

SEAL ROCK WATER DISTRICT
Board of Commissioners
Regular Monthly Board Meeting Agenda
Thursday, March 14, 2024, @ 4:00 p.m.
Public Meeting by Zoom Video Conference

SRWD will conduct this meeting using Zoom video conferencing due to the restricted capacity for in-person gatherings and our commitment to prioritize the safety of the public and our employees. We strongly encourage the public to participate in this meeting electronically. To access further information, including registration details, please visit the SRWD website at www.srwd.org on the day of the meeting. We invite members of the public to submit written comments regarding agenda items by emailing tkarlsen@srwd.org no later than 2:00 p.m. on the day of the meeting. Submitted comments will be shared with the SRWD Board of Commissioners and will become part of the permanent record.

- **Call Regular Meeting to Order:**

- **Announcements/Visitor Public Comments:**

The public comment period provides the public with an opportunity to address the Commissioners regarding items on the agenda. Please limit comments to (3) minutes.

- **Consent Calendar:**

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

- | | |
|---------------------------------------|-----------------------------|
| ● Invoice List | February 2024 to March 2024 |
| ● Board Meeting Minutes | February 14, 2024 |
| ● Financial Report / Approve Invoices | February 2024 to March 2024 |
| ● USDA PMR Phase IV No. 42 | March 14, 2024 |
| ● General Manager's Monthly Report | February 2024 to March 2024 |

- **Discussion and Information Items:**

- Consider Primary Source Water Project.
Presented by: Adam Denlinger, General Manager
Jeff Hollen, SRWD General Counsel

- **Decision Items:**

- Consider Adopting Amendments to the SRWD Leak Adjustment Policy
Presented by: Adam Denlinger, General Manager
Joy King-Cortes, Office/Finance Manager

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

- GM Performance Review scheduled for July 2024.
- SRWD Annual Budget Committee Meeting April 18, 2024, at 6:00 PM
- Consider scheduling the September Board Meeting to September 19th.

- **Executive Session: according to ORS 192.660(2), Concerning:**

The SRWD Board may meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions shall be made in the Executive Session.

- **Adjournment: Next Meeting: April 11, 2024, @ 4:00 p.m.** Regular Board Meeting or established 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
01-1310				
PACIFIC NORTHWEST HOME S	022124	Refund Overpayment	02/21/2024	1,270.77
Total 01-1310:				1,270.77
01-5080				
BRENDI HOCH	022024	Health Insurance Deductible Reimbursement 2024	02/20/2024	500.00
Total 01-5080:				500.00
01-5200				
OREGON COAST TECHNOLOG	5579	Agreement Flat Rate Agreement & Other Managed Services	12/05/2023	2,059.85
OREGON COAST TECHNOLOG	5596	Agreement Flat Rate Agreement & Other Managed Services	01/02/2024	2,059.85
Total 01-5200:				4,119.30
01-5271				
CHARTER COMMUNICATIONS	001293702192	Internet (Office)	02/19/2024	134.98
PIONEER CONNECT TELEPHO	030124	Telephone Services/Internet	03/01/2024	1,684.47
Total 01-5271:				1,819.45
01-5272				
AT&T MOBILITY	02232024	Wireless	02/15/2024	198.61
Total 01-5272:				198.61
01-5273				
PIONEER CONNECT TELEPHO	030124	WTP Telephone Services/Internet	03/01/2024	216.44
Total 01-5273:				216.44
01-5274				
AT&T MOBILITY	02232024	Wireless WTP	02/15/2024	51.49
Total 01-5274:				51.49
01-5290				
STAPLES BUSINESS ADVANTA	8073240914	Smead Classification Folders, 2" Expansion, Legal Size, 2 Divider, Manila, 10/Box	02/10/2024	53.90
STAPLES BUSINESS ADVANTA	8073240914	Insertable Dividers, Multicolor, 5-tab	02/10/2024	3.55
STAPLES BUSINESS ADVANTA	8073240914	Rolodex Mesh Deep Drawer Organizer, 6 Compartments, Black, 11 7/8" x 15 1/4"	02/10/2024	26.46
STAPLES BUSINESS ADVANTA	8073240914	Rubbermaid Extra Deep Plastic Drawer Organizer, Black	02/10/2024	10.53
STAPLES BUSINESS ADVANTA	8073240914	TRU RED Shredder Lubricant Sheets, 8.5" x 6", 24/Pack	02/10/2024	19.75
STAPLES BUSINESS ADVANTA	8073240914	Staples 6" Binder Clips, Mini, Black, 144/Pack	02/10/2024	2.17
Total 01-5290:				116.36
01-5291				
US POSTAL SERVICE - WALDP	022324	Bulk Mailing	02/23/2024	912.56
Total 01-5291:				912.56

