (IFA)	\$0.00	MP - Phase 4 (IFA)	\$97,992.00	
	MP- Phase 4(USDA)	\$0.00	MP- Phase 4 (USDA)	\$548,713.17	
	MCWPP	\$0.00	MCWPP	\$6,146.25	
	MCWCC	\$0.00	MCWCC	\$0.00	
Monthly Accrual Statistics	Beg. Balance	Accrued	Used/Paid	Balance	
	10/31/2020			11/30/2020	
Office Overtime Hours (2-01)	0.00	8.00	8.00	0.00	
Field Overtime Hours (2-02)	0.00	1.00	1.00	0.00	
PTO (3-01)	2443.46	108.32	16.00	2535.78	
Comp Time (9-01 / 9-02)	79.29	16.13	19.25	76.17	

OBDD Disbursement Request



Recipient:	Seal Rock Water District	Project Number:	S18011
Project Name:	Water Intake, Treatment and Transmission		5741-03
Funding Programs:	Safe Drinking Water Revolving Loan Fund	Request Number:	26
Reporting Period:	November 1 to November 30, 2020	Final Draw?	<input type="radio"/> Yes <input checked="" type="radio"/> No

(A) Activity	OBDD Funds (Enter Whole Dollars Only)				Other / Matching Funds (Enter Whole Dollars Only)				All Funds
	(B) Approved Budget	(C) Prior Disbursements	(D) Current Request	(E) = [B-C-D] Balance	(F) Approved Budget	(G) Prior Expenditures	(H) Current Expenditure	(I) = [F-G-H] Balance	(J) = [C+D+G+H] Disbursed & Expended
Design / Engineering/Water Quality	\$1,341,373	\$1,178,034		\$163,339					\$1,178,034
Construction	1,951,000	1,951,000			9,549,733	1,077,074	628,094	7,844,565	3,656,168
Labor Standards	15,000	5,000	1,250	8,750					6,250
Pre-award: Consultant, Legal	95,014	95,014							95,014
Project Management	15,000			15,000					
Land, Easements, ROW					400,000	321,416	2,361	76,223	323,777
Geotechnical Evaluations	26,675	26,675			24,302	24,302			50,977
Permitting and Regulatory Fees					215,683	215,208	475		215,683
Consultant/Legal/Admin	36,938	36,938			139,712	79,712	15,000	45,000	131,650
Interim Loan/Refinancing					1,570,914	1,280,800		290,114	1,280,800
Engineering-Construction Mgmt					1,101,000	389,033		711,967	389,033
Tree Clearing					13,785	13,785			13,785
Contingency					484,292			484,292	
Construction - Electrical					198,079	198,079			198,079
Total	\$3,481,000	\$3,292,661	\$1,250	\$187,089	\$13,697,500	\$3,599,409	\$645,930	\$9,452,161	\$7,539,250

Certification: We certify that the data are correct and that the amount requested is not in excess of current needs.

For OBDD Use Only: I have reviewed this request and approve payment to the above mentioned recipient in the amount(s) listed below.

General Manager	12/11/2020
Authorized Signature & Title	Date
Office Manager	12/11/2020
Authorized Signature & Title	Date
Joy S King	541-563-3599
Project Contact for Payment Notification	Phone Number
jking@srwd.org / info@srwd.org	
E-Mail Address	

Dollar Amount	Funding Type	Funding Program
	Loan / Grant / Forgivable	(If more than one source of funds)
\$ _____		
\$ _____		
\$ _____		
\$ _____		
Contract Administrator Signature	Date	Manager Signature
		Date

