

SEAL ROCK WATER DISTRICT
Board of Commissioners
Regular Monthly Board Meeting Agenda
Thursday, June 13, 2024, @ 4:00 p.m.
Public Meeting by Zoom Video Conference

SRWD will conduct this meeting in-person and using Zoom video conferencing due to the restricted capacity for in-person gatherings and our commitment to prioritize the safety of the public and our employees. We strongly encourage the public to participate in this meeting electronically. To access further information, including registration details, please visit the SRWD website at www.srwd.org 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 May 2024 to June 2024
 - Board Meeting Minutes May 9, 2024
 - Financial Report / Approve Invoices May 2024 to June 2024
 - USDA PMR Phase IV No. 44 June 13, 2024
 - General Manager's Monthly Report May 2024 to June 2024
- **Discussion and Information Items:**
 - Consider Adopting a Public Meeting Policy
Presented by: Adam Denlinger, General Manager
- **Decision Items:**
 - Consider Resolution 0624-01 authorizing the district to adopt a water rate adjustment for FY 2024 - 2025
Presented by: Adam Denlinger, General Manager
Joy King-Cortes, Office Manager
 - Consider Resolution 0624-02 adopting the SRWD FY 2024/2025 annual budget, appropriating funds, and levying taxes.
Presented by: Adam Denlinger, General Manager
Joy King-Cortes, Office Manager
 - Consider General Manager's Annual Performance Review
Presented by: Rob Mills, SRWD Board President
- **Reports, Comments, and Correspondence:**
 - District office will be closed June 19th in honor of the Juneteenth Holiday.
 - SRWD 2023 Consumer Confidence Report (CCR).
- **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: **July 11, 2024, @ 4:00 p.m.** Regular Board Meeting or established date.

THIS AGENDA MAY BE AMENDED UNTIL 3:00 PM THE DAY BEFORE THE MEETING

SPECIAL ACCOMMODATIONS WILL BE PROVIDED WITH 48 HOUR NOTICE; CALL 541-563-3529.
IF HEARING IMPAIRED, PLEASE DIAL 711 OR CALL TTY#1-800-735-1232
This Institution is an Equal Opportunity Employer and Service Provider

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
02-6640				
US BANK	2559088	2012 GO Bond Principal	04/11/2024	320,000.00
Total 02-6640:				320,000.00
02-6650				
US BANK	2575713	2013 GO Bond Principal	05/02/2024	85,000.00
Total 02-6650:				85,000.00
02-6740				
US BANK	2559088	2012 GO Bond Interest	04/11/2024	33,740.63
Total 02-6740:				33,740.63
02-6750				
US BANK	2575713	2013 GO Bond Interest	05/02/2024	22,051.25
US BANK	2575713	2013 GO Bond Interest Cash On Hand	05/02/2024	.10-
Total 02-6750:				22,051.15
04-6620				
USDA RURAL DEVELOPMENT	042924	2012 Revenue Bond Principal	04/29/2024	44,401.00
Total 04-6620:				44,401.00
04-6720				
USDA RURAL DEVELOPMENT	042924	2012 Revenue Bond Interest	04/29/2024	29,931.00
Total 04-6720:				29,931.00
Grand Totals:				✓ 535,123.78

Dated: MAY 14, 2024

General Manager: A. Wank

Dated: _____


Treasurer: _____

ORIGINAL

Report Criteria:

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

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-2291				
SMALLWOOD BUILDERS LLC	051624	Refund Developer Review Deposit Engineering Review Wenger Lane	05/16/2024	956.42
Total 01-2291:				956.42
01-5200				
UMPQUA BANK CARDMEMBER	042924	CDW Govt: Veeam network backup license WTP/Intake SCADA & HMI (1 year)	04/29/2024	497.74
UMPQUA BANK CARDMEMBER	042924	CDW Govt: Veeam network backup license WTP/Intake SCADA & HMI (1 year)	04/29/2024	995.48
Total 01-5200:				1,493.22
01-5272				
UMPQUA BANK CARDMEMBER	042924	Apple iCloud Storage (Wynn iphone)	04/29/2024	.99
Total 01-5272:				.99
01-5280				
COUNTY MEDIA INC.	696964	Budget Hearing LB-1	05/01/2024	275.00
UMPQUA BANK CARDMEMBER	042924	PNWS AWWA: WD Operator 1 & 2 Job Posting	04/29/2024	90.00
Total 01-5280:				365.00
01-5291				
UMPQUA BANK CARDMEMBER	042924	USPS Charge	04/29/2024	1.10
Total 01-5291:				1.10
01-5310				
UMPQUA BANK CARDMEMBER	042924	Apple Mocha VNC Lite app for logging into SCADA system	04/29/2024	11.98
UMPQUA BANK CARDMEMBER	042924	Zoom Annual Renewal	04/29/2024	159.90
UMPQUA BANK CARDMEMBER	042924	Arlo Technologies: Arlo Camera Usage Fee	04/29/2024	7.99
Total 01-5310:				179.87
01-5360				
UMPQUA BANK CARDMEMBER	042924	Hilltop Cafe (Dinner for Budget Committee Meeting)	04/29/2024	205.20
Total 01-5360:				205.20
01-5605				
CASCADE COLUMBIA DISTRIBU	894908	Sulfuric Acid 50% 1.4 NSF Tote	05/06/2024	999.00
CASCADE COLUMBIA DISTRIBU	894908	Container Deposit	05/06/2024	400.00
CASCADE COLUMBIA DISTRIBU	894908	Calcium Thiosulfate 30% NSF 55 gal drum	05/06/2024	494.56
CASCADE COLUMBIA DISTRIBU	894908	Container Deposit	05/06/2024	150.00
CASCADE COLUMBIA DISTRIBU	894908	Sulfuric/Citric Blend Tote	05/06/2024	4,118.00
CASCADE COLUMBIA DISTRIBU	894908	Container Deposit	05/06/2024	400.00
CASCADE COLUMBIA DISTRIBU	894908	Freight	05/06/2024	404.12
CASCADE COLUMBIA DISTRIBU	894908	Environmental Surcharge	05/06/2024	35.00
Total 01-5605:				7,000.68
01-5632				
UMPQUA BANK CARDMEMBER	042924	Chevron Fuel for GM Vehicle	04/29/2024	41.22

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 01-5632				41.22
Grand Totals:				 10,243.70

Dated: May 16, 2024

General Manager: A. Durkin

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
01-2520				
GS1 WATER SOLUTIONS INC.	00500.017-15	MCWPP: Water Action Plan Prioritization & Early Implementation Steps Support 3/	04/11/2024	11,701.20
Total 01-2520:				11,701.20
01-5271				
CHARTER COMMUNICATIONS	001293705192	Internet (Office)	05/19/2024	134.98
Total 01-5271:				134.98
01-5290				
STAPLES BUSINESS ADVANTA	7000617577	TRU RED "8.5 x 11" Copy Paer, 20lbs., 92 Brightness, 500/Sheets/Ream, 5 Ream	05/11/2024	139.92
STAPLES BUSINESS ADVANTA	7000617577	Staples Remanufactured Black High Yield Toner Cartridge Replacement for Dell	05/11/2024	25.01
STAPLES BUSINESS ADVANTA	7000617577	Staples Binder Clips, Medium, 1 1/4" size, 5/8" Capacity, Black	05/11/2024	9.45
STAPLES BUSINESS ADVANTA	7000617577	Lexar Twist Turn2 64 GB USB 2.0 Type-A Flash Drive	05/11/2024	28.20
Total 01-5290:				202.58
01-5291				
US POSTAL SERVICE - WALDP	052224	Bulk Mailing	05/22/2024	897.82
Total 01-5291:				897.82
01-5610				
CENTRAL LINCOLN P.U.D.	052224	Utility Services	05/22/2024	2,162.82
Total 01-5610:				2,162.82
01-5611				
CENTRAL LINCOLN P.U.D.	052224	WTP Utility Services	05/22/2024	1,855.23
Total 01-5611:				1,855.23
Grand Totals:				<u>16,954.63</u>