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5600				
TOLEDO ACE HARDWARE	022924	Misc.	02/29/2024	5.59
TOLEDO ACE HARDWARE	289483	dust mask	01/09/2024	16.99
TOLEDO ACE HARDWARE	289483	cut off wheels	01/09/2024	23.94
Total 01-5600:				46.52
01-5610				
CENTRAL LINCOLN P.U.D.	022224	Utility Services	02/22/2024	2,856.47
Total 01-5610:				2,856.47
01-5611				
CENTRAL LINCOLN P.U.D.	022224	WTP Utility Services	02/22/2024	1,997.43
Total 01-5611:				1,997.43
Grand Totals:				14,105.40

Dated: FEB-"29"-2024

General Manager: A. Nester

Dated: _____

Treasurer: _____

Report Criteria:

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

ORIGINAL

Report Criteria:

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

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5064				
GLEN MORRIS	172	Stipend	03/14/2024	50.00
KAREN OTTA	88	Stipend	03/14/2024	50.00
PAUL HIGHFILL	33	Stipend	03/14/2024	50.00
ROB MILLS	171	Stipend	03/14/2024	50.00
SAUNDRA MIES-GRANTHAM	171	Stipend	03/14/2024	50.00
Total 01-5064:				250.00
Grand Totals:				250.00

Dated: _____

General Manager: _____

Dated: _____

Treasurer: _____

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**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
February 15, 2024**

Introduction to Remote Meeting:

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

Present:

Commissioner Saundra Mies-Grantham and Commissioner Karen Otta were present on the Zoom Conference Call. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Paul Highfill, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office/Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator

Excused Absences: Commissioner Glen Morris

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order 4:00 p.m., Thursday, February 15, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. Present on Zoom was John French.

Announcements/Public Comments:

President Rob Mills asked if there were any announcements. Commissioner Karen Otta had no announcement; Commissioner Saundra Mies-Grantham had no announcement; Commissioner Paul Highfill had no announcement; General Manager, Adam Denlinger had no announcement; Joy King-Cortes, Office/Finance Manager announced that an office employee, Brendi Hoch is on Paid Leave Oregon for fourteen weeks. Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; President Rob Mills had no announcement.

Public Comments:

President Rob Mills asked John French who attended through Zoom if he had a comment and he responded that he had no comment.

Consent Calendar:

Items on the consent calendar are the January/February 2024 Invoices List for approval; the January 11 Regular Board Meeting minutes; the January/February 2024 Financial Report; USDA Project Monitoring Report No. 41; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Karen Otta answered YES; Commissioner Saundra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES. Commissioner Paul Highfill motioned to approve the consent calendar. Commissioner Karen Otta seconded the motion. The motion passed 4 - 0.

Discussion and Information Items:

Primary Source Water Project Update:

The WTP operators continue working with Jacobs Engineers and WesTech consultants to resolve technical performance issues related to programming. WesTech and Jacobs Engineers are collaborating to fine-tune the WTP system. Water Treatment Plant operators were successful at installing new heater rods to one of the three heater elements used in the Clean in Place (CIP) process. However, during installation, the electrician discovered that the other two elements are operating at/or about 30% capacity and are in various stages of failure. Two replacement heater rods have been ordered and are expected to arrive the week of February 19th. The installation of the new heating element improved the clean-in-place (CIP) process, and it is shorter than it used to be. It used to take 6 to 8 hours to heat the chemicals to clean the skids, now it only takes 2 hours. While improvements made by WesTech to the operating system and the WTP seem to be performing much better in the past few weeks, Jacobs Engineers are concerned with how unresponsive some of the programming is. At times operators struggle with operational programming conditions that require constant oversight and limit the district's ability to perform remote operations. Due to the recent reloading of system software due to past server issues, Jacobs Engineering is recommending that WesTech visit the site to perform testing and re-verification of all components. A team of technicians and consultants will be on-site at the WTP the week of February 19th to verify operational conditions and make corrections in real time during plant operation.

Draft Personnel Policy and Paid Leave Oregon:

The Revised District's Personnel Policy was included in the meeting packet for the board's review. The new Paid Leave Oregon (PLO) became effective in September 2023. It provides 12 to 14 weeks of paid leave for Family Leave to care for the employee's family during the birth of a child, bonding with a child after birth, through adoption, and foster care; Medical

66 Leave for employees caring for themselves when an employee has a serious health condition; and Safe Leave for
67 survivors of sexual assault, domestic violence, harassment, and stalking. The employees' contribution to the insurance
68 premium is .006 of the employee's gross wages and the employer's contribution is .004 of the employee's gross wages.
69 Employers with less than 25 employees are exempt from the employer paying the employer contribution but may choose
70 to contribute and be eligible for a \$3,000 grant annually. Employers are required to have a PLO policy and as a member
71 of SDAO, the district was able to obtain a sample Paid Leave Oregon Policy Pack from HR Answers Consultants.
72