BEAVER CREEK SOURCE WATER PROJECT-Phase IV

updated 7-17-2020

PROJECT MONITORING REPORT	1. Type of Request Final <input type="checkbox"/> Partial <input checked="" type="checkbox"/>		2. Report No. 6				
3. REPORT PERIOD Ending 11/30/2020	4. BORROWER INFORMATION Name: Seal Rock Water District Address: 1037 NW Grebe Street, Seal Rock, OR 97376						
BUDGET ITEMS	STATUS OF BUDGET						
(All entries under Column "b" must be justified with an attachment) (All entries under column "e" must be documented with an attached invoice)	(a) Budgeted Amounts (from LOC)	(b) Budget Change	(c) Revised Budget	(d) Previous Total	(e) This Period	(f) TOTAL (d)+(e)	(g) Remaining Balance (c)-(f)
a. Engineering- Design	\$947,000	\$91,000	\$1,038,000	\$1,037,163		\$1,037,163	\$837
b. Engineering- Membrane Pre-purchase	\$35,000	\$2,990	\$37,990	\$37,990		\$37,990	\$0
c. Engineering- Bid Services	\$45,000	\$0	\$45,000	\$44,997		\$44,997	\$3
d. Engineering- Basic Engineering	\$380,000	\$27,800	\$407,800	\$336,067		\$336,067	\$71,733
e. Engineering- Project Inspection	\$0	\$403,200	\$403,200	\$0		\$0	\$403,200
f. Engineering- Start Up	\$20,000	\$10,000	\$30,000	\$0		\$0	
g. Engineering- Software Development	\$0	\$215,000	\$215,000	\$7,968		\$7,968	
h. Legal Services/Land Purch. (easements)	\$400,000	\$0	\$400,000	\$321,417	\$2,361	\$323,778	\$76,222
i. Geotechnical Site Investigation	\$51,000	\$0	\$51,000	\$50,977		\$50,977	\$23
j. Surveying	\$26,000	\$3,962	\$29,962	\$29,962		\$29,962	\$0
k. Permitting	\$170,000	\$45,208	\$215,208	\$215,208	\$475	\$215,683	-\$475
l. Archeological	\$40,000	\$0	\$40,000	\$0		\$0	\$40,000
m. Bond counsel Services	\$80,000	-\$32,500	\$47,500	\$27,500	\$15,000	\$42,500	\$5,000
n. Interim Interest & Expense	\$360,000	\$0	\$360,000	\$70,886		\$70,886	\$289,114
o. Admin/Legal	\$12,000	\$10,250	\$22,250	\$22,250		\$22,250	\$0
p. Line of Credit Refinance (COT expenses)	\$1,616,500	-\$429,500	\$1,187,000	\$1,187,000		\$1,187,000	\$0
q. Line of Credit Redinance- Interest	\$0	\$23,914	\$23,914	\$22,914		\$22,914	\$1,000
r. Contingency	\$1,306,000	-\$814,857	\$491,143	\$0		\$0	\$491,143
s. Additional IFA Services	\$0	\$368,558	\$368,558	\$277,823	\$1,250	\$279,073	\$89,485
t. Tree Clearing	\$0	\$13,785	\$13,785	\$13,785		\$13,785	\$0
u. Tank Removal	\$0	\$18,752	\$18,752	\$18,752		\$18,752	\$0
v. Construction Costs:				\$0			
1. Contractor R&G	\$8,966,000	\$1,669,199	\$10,635,199	\$2,931,333	\$628,094	\$3,559,427	\$7,075,772
2. Westech- Membrane Purchase	\$922,000	-\$23,315	\$898,685	\$40,000		\$40,000	\$858,685
3. Other - Electrical at Intake/WTP.	\$0	\$198,079	\$198,079	\$198,079		\$198,079	\$0
x. TOTAL PROJECT COST	\$15,376,500	\$1,801,525	\$17,178,025	\$6,892,070	\$647,180	\$7,539,250	\$9,638,775
y. Funding Allocation							
1) Business Oregon Loan/Grant	\$3,481,000	\$0	\$3,481,000	\$3,292,661	\$1,250	\$3,293,911	\$187,089
2) USDA Rev Bond Loan	\$2,547,000	\$0	\$2,547,000	\$2,547,000		\$2,547,000	\$0
3) USDA GO Bond Loan	\$6,549,000	\$0	\$6,549,000	\$750,409	\$645,930	\$1,396,339	\$5,152,661
4) USDA Grant	\$2,799,500	\$0	\$2,799,500	\$0		\$0	\$2,799,500
5) USDA Sub Grant	\$0	\$1,500,000	\$1,500,000	\$0		\$0	\$1,500,000
6) Applicant Contribution	\$0	\$302,000	\$302,000	\$302,000		\$302,000	\$0
7) Interest							
z. TOTAL PROJECT FUNDING	\$15,376,500	\$1,802,000	\$17,178,500	\$6,892,070	\$647,180	\$7,539,250	\$9,639,250
aa. Percentage of Completion				40%	4%	44%	56%

I certify that to the best of my knowledge and belief 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 Adam Denlinger, General Manager	Date Submitted: 11/13/2020 Telephone: (541) 563-3529
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6. RURAL DEVELOPMENT ACCEPTANCE
This form and attachments have been reviewed and are accepted by Rural Utilities Service unless otherwise noted. This review and acceptance by RUS 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 UTILITIES SERVICE	Signature of Authorized Certifying Official Holly Halligan, Area Specialist	Date Submitted: Telephone: (541) 801-2682
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Contractor's Application for Payment No. 6

Application Period: 10/26/2020 Thru 11/25/2020	Application Date: 11/25/2020
To (Owner): Seal Rock Water District	From (Contractor): R&G Excavating, Inc.
Project: Phase IV Beaver Creek Water Supply Seal Rock, Oregon	Contract: Phase IV Beaver Creek Water Supply
Owner's Contract No.: D3362301	Contractor's Project No.: 2003
	Engineer's Project No.: D3362301

**Application For Payment
Change Order Summary**

Number	Additions	Deductions
1	\$0.00	\$0.00
2	\$3,372.86	\$0.00
3	\$0.00	\$60,524.00
4	\$9,199.49	\$0.00
5	\$0.00	\$6,849.36
TOTALS	\$12,572.35	\$67,373.36
NET CHANGE BY CHANGE ORDERS	-\$54,801.01	