Dated: MAY 29, 2024

General Manager: A. [Signature]

Dated: _____

Treasurer: _____

[Handwritten signature]

**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting & Rate Hearing & Budget Hearing
by Zoom Conference Call and In Person
May 9, 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 Karen Otta was present at the Zoom video conferencing. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Paul Highfill, Member, Commissioner Glen Morris, 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 Sandra Mies-Grantham

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order 4:00 p.m., Thursday, May 9, 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 Paul Highfill had no announcement; Commissioner Karen Otta had no announcement; Commissioner Glen Morris had no announcement; General Manager, Adam Denlinger had no announcement; Joy King-Cortes, Office/Finance Manager had no announcement; Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; Brad Wynn, Lead Operator had no announcement; and 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 April/May 2024 Invoices List for approval; the April 11, 2024, Regular Board Meeting minutes; the April 18, 2024, Budget Committee Meeting minutes; the April/May 2024 Financial Report; USDA Project Monitoring Report No. 44; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Glen Morris answered YES; Commissioner Paul Highfill answered YES; Commissioner Karen Otta answered YES. Commissioner Glen Morris motioned to approve the consent calendar. Commissioner Paul Highfill seconded the motion. The motion passed with 4 YES votes and 0 NO votes.

Discussion and Information Items:

Juneteenth (June 19):

The GM, Adam Denlinger presented to the board the subject of Juneteenth for discussion and consideration as a paid district holiday. Juneteenth commemorates the abolition of slavery in the United States, signifying a pivotal moment in American history. Both the federal and the state offices honor the significance of this historical event. President Joe Biden solidified this recognition by signing the Juneteenth National Independence Day Act into law in 2021. The Oregon State Legislative Assembly adopted Senate Joint Resolution 31 in 2001, to declare observance of "Juneteenth, June 19 of each year, to be a day for celebration statewide of the dignity and freedom of all citizens." The Oregon State Senate unanimously passed House Bill 2168 on June 1, 2021, officially designating Juneteenth as a State holiday. Juneteenth highlights the importance of recognizing and honoring its historical and cultural significance within our community. Taking steps to include Juneteenth as a paid holiday requires Board action. To gather insights into how other municipalities handle this holiday, our staff reached out to neighboring communities. Our research indicates that many other municipalities will be observing Juneteenth as a paid holiday. Commissioner Karen Otta motioned to recognize Juneteenth (June 19) as an official paid District Holiday. Commissioner Paul Highfill seconded the motion. The motion passed with 4 Yes votes and 0 No votes.

Decision Items:

Amendment No. 6:

Jacobs Engineering submitted Amendment No. 6 of EJCDC Owner-Engineer Agreement in the amount of \$48,550. Project continues to extend past the original contract final completion requiring engineering and project management time.

66 Services also include support and coordination with WesTech. It also includes allowance up to the revised contracted
67 amount for owner directed activities for arbitration, SCADA, and integration support to transition to the integrator of record
68 and on all engineering support to operations and maintenance. Atty. Jeff Hollen reported that the meeting he and Adam
69 attended with Jacobs Engineering this morning was good and feels there is now a collaborative effort to prepare for
70 arbitration. Commissioner Karen Otta motioned to approve Amendment No. 6 of the EJCDC Owner-Engineer Agreement.
71 Commissioner Glen Morris seconded the motion. The motion passed with 4 YES votes and 0 NO votes.
72