73 **Decision Items:**

74 **Appointing Budget Committee Members:**

75 The staff received two Budget Committee Member Applications and one application is from a patron who owns a second
76 home within the district's boundary but is not a registered voter in Lincoln County. The Budget Officer, Adam Denlinger
77 will notify the applicant for not meeting the requirement to be appointed. The second applicant is Larry Silverthorn who
78 has lived in the district for 45 years and served as a member of the Seal Rock Fire District and served as a member of the
79 SRWD Board of Commissioners in the 1980's. Commissioner Karen Otta motioned to appoint Larry Silverthorn as a Seal
80 Rock Water District Budget Committee member. The motion was seconded by Commissioner Sandra Mies-Grantham.
81 The motion was passed 4 – 0.
82

83 **Reports, Comments, Correspondence:**

84 The district office will be closed on Monday, February 19th in honor of the Presidents Day Holiday. The General Manager
85 will be attending the OAWU Management Conference on the week of March 4th. The GM Performance Review is
86 scheduled for July 2024. The implementation of the salary survey changed the anniversary date of most employees.
87 SDAO Annual Conference Highlights:

- 88 • Copy of the SRWD Paid Leave Oregon (PLO) Policy.
- 89 • Public Meeting Policy/Training. In order to receive the 2% credit, your district must have adopted or have a
90 current policy regarding public meetings. This policy must meet the new legislative requirements that went into
91 effect on January 1, 2024. A sample policy will be available from the SDAO Resource Library at
92 www.sdaoresourcelibrary.com in the spring.
- 93 • ALL members of the Board of Directors of the district must complete the public meeting training offered through
94 SDAO. The training will be available towards the end of spring 2024. Notifications will be sent out once the
95 training is live on the Vector Solutions/Safe Personnel training sites. This training will be located in the course
96 library under the SDIS custom course tab.
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98 **Legislative Bills:**

- 99 • HB4006: Bonds for Retainage... will require contracts to accept surety bonds in place of retainage.
- 100 • HB4049: PFAS (Forever Chemicals)... This Act directs OSU to study the fate of PFAS in biosolids that are spread
101 on farm fields and to submit a report by Dec. 15, 2025.
- 102 • HB4099: Housing and SDCs... The Act makes OHCS guarantee a local government's collection of a fee to be
103 paid by a home builder on a delayed schedule.
- 104 • HB4128: Water Infrastructure... Requires the Oregon Department of Administrative Services to study water
105 infrastructure needs in this state and submit a report to the Legislative Assembly no later than September 15,
106 2025. Sunsets January 2, 2026.
- 107 • HB4155: Infrastructure Financing Study... The Act would require a study of how the state can help lower
108 infrastructure and housing costs. The Act would require the agency doing the study to submit a report to the
109 legislature by mid-September. (Flesch Readability Score: 60.6). Directs the Oregon Business Development
110 Department to study infrastructure financing in Oregon by considering and evaluating tools the state may use to
111 have a positive effect on infrastructure and housing costs in Oregon. Requires the department to submit a report
112 of the findings of the study to the Legislative Assembly. Declares an emergency, effective on passage.
- 113 • SB1566: County Right of Way Fee... Allows a county to charge a permit fee to build, move, or change a line,
114 fixture, or facility that is in the right of way of a county public road. There are exceptions. Sunsets on January 1,
115 2031. Authorizes a county governing body to charge a fee for the administration and issuance of a permit to
116 construct, alter, relocate, maintain, or repair a water, gas, electric, or communication service line, fixture, or facility
117 within the right of way of a public road under the jurisdiction of the county, subject to specified exceptions.
118 Sunsets January 1, 2031. Declares an emergency, effective on passage.
- 119 • Lead & Copper Rule Revisions / Lead & Copper Rule Improvements
 - 120 ○ Proceeding with the customer service line inventory part of the rule.
 - 121 ○ The deadline for the first inventory is October 16, 2024.
 - 122 ○ Finally have two technical assistance contracts in place (HBH Engineers for systems in the north ½ of
123 Oregon, OAWU in the south ½) but likely these contracts come as too little too late for systems to fully
124 take advantage of the service.
 - 125 ○ Additional contract with 120Water to help small systems compile an inventory and use their portal to
126 submit the inventory to EPA.
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- PFAs
 - With DEQ, the State performed a state-wide sampling of water sources looking for PFAs. Only very isolated and very low-level detection samples were found.
 - Unsure of what next steps this round of sampling leads to as OHA is not pursuing a state PFA standard but waiting and seeing what EPA will issue as a final PFAs standard / MCL (Note: Most water utilities in the US are still amid UCMR 5 monitoring which is aimed at assessing nationwide occurrence of PFAs (so why would EPA release a proposed PFAs MCL before UCMR 5's completion before November 2024?)).
- Final Best Management Practices for Water Main Repair and Loss of Pressure Event
 - Both BMPs were designed as a road map to follow when utilities repair a main break or when an area experiences a loss of positive pressure
 - Designed as BMPs to avert situations where OHA would need to follow up with a health-related investigation.
 - The utility version was "amended" by OHA to look more like a rule than a BMP whereby the utility sub-committee backed away and would not endorse the revision.
 - Now, DWAC is asking the sub-committee to bring back the utility version for DWAC review.
 - Utility version was successfully implemented and followed during a large water main break in West Slope in August 2022.
- Cyber Security & Sanitary Surveys
 - OHA backed away from wanting to include cyber security assessments in public-facing sanitary survey reports when USEPA withdrew its new rule based on an interpretation of a section of the 2018 AWIA legislation. Secretaries of State from 3 states filed suit against the EPA in federal court – AWWA joined the lawsuit representing all their utility members – and the EPA withdrew before the case was heard.