1. ORIGINAL CONTRACT PRICE.....	\$	\$10,690,000.00
2. Net change by Change Orders.....	\$	-\$54,801.01
3. Current Contract Price (Line 1 ± 2).....	\$	\$10,635,198.99
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$3,746,765.54
5. RETAINAGE:		
a. 5% X \$3,240,928.34 Work Completed.....	\$	\$162,046.42
b. 5% X \$505,837.20 Stored Material.....	\$	\$25,291.86
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$187,338.28
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$3,559,427.26
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$2,931,333.11
8. AMOUNT DUE THIS APPLICATION.....	\$	\$628,094.15
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$7,075,771.73

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: Glinda Ireland, Operations Manager Date: 11/30/2020

Payment of: \$ 628,094.15
(Line 8 or other - attach explanation of the other amount)

is recommended by:
Jennifer Koch, Jacobs Engineering (Date)

Payment of: \$ 628,094.15
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
Adam Denlinger, GM Seal Rock Water District (Date)

is approved by: _____
Holly Halligan, USDA Area Specialist (Date)



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 December 10, 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-IV SOURCE WATER PROJECT:

District staff and engineer along with funding partners from USDA-RD meet bi-weekly with R&G Excavating to discuss project schedule and status. As you can see by the attached photographs the contractor has made significant progress in the last 30-days installing the remaining pipeline through tax lot-500 and into the Makai Community. Work at the water treatment site continues with the construction of the clearwell. Cement work on the footing for the tank has been completed. The contractor has obtained the building permit from Lincoln County and crews will now begin prepping the site for construction of the Water Treatment Facility. Contractor is slightly ahead of schedule and the project is progressing along within established budget limitations.

INTAKE SITE:

This month in-water work at the intake site was completed. Site stabilization continues to be monitored for settling before construction of the electrical building can begin. Contractor continues to monitor erosion control efforts at this site to ensure that the project complies with all environmental conditions.



Backside of intake structure:



Erosion control blanket in front of the intake:

FORCE MAIN:

With the exception of installing the pipe gallery at the intake site, the contractor is scheduled to complete all the piping installation for the project by the end of the year. This includes all the piping on Tax Lot-500 and through the Makai Community. Weather conditions permitting, the contractor would like to complete all the asphalt resurfacing through Makai as well. Grinding and pavement were completed on Beaver Creek Road, along with the striping. Work began on the clearwell tank foundation with cutting out the structure and compacting around the ringwall. Concrete was poured for the ringwall on November 22nd and the contractor is prepping the footings for the water treatment building now.



Pipeline into Makai Community:



Kona Street pipeline installation:



Clearwell ringwall forms:

COVID-19 ONGOING DISTRICT RESPONSE:

The District continues to comply with the Governor's Executive Orders, and the Lincoln County proposed Phase-2 reopening restrictions which went into effect on September 29th. Oregon OSHA has adopted and implemented temporary rulemaking (infection disease regulations) for Oregon employers which went into effect in mid-November. Proposed regulations require additional restrictions and compliance for district employees and customers. Until further notice, the District office will remain open to the public by appointment only. We continue to encourage customers and staff to follow the CDC recommendations on social distancing by avoiding public places and limiting personal contact in the community. Due to the surge in the number of cases around the state and in Lincoln County, staff is recommending that the Board continue hosting virtual Board meetings until conditions improve. Out of an abundance of caution, the following protocols remain in effect:

- Future SRWD Board Meetings will be conducted by Zoom video conferencing.
- District staff continues to encourage customers to pay their bill online at www.XpressBillPay.com or call 1-855-603-9201, use our payment drop box located outside our office at 1037 NW Grebe Street, or mail payments to our PO Box 190, Seal Rock, OR 97376. Customers are also encouraged to enroll in the My Water Usage Customer Portal at biy.ly/mywaterusage.

- Temporary immediate suspension of delinquent turn-offs. This action will be reevaluated by the Board monthly. District staff is in contact with those customers that are behind, encouraging them to make payment arrangements.
- Late fees and turn off/on fees have been suspended through 2020.

OTHER NOTABLE ACTIVITIES FOR THE MONTH INCLUDE:

- Attended on-site Beaver Creek water quality field data collection with GSI Consultants.
- Attended SDAO Legislative Committee meeting December 2nd.
- Meet with representatives from SDAO and OSHA to discuss infectious disease permanent rulemaking affecting special districts in Oregon.
- Attended several video conferences with engineers, contractor, and USDA to discuss submittals and schedule for on-site work on the Beaver Creek Source water project.
- Attended several meetings with OWRD representatives to the MC-WPP.
- Hosted Beaver Creek Project tour with local engineers.
- Met with Panther Creek Water District to discuss funding options for recovery effort after the firestorm.
- Met with representatives for Otter Rock water district to discuss funding opportunities for system improvements to the district's system.



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: December 10, 2020						
Ordinance		Resolution		Motion	X	Information
Date Prepared: November 30, 2020				Dept.: Administration		
SUBJECT: June 30, 2020 Audit Report				Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447		

RECOMMENDED BOARD ACTION:

Consider a motion to approve the SRWD June 30, 2020, annual audit report as prepared by Grimstad & Associates.

FINANCIAL IMPACTS:

State of Oregon Municipal Auditing Practices requires the District to complete an annual audit under the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules.

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:

District and staff have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. In the opinion of the auditor, the financial statements referred to in the June 30, 2020 Audit Report present fairly, in all material respects, the respective financial position of the business-type activities of Seal Rock Water District as of June 30, 2020, and the respective changes in financial position and cash flows thereof for the year that ended in accordance with accounting principles generally accepted in the United States of America.

Joy King

Submitted By: _____
Joy King, Office Manager

**SEAL ROCK WATER DISTRICT
PO Box 190
Seal Rock, OR 97376**

November 30, 2020

Signe Grimstad
Grimstad & Associates
PO Box 1930
Newport, OR 97365

This representation letter is provided in connection with your audit of the financial statements of Seal Rock Water District (District), which comprise the respective financial position of the business-type activities as of June 30, 2020, and the respective changes in financial position and cash flows for the twelve months then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm to the best of our knowledge and belief, as of November 30, 2020, the following representations made to you during your audit.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 10, 2020, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- The financial statements referred to above are fairly presented in accordance with U.S. GAAP and include all properly classified funds and other financial information of the District required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions, including revenues, expenses, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- Enclosed is a copy of the adjusting journal entries.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - Minutes of the meetings or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- We have no knowledge of any fraud or suspected fraud that affects the District and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators or others.

- We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.

Government - specific

- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- We are responsible for compliance with the laws, regulations, and provisions of contracts applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance.
- As part of your audit, you prepared draft adjusting journal entries to our accounting records. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for recording those adjusting journal entries.
- As part of your audit, you assisted the preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
- The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except where disclosed.
- The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

- **The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.**
- **Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.**
- **Expenses have been appropriately classified in or allocated to functions in the statement of activities, and allocations have been made on a reasonable basis.**
- **Revenues are appropriately classified in the statement of activities within program revenues, general revenues.**
- **Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.**
- **Deposits are properly classified as to risk and are properly disclosed.**
- **Capital assets, intangible assets, are properly capitalized, reported, and, if applicable, depreciated.**
- **We have appropriately disclosed the Seal Rock Water District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.**
- **We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.**
- **We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.**
- **With respect to the supplementary budget schedules:**
 - **We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.**
 - **If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.**

- **With respect to federal award programs:**
 - **We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.**
 - **We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.**
 - **If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.**
 - **We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.**
 - **We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.**
 - **We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.**
 - **We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.**
 - **We have received no requests from a federal agency to audit one or more specific programs as a major program.**
 - **We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the OMB *Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.**
 - **We have disclosed no communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.**

- Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, and OMB's *Uniform Guidance (CFR) Part 200, subpart E*.
- We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- We have made available to you all documentation related to the compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- We have charged costs to federal awards in accordance with applicable cost principles.
- We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.

Adam Denlinger, General Manager

Joy King, Office Manager

Robert Mills, President, Board of Commissioners

SEAL ROCK WATER DISTRICT

Adjusting Journal Entries

July 1, 2019 - June 30, 2020

Reference	Type	Date Account Number	Description	Debit	Credit	Net Income Effect	Workpaper
AJE01	Adjusting	06/30/20					
		01-1600	PERS - NPA/(L)		143,986.00		
		01-1610	PERS - Net Deferred OFs	11,204.00			
		01-2510	PERS - Net Deferred IFs	1,038.00			
		01-3003	Fund Balance - F/A Disposals	5,215.51			
		01-3009	FB - Accrued Interest	3,014.27			
		01-3010	FB - Debt Issue	70,173.22			
		01-3015	FB - Capital Assets		142.83		
		01-3040	FB - PERS CY Income/Expense	142.83			
		01-3022	Pension Expense	53,341.00			
						0.00	
			Adjust FB 3010 to prior year beginning balance per S, record PERS current year activity per Z, adjust other FB accounts				S, Z
AJE02	Adjusting	06/30/20					
		03-3009	Fund Balance - Accrued Interest	122,064.37			
		03-3010	Fund Balance - Bond Premium	1,197,313.63			
		03-3013	F/B - Debt Cost Amortization		1,319,378.00		
						0.00	
			Adjust CPF FB to prior year ending balancer per S, and adjust other FB accounts to current year activity per GL detail				S
AJE03	Adjusting	06/30/20					
		03-2062	Accrued Int. Exp. Payable		13,719.80		
		03-3009	Fund Balance - Accrued Interest	13,719.80			
						0.00	
			Adjust accrued interest for 9.096m USDA loan per R				R
			TOTAL	<u>1,477,226.63</u>	<u>1,477,226.63</u>	<u>0.00</u>	

SRWD Employee Performance Review

Adam Denlinger, General Manager

December 10, 2020

Rating Scale Definitions (1-5)

(1) Unsatisfactory - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

(2) Improvement Needed - The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

(3) Meets Job Standard - The employee's work performance consistently meets the standards of the position.