Recessed Regular Session to go into Executive Session:

President Rob Mills recessed the regular session at 4:45 p.m. to go into Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body regarding 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 were asked to leave the room and sign off from Zoom. Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions shall be made in the Executive Session.

Adjourned the executive session/Reconvened regular board meeting:

President Rob Mills adjourned the executive session and reconvened the regular board meeting at 5:15 p.m.

Adjournment: Commissioner Karen Otta motioned to adjourn the meeting. Commissioner Paul Highfill seconded the motion. President Rob Mills adjourned the meeting at 5:17 p.m.

Next Board Meeting: March 14, 2024, at 4:00 p.m. Regular Board Meeting.

Approved by Board President

Date:

SRWD Monthly Financial Report

Monthly Statistics		Comments			
Total customers	2678	Includes new connects Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter			
New connections	0				
Reinstalls	0				
Abandonments/Forfeitures/Meter Removed	0				
Financial Report	Checking/MM	LGIP/PFMA	Fund Balances	Comments	
General	\$696,955.60	\$18,584.11	\$715,539.71		
Bond	\$1,057,458.22	\$0.00	\$1,057,458.22		
Capital Projects	\$48,467.89	\$68,710.02	\$117,177.91	*\$7,421,586 Interim Loan Proceeds	
Revenue Bond	\$2,794.16	\$525.15	\$3,319.31		
Rural Development Reserve	\$0.00	\$106,922.71	\$106,922.71		
Dist. Office/Shop Reserve	\$0.00	\$0.00	\$0.00		
Depreciation/SLARA Reserve	\$0.00	\$298,659.23	\$298,659.23		
SDC (formerly SIP)	\$0.00	\$561,878.28	\$561,878.28	*\$1,304,172.00 SDC collections thru 2/29/2024	
Water Source Improvement Rsrv	\$0.00	\$257,300.01	\$257,300.01		
TOTALS	\$1,805,675.87	\$1,312,579.51	\$3,118,255.38		
General Fund Review	Current	FYTD	Budgeted Amount	Comments	
Revenue	\$205,873.69	2,019,716.05	\$3,205,120.00		
Expenses	\$170,420.97	1,786,777.44	\$3,205,120.00	Contingency \$100,000; Transfers \$416,320; Total expenses budgeted \$2,677,800.	
Net Gain or (Loss) from Operations	\$35,452.72	\$232,938.61			
Water Sales Revenue Comparison	Month	FYTD	Comments		
Water Sales Current Year	\$190,689.31	\$1,509,943.50	Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual+In Lieu of Water Sales Less H2O CR	\$195,689.31	\$1,544,823.48	Billing Adj FYTD \$0.00		
Water Sales Prior Year	\$157,850.01	\$1,412,402.89	Leak Adj/Write off FYTD \$120.02		
Actual+In Lieu of Water Sales Less H2O CR	\$162,850.01	\$1,452,366.05	TOTAL FYTD ADJUSTMENTS \$120.02		
Over or (Under)	\$32,839.30	\$97,540.61	Note: Rate increase effective 6/1/2023		
Gallage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased/Intertie/WTP Treated	8,377,238	8,040,900	Toledo Charges	\$0.00	\$2,506.81
Gallons Sold (includes accountable loss & intertie)	6,795,104	5,881,524	SRWD Sales	\$190,689.31	\$156,571.07
Variance %	18.89%	26.85%	Ratio: Sales/Cost	0.00	62.46
Gallons Produced/Treated at WTP	6,500,000		12/12/2023-1/11/2024		
Gallons from Toledo Master Meter	0		Toledo Master Meter Readings read by SRWD field crew		
SRWD Intertie Usage (Purchased)	1,877,238		Additional water SRWD used/purchased from Newport Intertie		
Total Water Received/Produced	8,377,238				
City of Newport Intertie Usage (Sold)	0		Gallons sold to City of Newport for water used from the Newport Intertie		
Total Gallons Accounted	7,144,750		From flushing, leaks, CL2 Analyzer, & fire hydrant use		
Total Gallons Unaccounted	1,232,488				
Water Loss Percentage	14.71%				
Approval To Pay Bills	Payroll 2/9/2024 \$30,813.48		Payroll 2/23/2024 \$27,988.77		
Month of:	February	(after meeting)	March		
	GF A/P	\$14,105.40	GF A/P	\$0.00	up to 3/8/2024
	SDC Fund	\$0.00	SDC Fund	\$0.00	
	Bond/Rev Bond Fund	\$0.00	Bond/Rev Bond Fund	\$0.00	
	Depreciation/SLARA	\$0.00	Depreciation/SLARA	\$0.00	
	MP - Phase 4 (IFA)	\$0.00	MP - Phase 4 (IFA)	\$0.00	
	MP- Phase 4 (USDA)	\$0.00	MP- Phase 4 (USDA)	\$13,222.50	possibly reimbursable
	MCWPP	\$0.00	MCWPP	\$0.00	
	MCWCC	\$0.00	MCWCC	\$0.00	
Monthly Accrual Statistics	Beg. Balance	Accrued	Used/Paid	Balance	
	1/31/2024			2/29/2024	
Office Overtime Hours (2-01)	0.00	8.50	8.50	0.00	
Field Overtime Hours (2-02)	0.00	13.25	13.25	0.00	
PTO (3-01)	3171.61	112.64	108.00	3176.25	
Comp Time (9-01 / 9-02)	122.41	3.00	10.00	115.41	