(4) Exceeds Job Standard - The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

(5) Outstanding - The employee's work performance is consistently excellent when compared to the standards of the job.

Performance Evaluation & Achievements

1. Commissioner Relationships

Range

Effectively implements policies and programs approved by the Board	3-5
Reporting to the Board is timely, clear, concise and thorough	3-5
Accepts directions/instructions in a positive manner	4-5
Effectively aids the Board in establishing long-range goals	4-5
Keeps the Board informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations	3-5

Comments

Glen: Information on Tax Lot 500 has not been as forthcoming as it might have been, either through lack of knowledge due to timing or lack of direct communication from the attorney.

Karen: Adam provides detailed monthly reports and when needed supplements these with extra emails to keep Board members fully informed. Adam is working well with new Board president Mills.

Deanna: Excellent communication to Board.

Saundra: Adam provides detailed, accurate and knowledgeable report mechanisms to keep the Board updated.

Rob: One of Adam’s many management strengths is being willing to reach out for advice/guidance when needed. This was demonstrated when he sought assistance from the Board and legal counsel to “re-set” the relationship with City of Toledo and change the District’s approach to negotiating the new water purchase agreement.

2. Public Relations	<u>Range</u>
Projects a positive public image	4-5
Is courteous to the public at all times	3-5
Maintains effective relations with media representatives	3-5

Comments

Saundra: Adam’s attributes of optimism, patience, and integrity convey the trust we expect in projecting a positive image for the Seal Rock Water District.

3. Employee Relations	<u>Range</u>
Works well with other employees	4-5
Seeks to develop skills and abilities of employees	4-5
Motivates others toward the accomplishment of goals and objectives	3-5
Delegates appropriate responsibilities	3-5
Effectively evaluates performance of employees	3-5
Uses effective supervisory skills	3-5
Recruits and hires qualified and effective staff	3-5

Comments

Glen: The stability of the workforce speaks to Adam’s management style and effectiveness as a supervisor.

Karen: During this time of the Covid-19 pandemic Adam has effectively implemented protocols to keep staff safe. Having reviewed this year’s staff performance evaluations, they were up-to-date and skill development was included.

Saundra: Adam’s approach to creating a stable work environment has been evident since Day 1.

Rob: We continue to have a productive workforce with long-time employees who are engaged in the SRWD mission. This positive climate is attributable in large part to Adam’s leadership and management style. The employees’ decision to disband their union is quiet testimony to the trusting, collegial culture that Adam has nurtured.

4. Fiscal Management	<u>Range</u>
Prepares realistic annual budget	3-5
Achieves efficiency, economy, and effectiveness in all programs	3-5
Controls expenditures in accordance with approved budget	3-5
Keeps Board informed about revenues and expenditures, actual and projected	3-5
Ensures that the budget addresses the Board's goals and objectives	3-5

Comments

Glen: Due to Adam's ability to 'sweet talk' USDA, the District has benefitted from grants far in excess of what other districts of comparable size receive. USDA seems to be willing to 'go the extra mile' when it comes to providing funding to the District.

Karen: Managing two budgets – normal operations and source water project. Covid-19 impacts re: delinquent bills are being managed per Board direction with monthly reviews. Managed to negotiate with power supply company to cooperate on pump station installation for reduced cost. Effectively worked with City of Toledo to negotiate new water supply agreement prior to old agreement expiring. Secured easements for source water project successfully.

Deanna: Again, excellent communication.

Rob: Diligent fiscal management continues to be the SRWD norm, a result of Adam working closely with our office manager, budget committee and Board. Adam is consistently cost-conscious and does his homework (and legwork) on major expenditures. His in-person weekend scouring of the state's auto dealerships resulted in good deals on SRWD replacement vehicles during an extremely tight auto market.

5. Communication	<u>Range</u>
Oral communication is clear, concise, and articulate	3-5
Written communications are clear, concise, and accurate	3-5

Comments

Sandra: Adam's communication is always fair and balanced to allow for public input.

Rob: Adam is thorough and meticulous in his management of information – a characteristic of his "personal style" (Myers-Briggs Typology). His attention to detail is an attribute that serves him well but can sometimes detract from his communication with the Board when it becomes "information overload".

6. Intergovernmental Affairs Range

Maintains effective communication with local, regional, state and federal government agencies	4-5
Financial resources (grants) from other agencies are pursued	4-5
Contributes to good government through regular participation in local, regional and state committees and organizations	4-5
Lobbies effectively with legislators and state agencies regarding District programs and projects	4-5

Comments

Glen: Adam’s networking skills time and again prove to be a valuable asset to the District. He is recognized as “the” authority on a number of water-related issues and has presented material at national meetings, as well as a number of local meetings including the State of Oregon.

Karen: With construction budget shortfall immediately sought successfully an additional sub-grant to cover shortfall. Maintaining leadership role in Mid-Coast Water Planning Partnership. Working to reduce District’s interest rates on funds owed.

Sandra: Adam has created an open, transparent operation with a strong strategic goal to incorporate a long-standing consortium of water resource organizations and stakeholders to share fundamental changes and more.

Rob: In addition to the positive relationships Adam has nurtured and maintained with government agencies and the business community, he was recently asked to serve again on the SDAO Board. SDAO management and Board members quickly sought Adam to fill a vacancy based on his previous contributions as a Board member – “back by popular demand”.

7. Decision Making Range

Attempts to obtain all available facts prior to making decisions	3-5
Is objective in decision-making	3-5
Considers possible alternative and their consequences before making decisions	3-5
Makes decisions on a timely basis	3-5

Comments

Glen: Sometimes the desire to have all of the information creates a timing issue and the added information to be gained is not worth the time. Specifically, the issues with tax lot 500 including the mediation session. Information “overload” is an issue. Rather than provide all of the details, an executive summary is much better. If the Board has any questions, it provides a basis for questions. By providing so much detail, it loses the focus of what is presented and members can get “bogged down” in the details, forgetting the objective is to “drain the swamp” rather than fight the alligators.

Karen: Easement mediation was effective in reducing financial risk. Negotiated new water agreement with City of Toledo prior to previous agreement expiring. All easements successfully negotiated.

Sandra: This is an ongoing discussion where Adam is always looking for input from the Board as well as professional consultants

8. <u>Other</u>	<u>Range</u>
Seeks to promote intergovernmental cooperation	4-5
Effectively responds to local politics, customs and interests	4-5
Seeks to understand and respond to community needs	4-5

Comments

Glen: A continual great performance.

Karen: Adam’s work with Board president Mills with the City of Toledo looks likely to inspire the City to become more regionally connected.

Sandra: I believe my previous comments have already spoken to Adam’s expertise in this area and his strong bonds with many state and regional water resource connections. His presence is known as an asset to SRWD by his peers.

Deanna: Worked well with local agencies, specifically Newport and Toledo.

Rob: Adam's leadership in cooperative efforts with local agencies, environmental groups, and the State is a superb example of what can be accomplished through collaboration. His ability to pull together and work with diverse groups and special interests is a model for community-minded leaders who aspire to get things done.

Achievements Relative to Objectives for This Evaluation Period

Karen: Adam managed to maintain normal operations during Covid-19 pandemic with effective safety protocols implemented. Developed effective regional relationship with the City of Toledo and successfully negotiated new water supply agreement for 2020-21. Source water project risk and financial management included successfully securing easements and permits, managing budget shortfall, negotiating measures to reduce costs (e.g., power supply lines). Maintaining happy and effective staff during difficult times.

Sandra: Adam's use of scientific research and “in person” conversations with his colleagues around the State has given our District a glide path to the future in being a dependable partner in a regional water community on the central Oregon coast.

Deanna: Project updates are timely and appreciated. He communicates clearly and concisely.

Summary Rating

Unsatisfactory Improvement Needed Meets Standards Exceeds Standards Outstanding

XX

XX

Comments

Glen: Overall, Adam is an excellent general manager, performing all of the duties of the position in an environment that is sometimes a little chaotic. His calmness and willingness to listen are definite assets. Adam has a tendency to “ramble on” which can result in the audience losing the objective being communicated. All of the Board members actually read the information that he submits before meetings and, therefore, it doesn’t need to be repeated.

Sandra: Adam is consistent in all aspects of his duties and responsibilities to the Board and to the District. Whenever there is a change in direction on specified plans, he conveys that redirection with all the variables.

Deanna: He is an excellent spokesman for the District. Effectively manages and leads by example.