c:\msoffice\excel\guide21				OR Instruction 1780			
				Modified OR Guide 21			
PROJECT MONITORING REPORT		1. Type of Request		2. Report No.		42	updated 5-11-2020
		Final <input type="checkbox"/> Partial <input checked="" type="checkbox"/>					
3. REPORT PERIOD		4. BORROWER INFORMATION					
Ending: 02/29/2024		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)	(b)	(c)	(d)	(e)	(f)
		Budgeted	Budget	Revised	Previous	This	TOTAL
		Amounts	Change	Budget	Total	Period	(d)+(e)
		(from LOC)					
							(g)
							Remaining
							Balance
							(c)-(f)
a. Engineering- Design		\$947,000	\$91,000.00	\$1,038,000.00	\$1,038,000.00		\$ 1,038,000.00
b. Engineering- Membrane Pre-purchase		\$35,000	\$2,990.00	\$37,990.00	\$37,990.00		\$ 37,990.00
c. Engineering- Bid Services		\$45,000	-\$3.00	\$44,997.00	\$44,997.00		\$ 44,997.00
d. Engineering-Basic Engineering		\$380,000	\$27,799.86	\$407,799.86	\$407,799.86		\$ 407,799.86
e. Engineering-Project Inspection		\$0	\$746,497.62	\$746,497.62	\$746,497.62		\$ 746,497.62
f. Engineering-Start Up		\$20,000	\$10,000.00	\$30,000.00	\$30,000.00		\$ 30,000.00
g. Engineering- Software Development		\$0	\$312,081.52	\$312,081.52	\$302,598.89		\$ 302,598.89
h. Legal Services/Land Purch. (easements)		\$400,000	\$77,205.02	\$477,205.02	\$477,205.02		\$ 477,205.02
i. Geotechnical Site Investigation		\$51,000	-\$23.00	\$50,977.00	\$50,977.00		\$ 50,977.00
j. Surveying		\$26,000	\$3,962.00	\$29,962.00	\$29,962.00		\$ 29,962.00
k. Permitting		\$170,000	\$48,486.00	\$218,486.00	\$218,486.00		\$ 218,486.00
l. Archeological/Environmental Mitigation		\$40,000	-\$22,954.00	\$17,046.00	\$17,046.00		\$ 17,046.00
m. Bond counsel Services		\$80,000	-\$24,500.00	\$55,500.00	\$55,500.00		\$ 55,500.00
n. Interim Interest & Expense		\$360,000	-\$161,028.78	\$198,971.22	\$198,971.22		\$ 198,971.22
o. Consultant/Admin/Legal-phase 4		\$12,000	\$151,444.01	\$163,444.01	\$154,444.01	\$ 9,000.00	\$ 163,444.01
p. Line of Credit Refinance (COT expenses)		\$1,616,500	-\$429,500.00	\$1,187,000.00	\$1,187,000.00		\$ 1,187,000.00
q. Line of Credit Refinance- Interest		\$0	\$22,914.00	\$22,914.00	\$22,914.00		\$ 22,914.00
r. Contingency		\$1,306,000	-\$1,306,000.00	\$0.00	\$0.00		\$ -
s. Additional IFA Services		\$0	\$342,502.74	\$342,502.74	\$342,502.74		\$ 342,502.74
t. Tree Clearing		\$0	\$13,785.00	\$13,785.00	\$13,785.00		\$ 13,785.00
u. Tank Removal		\$0	\$18,752.00	\$18,752.00	\$18,752.00		\$ 18,752.00
v. Software/Licensing			\$28,396.24	\$28,396.24	\$28,396.24		\$ 28,396.24
x. Construction Costs:					\$0.00		
1. Contractor R&G		\$8,966,000	\$1,743,799.43	\$10,709,799.43	\$9,892,318.82		\$ 9,892,318.82
2. Westech- Membrane Purchase		\$922,000	-\$13,389.00	\$908,611.00	\$904,388.50	\$ 4,222.50	\$ 908,611.00
3. Other-Electrical at Intake/WTP		\$0	\$202,421.50	\$202,421.50	\$202,421.50		\$ 202,421.50
4. Other-Compaction Test		\$0	\$52,400.50	\$52,400.50	\$52,400.50		\$ 52,400.50
5. Other-98th St. PRV Calibration		\$0	\$5,210.00	\$5,210.00	\$5,210.00		\$ 5,210.00
6. Other- Electrical VFD		\$0	\$12,500.00	\$12,500.00	\$12,500.00		\$ 12,500.00
k. TOTAL PROJECT COST		\$15,376,500	\$1,956,749.66	\$17,333,249.66	\$16,493,063.92	\$13,222.50	\$16,506,286.42
l. Funding Allocation							
1) Business Oregon Loan/Grant		\$3,481,000	\$0	\$3,481,000.00	\$3,481,000.00		\$ 3,481,000.00
2) USDA Rev Bond Loan		\$2,547,000	\$0	\$2,547,000.00	\$2,547,000.00		\$ 2,547,000.00
3) USDA GO Bond Loan		\$6,549,000	\$0	\$6,549,000.00	\$6,549,000.00		\$ 6,549,000.00
4) USDA Grant		\$2,799,500	\$0	\$2,799,500.00	\$2,799,500.00		\$ 2,799,500.00
5) USDA Sub Grant		\$0	\$1,500,000	\$1,500,000.00	\$682,519.39		\$682,519.39
6) Applicant Contribution		\$0	\$453,631	\$453,630.66	\$430,925.53	\$13,222.50	\$ 444,148.03
7) Interest			\$3,119.00	\$3,119.00	\$3,119.00		\$ 3,119.00
m. TOTAL PROJECT FUNDING		\$15,376,500	\$1,956,749.66	\$17,333,249.66	\$16,493,063.92	\$13,222.50	\$16,506,286.42
n. Percentage of Completion					95%	0%	95%
5. CERTIFICATION							
<i>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.</i>							
BORROWER		Signature of Authorized Certifying Official				Date Submitted:	
						3/15/24	
		Adam Denlinger, General Manager				Telephone:	
						(541) 563-3529	
6. RURAL DEVELOPMENT ACCEPTANCE							
<i>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.</i>							
RURAL UTILITIES SERVICE		Signature of Authorized Certifying Official				Date Submitted:	
		Holly Halligan, Area Loan Specialist				Telephone:	
						(541) 801-2682	
NOTES:							