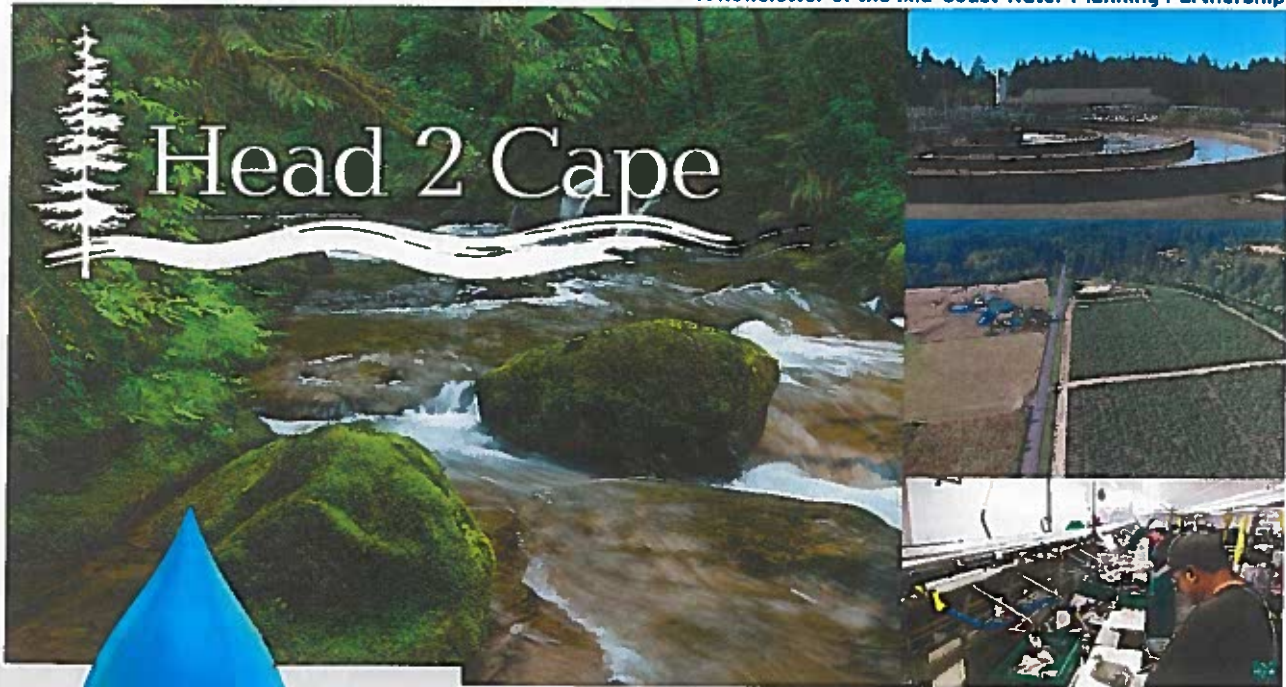
Future Goals & Objectives

Glen: Implement the new water treatment facility on a timely basis. Taking advantage of contractor’s multi-tasking on the phases of the project rather than waiting for the contracted end date. Hire a CDL operator to take advantage of the equipment within the District.

Sandra: We are on a strong path moving in multiple directions and would trust that we as a Board will be kept informed as we continue to face new challenges or obstacles. Goals and objectives are currently on record for the coming year 2021 and adding to this list would be premature at this time.

NOTE: This document is a compilation of input from all SRWD Commissioners on the job performance of the General Manager. Commissioners’ numerical rating are included in the Range shown for each performance criteria and their narratives are included under Comments for each performance category. All Commissioners have concurred with this document prior to presenting it to the General Manager.

Board President: Rob Mills



Head 2 Cape

NEWSLETTER
November 2020

MCWPP Charter Signatories Re-Commit to Partnership

The Project Planning Team will be engaging with MCWPP charter signatories in January and February of 2021 to begin developing draft strategies to achieve the goals of the Partnership. In November of 2020, people living throughout the Mid-Coast region were asked to affirm their commitment to serve as charter signatories, and to confirm the ability to participate in at least four of the eight upcoming planning sessions to develop strategies. A total of 29 individuals committed to serve as charter signatories; 27 can participate in the upcoming January and February sessions. The list of individuals and their organizations is on page 2 of the newsletter.

And the Winner Is . . .

Partnership members were asked to vote on their preferred logo for the new partnership website as well as express their interest in using the logo for the partnership moving forward. We received a total of 30 responses. Of that 30, 16 voted in favor of the logo with the tree on the left and the stream below; one voted for the circular logo with two trees in the upper right, one in the lower left, and the stream through the middle; 10 voted for the water-shaped logo with two trees total plus the stream through the middle; and three voted for the Head 2 Cape with a water droplet. There were no votes for the Head 2 Cape with nothing else in the graphic.

When asked whether or not people support using the preferred website logo as the logo for the MCWPP moving forward, 23 individuals responded Yes, four responded I Don't Know, two did not respond, and one responded No. Based on these results, the partnership is moving forward with using the Logo A as the MCWPP logo. Thank you for providing your input!

"All the water that will ever be is, right now!"
-National Geographic

Integrated Water Management Plan Development Team

Co-facilitators

Lisa DeBruyckere (Creative Resource Strategies) and Lisa Gaines (Institute for Natural Resources)

Oregon Explorer Development Team

Janine Salzwasser, Myrica McCune, and Tyson Schoepflin (Institute for Natural Resources), Marc Rempel (OSU Libraries and Press)

Technical Writing

Jeff Behan (Institute for Natural Resources)

Facilitation Support and Technical Assistance For Plan Development

Sam Chan, Oregon Sea Grant
Derek Godwin, OSU Extension Service

*Point of contact: (lisad@createstrat.com)

<https://www.midcoastwaterpartners.com>



Charter Signatories

The following individuals and their respective organizations committed to serving as charter signatories and participating the development of draft water management planning strategies moving forward. Note: All Coordinating Committee members will meet monthly to contribute to and review the work of the charter signatories.

Don	Andre	Oregon Coast Community Forest Association
Jeanne	Anstine	Newport Community Gardens
Caylin	Barter	Wild Salmon Center
David	Bayus	Johnson Creek Water Services Company
Jennifer	Beathe	Starker Forests, Inc.
Shannon	Beaucaire	City of Yachats
Mike	Broilli	MidCoast Watersheds Council
Harmony	Burright	Oregon Water Resources Department
Suzanne	de Szoeko	GSI Water Solutions, Inc.
Alan	Fujishin	Gibson Farms
Timothy	Gross	Civil West Engineering Services, Inc.
Evan	Hayduk	MidCoast Watersheds Council
Jen	Hayduk	Lincoln Soil and Water Conservation District
Chris	Janigo	City of Newport
Penelope	Kaczmarek	Interested citizen

Jay	MacPherson	Oregon Health Authority
Tim	Miller	Lincoln County Farm Bureau
Cinamon	Moffett	Hatfield Marine Science Center
Bill	Montgomery	Interested citizen
Clare	Paul	City of Newport
Lisa	Phipps	Department of Land Conservation and Development
Paul	Robertson	Robertson Environmental
Mark	Saelens	Saelwood LLC
Greg	Scott	City of Yachats
Billie Jo	Smith	Interested citizen (Former Toledo Mayor)
John	Spangler	Oregon Department of Fish and Wildlife
Matt	Thomas	Oregon Department of Forestry
David	Waltz	Oregon Department of Environmental Quality, Nonpoint Source and Drinking Water Protection Programs
Geoffrey	Wilkie	Interested citizen

“Everyone can be great, because everyone can serve.”
~ Martin Luther King, Jr.

COMING IN DECEMBER . . .



- Prepare for January/February 2021 stakeholder meetings by reviewing and compiling information mined from past partnership work and developing the templates for each of the mini action agendas/plans.
- Mine other integrated water plans for potential strategies.
- Continue to build out Oregon Explorer Landing Page, Map Viewer, and water reporting tools as well as a searchable archive of partnership documents.
- Work with BlueWater GIS to finalize the MCWPP storymap.
- Continue building out the website.

Drafting Strategies for the Mid-Coast Integrated Water Management Plan - An Example

The Project Planning Team has been compiling information from meeting minutes and documents produced since the Partnership launched in 2016 to mine for any draft strategies that have been suggested to date. In addition, the Planning Team has been reviewing other integrated water management plans nationally to identify any strategies that other entities have implemented to address key issues similar to those identified by the MCWPP.

Table of key issues, states, objectives, actions discussed by the Partnership to date, and a menu of opportunity - potential actions to consider, or incorporate that have been developed/suggested by other entities addressing similar water management issues in the United States, are being developed in preparation for the January and February discussions with charter signatories. The goal is to create an efficient, streamlined process for signatories to review strategies suggested to date and consider other potential strategies.

Here's an example of one key issue, **Water Conservation**, and a few of the states, objectives, actions discussed by partnership to date, and potential actions to consider/incorporate.

Key Issues	States	Objectives	Actions Discussed by Partnership to Date	Potential Actions to Consider/Incorporate
Water Conservation Rural residents and businesses need improved access to information, incentives, funding, and resources to help them implement water conservation measures.	Lack of information and outreach on water conservation.	Promote tools and information for water conservation.	A. Promote water conservation at local events, and incorporate water conservation messaging in the Partnership website, in news articles, in water bills, and via social media. B. Develop a water-wise landscaping guide for the Mid-Coast. C. Inform property owners about self-assessment tools and information to monitor water use and reduce water shortage.	1. Create conservation kit give-aways. 2. Conduct seminars, trainings, classes, and demonstrations. 3. Develop a Water Conservation Public Awareness Program.
	Insufficient planning for water conservation and curtailment.	Expand water conservation planning efforts.	A. Develop voluntary incentives for water conservation. B. Locate grant sources for low-flow toilets, landscaping, and other strategies landowners can use.	1. Initiate water efficiency incentives - offering rebates for cisterns and rain gutter improvements. 2. Adopt a recycled water use ordinance.
	Minimal re-use of gray water, rainwater harvesting, and in-home/out-of-home efforts to reduce water use.	Effectively use limited water supplies, especially during times of water shortage.	A. Reuse light gray water (bathroom sinks, showers, washing machines) using tier 1 and tier 2 systems, and dark gray water (kitchen sinks) using safe and approved treatments. B. Employ methods of harvesting and storing rainwater.	1. Install water efficient devices in municipal buildings. 2. Reduce water use in landscapes by installing xeriscapes and smart landscape irrigation. 3. Use recycled and gray water to irrigate landscapes.