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



Seal Rock Water District

General Manager's Report:
 Board Meeting – March 14, 2024

This report serves as an executive summary for the Board meeting agenda. It provides recommendations for actions to be taken if necessary. Detailed information, staff reports, and supporting materials can be found in the full agenda packet.

PHASE-IV BEAVER CREEK SOURCE WATER PROJECT:

Water Treatment Plant (WTP) Operators continue working with Jacobs Engineers and the membrane filter skid provider, WesTech to resolve technical performance issues related to programming. Persistent issues related to the performance of backwash sequencing have been corrected by WesTech technicians during the recent onsite visit.

Water Treatment Plant operators were successful at installing another new heater rod to one of the three heater elements used in the Clean in Place (CIP) process. Several modifications have been made to the programming and performance of the WTP Filter Skids by WesTech during the week-long performance visit to the WTP.

Most of the week was spent dealing with the automation surrounding the filter skid maintenance cleans (MC) and Clean-In-Place (CIP) processes, the Neutralization processes, and the plant-level controls. Significant progress was achieved in automating the cleaning cycles and reducing the need for operator intervention to clear alarms or advance through sequence steps more fully.



Water Treatment Plant:

It appears that the plant is ready to start and stop at Clearwell level in an automated condition, as most WTP do, and would benefit from longer run-times at lower flow rates. Many other adjustments to the treatment process were performed and performance testing and monitoring will continue for several weeks. In all the weeklong performance testing of WesTech equipment was overwhelmingly successful. Additional system-wide modifications include:

1. Ultra Filtration (UF) skids have been modified to allow water production when the last Neutralization is happening. Previously, the skids could get stuck in a Shutdown step until the Neutralization process was completed. Now – they can enter production as soon as their flushing and backwashes are done, separately from the Neutralization process, which puts them online into Production much faster.

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Adam Denlinger, General Manager

adenlinger@srwd.org

www.srwd.org

2. Revised the CIP programming so the flushing steps occur after the backwashing steps, which helps clear out the interconnecting piping better. The steps were previously before the backwash steps, which made the flushing less effective than it is now.



3. Added automated backwashes to the end of the CIP, which are different than the backwashes that occur as part of the CIP flushing steps.

a. The CIP flushing backwashes target 700 GPM and have their own tuning controls, and they direct the waste to the CIP tank.

b. There are now additional backwashes after all of the waste flushing has been completed, and these backwashes occur at the normal production backwash flowrate target (currently 1100 GPM) and follow the normal backwash procedure of backwash, air scour, and then forced drain. This solution goes directly to the backwash basins, so it's crucial to make sure the number of CIP

flushing backwashes is appropriate to ensure the chemical residual is thoroughly flushed. These backwashes are simply used for pushing additional solids out of the modules that have loosened up during the cleaning process.

c. There is an operator-adjustable set-point for the number of CIP flushing backwashes, and an operator-adjustable set-point for the number of post-CIP backwashes.

4. Added automated backwashes to the end of the MC, which are different than the backwashes that occur as part of the MC flushing steps.

a. The MC flushing backwashes target 700 GPM and have their own tuning controls, and they direct the waste to the Neutralization tank.

b. There are now additional backwashes after all of the waste flushing has been completed, and these backwashes occur at the normal Production backwash flowrate target (currently 1100 GPM) and follow the normal backwash procedure of backwash, air scour, and then forced drain. This solution goes directly to the backwash basins, and crucial to make sure the number of MC flushing backwashes is appropriate to ensure the chemical residual is thoroughly flushed. These backwashes are simply used for pushing additional solids out of the modules that have loosened up during the cleaning process.

c. There is an operator-adjustable set-point for the number of Maintenance Clean (MC) flushing backwashes, and an operator-adjustable set-point for the number of post-MC backwashes.

5. The MC was forcing a shutdown of the skid when it was complete, instead of going into standby or back into Production. This has been corrected, so that the automated MC will go directly to Standby or back into Production (if there's a call for water) when the MC procedure has been completed.
6. We have added Standby and Resume level functions to the Clearwell.
 - a. When the tank level rises to the Standby level, the UF skids will stop Production and go into a Standby state. Here, they will not resume production until the call for water returns, which happens when the Clearwell drops down to the Resume level. Also, skids in Production will go directly into Standby, but skids that are in a PDT, MC, or CIP will not be kicked out of those processes – they will be allowed to finish those, and then they will go into Standby.
 - b. When the tank level drops to the Resume level, the Ultra Filtration (UF) skids that are on Standby will enter Production.
7. Corrected the settings on the IFM flowmeters (air scour and CIP flowrate):
 - a. The CIP flowmeter was configured for 0-100% relative range instead of an actual flow rate. This has now been properly configured for measuring water flow rate and matches the value shown on the HMI.
 - b. The air scour meters were set up properly for measuring air flow rate, but the pipe diameter was slightly off. We have corrected this, so they're measuring accurately and the value on them matches the value shown on the Human Machine Interface (HMI).
 - c. We verified all of the CIP instruments matched the values on the HMI.
 - d. We verified that the filtrate turbidimeters on the UF skids were matching the values on the HMI.
8. Considerable time was spent trouble shooting sticking valves, which needs to happen periodically. We were able to make most of the sticking valves open smoother, resulting in better performance and less noise in the plant.
9. Calibrated the flow control valves and adjusted the CIP return positioner on Skid 2. It may have lost its configuration in a power outage, but it was set up for a linear actuator instead of a quarter-turn actuator. We corrected that setting and calibrated it and confirmed that it's working properly now.
10. We found that the lower pre-strainer flushing mechanism wasn't moving properly. Operators were instructed how to clean the filters, the orifice, and how to un-stick the mechanism. It's working for now, but may require additional service and maintenance of the flushing piston mechanism soon.

Operators continue to work with WesTech engineers and technicians to further evaluate modifications to the treatments process as we expect fine-tuning to continue for several weeks.

Other notable activities for the month include:

- Attended the Mid Coast Water Conservation Consortium Meeting.
- Attended OAWU Management and Technical Annual Conference.
- Attended the OWRD Place-Based Planning Coordinating Committee Meeting, on January 22nd.
- Met with GSI Water Solutions to review progress on MC-WPP, the Water Management and Conservation Plan, and Beaver Creek streamflow and temperature monitoring.
- Attended the Monthly Oregon Water Utility Council (OWUC) meeting, on February 22nd.
- Served as a panel member to interview candidates to fill the OWRD Director Position.
- Attended the SDAO Legislative meeting March 5, 2024.
- Submitted State Fire Marshalls 2023 Hazardous Substance Annual Report February 29th.
- Attended the OWRD 2025-2027 Budget Meeting
- Met with consultants developing Lead and Copper Rule Revision service inventory report.
- Attended Cyber Security training offered by SDAO and OAWU.

SEAL ROCK WATER DISTRICT
Policies and Procedures Manual

Policy/Procedure: Leak Adjustments
Date Adopted: February 12, 2009
Date Revised: March 14, 2024

1. It is the intention of the Seal Rock Water District to provide relief to those customers who experience excessive water usage (20,000 gallons and above in excess of average usage) due to an unanticipated failure of their plumbing systems.
2. A leak is defined as a water loss due to an unanticipated failure of the plumbing downstream of the service meter, up to and including fixtures associated with the delivery of water to the property.
3. A leak must be repaired prior to gaining relief under this policy. The customer shall provide proof in the form of a receipt from a licensed plumber **or a letter stating the actions in fixing the leak including any parts receipts if applicable. If necessary, the customer must** notify the district in a timely fashion to allow for an on-site inspection of the repairs.
4. **The leak adjustment will be calculated based on one-half of the excess water used due to the leak. The excess water will be calculated as the difference between usage for the month in which the leak occurred, and the average of the last twelve months' water usage. The bill will include one-half of the excess water which will be charged at the district's rate, and the amount of the average usage plus 25% handling.**
5. Only one leak adjustment per property address will be granted in a twelve-month period.
6. It is the property owner's responsibility to maintain, and if necessary, upgrade the plumbing on their property. Leak adjustments may be denied if in the judgment of the **General Manager, Office Manager, or designee**, a property owner is negligent in maintaining their property. The property history of leaks will be considered when determining if leaks have been properly repaired, regardless of changes in ownership.
7. A customer will have the right to appeal a denial of a leak adjustment to the board of commissioners. Any customer wishing to appeal a denial should send a letter to the district to the attention of the SRWD Board of Commissioners, by the first Thursday of the month. Customers should plan on attending the board meeting on the second Thursday of the month to answer any questions that the board may have.

Secretary

Date

SEAL ROCK WATER DISTRICT
Policies and Procedures Manual

Policy/Procedure: Leak Adjustments
Date Adopted: October 13, 2005
Date Revised: February 12, 2009

1. It is the intention of the Seal Rock Water District to provide relief to those customers who experience excessive water usage (20,000 gallons and above in excess of average usage) due to an unanticipated failure of their plumbing systems.
2. A leak is defined as a water loss due to an unanticipated failure of the plumbing downstream of the service meter, up to and including fixtures associated with the delivery of water to the property.
3. A leak must be repaired prior to gaining relief under this policy. The customer shall provide proof in the form of a receipt from a licensed plumber, or notify the district in a timely fashion to allow for an on-site inspection of the repairs.
4. The leak adjustment will be calculated based on the excess water used due to the leak. The excess water will be calculated as the difference between usage for the month in which the leak occurred, and the average of the two prior months and the same three-month period of the prior year. The excess water will be charged at the district's cost to provide water plus 25% handling.
5. Only one leak adjustment per property address will be granted in a twelve-month period.
6. It is the property owner's responsibility to maintain, and if necessary, upgrade the plumbing on their property. Leak adjustments may be denied if in the judgment of the field supervisor a property owner is negligent in maintaining their property. The properties history of leaks will be taken into account when determining if leaks have been properly repaired, regardless of changes in ownership.
7. A customer will have the right to appeal a denial of a leak adjustment to the board of commissioners. Any customer wishing to appeal a denial should send a letter to the district to the attention of the board, by the first Thursday of the month. Customers should plan on attending the board meeting on the second Thursday of the month to answer any questions that the board may have.

 
Secretary Date



SEAL ROCK WATER DISTRICT
 1037 NW GREBE ST
 SEAL ROCK, OREGON 97376
 Phone: 541-563-3529 Fax: 541-563-4246

LEAK ADJUSTMENT FORM

Date: _____

Property Owner Name: _____ Account #: _____

Renter Name/Property Mgr: _____ Rate Code: _____

Property Service Address: _____

The Leak Adjustment is Calculated As Follows:

One (1) Month Usage With Leak:

Period Date	Date From	Date To	Gallons	Amount
2/29/2024	1/11/2024	2/12/2024	33,884	\$754.39

AVERAGE USAGE CALCULATION:

Prior Twelve (12) Months Usage:		
From Period Date	To Period Date	Gallons
2/28/2023	1/31/2024	15,000
Divide By 12 Months		12
AVERAGE USAGE		1,250

EXCESS USAGE CALCULATION:

One (1) Month Usage With Leak	33,884
Less Average Usage	1,250
EXCESS USAGE**	32,634
Less One-half of Excess Usage	16,317

** Excess Usage Must be 20,000 gallons or above

CREDIT / ACCOUNT BALANCE CALCULATION:

One-half of Excess Usage (calculate usage charge by rate)	16,317	\$213.86
Average Usage (calculate usage including base charge by rate)	1,250	\$57.94
+ 25% Handling		\$53.47
Total Adjusted Charge		\$325.27
One (1) Month Usage With Leak	\$754.39	
Less Total Adjusted Charge	- \$325.27	
Credit to be Applied		\$429.13
One Month Usage With Leak		\$754.39
Less Credit to be Applied	-	\$429.13
Previous & Current Billings (not including leak)	+	\$0.00
Payments Received / Credit Balances	-	\$0.00
Total Balance Due (Account balance less credit to be applied)		\$325.27

Due By: _____
 If paid after due by date a \$4.50 late charge will be added to account

PLEASE READ:

If you accept this leak adjustment, please sign & return this form along with your payment.
 The amount to credit will reflect on your next statement once this leak adjustment request form is signed and returned.
 Only one leak adjustment per property address will be granted in a twelve month period.
 By signing below, you are indicating that you understand and agree to the Seal Rock Water Districts' [Leak Adjustment Policy](#).

Owner Signature: _____
 The Owner of the property must sign above

Date: _____

Office Manager Signature: _____

Date: _____