73 **Public Hearing:**

74 President Rob Mills opened a public hearing in accordance with ORS Chapter 264.312 to receive public testimony
75 regarding the water rate adjustment for FY 2024- 2025. John French, a member of the public attending through Zoom
76 commented that the 3.5% rate increase is fair compared to other service providers that have a 7% rate increase. The
77 office received emails from three customers, Michelle Mease, Gary Dawson, and Amanda Remund as public comments.
78 The GM, Adam Denlinger responded to these emails. There was a discussion of the email from the owner of Waldport
79 KOA who commented that her water bill went up 50% comparing the water usage from August 2022 and August 2023
80 with 171,213 gallons water usage. Office staff explained that the 2022 commercial water rate for water usage from 20,000
81 gallons and above was \$15 per 1,000 gallons. This volume of water charges has never been adjusted. The water rate
82 adjustment in 2023 adjusted the volume of water usage range for commercial water usage of over 17,000 to 49,999 to a
83 higher rate of \$25.25 per 1,000 gallons. The water rate adjustment in 2023 also adjusted the volume of usage range for
84 commercial water usage of 50,000 gallons and above to a higher rate of \$29.00 per 1,000 gallons. These adjustments
85 were needed to bring the commercial rate where it should be. The 121,214 (171,213-50,000) above the 50,000 gallons
86 water usage was charged the higher rate in August 2023. The effect of the proposed FY 2024-25 water rate adjustment
87 will increase the monthly bill by an average of 3.5%. Using the 171,213 gallons commercial usage will increase the bill by
88 \$92 or 1.93%. President Rob Mills closed the Rate Hearing at 4:30 p.m.

89 President Rob Mills opened a public hearing in accordance with ORS Chapters 294.453 and 294.456, to receive public
90 testimony regarding the SRWD proposed FY 2024 - 2025 Budget, approved by the SRWD Citizen Member Budget
91 Committee on April 18, 2024. Staff had no recommended change to the approved budget. There was no public comment
92 or testimony received in writing. John French, a member of the public who attended through Zoom had no comment.
93 President Rob Mills closed the public hearing at 4:31 p.m.
94

95 **Reports, Comments, Correspondence:**

96 The district is recruiting to fill the vacancies for two field operators that have been advertised.
97 Commissioner Glen Morris commented that he and his wife accompanied a former commissioner, Daryl Eldridge, and his
98 wife on a tour of the Water Treatment Plant (WTP). He expressed that Adam Denlinger, GM, and the water operators did
99 a good job in handling the tour. The visitors were impressed with how the WTP looks and how it works.
100

101 **Executive Session:** None
102

103 Atty. Jeff Hollen reported that he has a meeting on May 22, through Zoom with the arbitrator and the opposing lawyer.
104
105

106 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. Commissioner Paul Highfill seconded the
107 motion. President Rob Mills adjourned the meeting at 4:40 p.m.
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110 **Next Board Meeting:** June 13, 2024, at 4:00 p.m. Regular Board Meeting.
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120 Approved by Board President

Date:

SRWD Monthly Financial Report

Monthly Statistics		Comments			
Total customers	2680	Includes new connects Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter			
New connections	1				
Reinstalls	0				
Abandonments/Forfeitures/Meter Removed	2				
Financial Report	Checking/MM	LGIP/PFMA	Fund Balances	Comments	
General	\$729,770.13	\$26,557.35	\$756,327.48		
Bond	\$636,418.84	\$0.00	\$636,418.84		
Capital Projects	\$17,017.89	\$68,770.64	\$85,788.53	\$7,421,586 Interim Loan Proceeds	
Revenue Bond	\$2,794.23	\$74,947.03	\$77,741.26		
Rural Development Reserve	\$0.00	\$109,672.93	\$109,672.93		
Dist. Office/Shop Reserve	\$0.00	\$0.00	\$0.00		
Depreciation/SLARA Reserve	\$0.00	\$311,959.95	\$311,959.95		
SDC (formerly SIP)	\$0.00	\$56,970.26	\$56,970.26	\$1,322,524.50 SDC collections thru 5/31/2024	
Water Source Improvement Rsrv	\$0.00	\$258,792.30	\$258,792.30		
TOTALS	\$1,386,001.09	\$907,670.46	\$2,293,671.55		
General Fund Review	Current	FYTD	Budgeted Amount	Comments	
Revenue	\$203,298.01	2,630,177.52	\$3,205,120.00		
Expenses	\$107,147.99	2,356,144.01	\$3,205,120.00	Contingency \$100,000; Transfers \$416,320; Total expenses budgeted \$2,677,800.	
Net Gain or (Loss) from Operations	\$96,150.02	\$274,033.51			
Water Sales Revenue Comparison	Month	FYTD	Comments		
Water Sales Current Year	\$191,647.28	\$2,271,091.97	Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual+In Lieu of Water Sales Less H2O CR	\$196,647.28	\$2,330,056.41	Billing Adj FYTD \$0.00		
Water Sales Prior Year	\$161,016.57	\$1,896,046.55	Leak Adj/Write off FYTD \$1035.56		
Actual+In Lieu of Water Sales Less H2O CR	\$166,015.08	\$1,950,881.37	TOTAL FYTD ADJUSTMENTS \$1035.56		
Over or (Under)	\$30,630.71	\$375,045.42	Note: Rate increase effective 6/1/2023		
Gallage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased/Intertie/WTP Treated	6,838,000	9,457,183	Toledo Charges	\$0.00	\$0.00
Gallons Sold (includes accountable loss & intertie)	5,899,927	6,086,582	SRWD Sales	\$191,647.28	\$161,016.57
Variance %	13.72%	35.64%			
Gallons Produced/Treated at WTP	6,838,000		4/11/2024-5/10/2024		
Gallons from Toledo Master Meter	0		Toledo Master Meter Readings read by SRWD field crew		
SRWD Intertie Usage (Purchased)	0		Additional water SRWD used/purchased from Newport Intertie		
Total Water Received/Produced	6,838,000				
City of Newport Intertie Usage (Sold)	0		Gallons sold to City of Newport for water used from the Newport Intertie		
Total Gallons Accounted	6,025,733		From flushing, leaks, CL2 Analyzer, & fire hydrant use		
Total Gallons Unaccounted	812,267				
Water Loss Percentage	11.88%				
Approval To Pay Bills	Payroll 5/3/2024 \$38,864.21		Payroll 5/17/2024 \$26,944.47		Payroll 5/31/2024 \$27,211.25
Month of:	May	(after meeting)	June		
	GF A/P	\$27,198.33	GF A/P	\$44,696.06	up to 6/5/2024
	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)	\$0.00	possibly reimbursable
	MCWPP	\$11,701.20	MCWPP	\$0.00	
	MCWCC	\$0.00	MCWCC	\$3,420.00	
Monthly Accrual Statistics	Beg. Balance	Accrued	Used/Paid	Balance	
	4/30/2024			5/31/2024	
Office Overtime Hours (2-01)	0.00	25.25	25.25	0.00	
Field Overtime Hours (2-02)	0.00	7.50	7.50	0.00	
PTO (3-01)	3327.78	162.19	516.98	2972.99	Thayer PTO pay out 348.58 hours
Comp Time (9-01 / 9-02)	112.41	6.76	7.10	112.07	



1037 NW Grebe Street
 Seal Rock, Oregon 97376
 Phone: 541.563.3529 – Fax: 541.563.4246
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Seal Rock Water District

General Manager's Report:
 Board Meeting – June 13, 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 operators continue implementing remote operation of the water treatment plant. While this phase in the process is relatively new for the district, it is standard throughout the industry, and we continue recognizing promising results.

Operators are able to allow the WTP to operate after hours with successful starts and stops, to include automated routine maintenance cleans during production. The result to the district is less overall cost to produce water and an increased overall level of stored water in the drinking water system. Operators continue to monitor conditions as they work collaboratively with engineers and WesTech technicians to build greater optimization as continued monitoring is performed.

With the seasonal transition to warmer temperatures and less precipitation, naturally operators are recording a rise in raw water temperature, along with a reduction in stream flow. These conditions can result in the development of organics in raw water. Historically these conditions trigger more effort in the maintenance of the filtration skids. However, with recent operational improvements at the WTP operators will be closely monitoring impacts to finish water.



Increased levels of organics in the raw water require more frequent backwashing of the filter skids, along with an adjustment disinfectant. Customers may experience slightly higher than usual levels of chlorine in their drinking water as a result of fluctuation temperature. It's important to note that the district is required to meet strict drinking water standards regulated by the EPA and Oregon Health Authority. The EPA allows up to 4 milligrams per liter of chlorine in drinking water. The chlorine levels in SRWD's system are well below this level.

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

Adam Denlinger, General Manager

adenlinger@srwd.org

www.srwd.org

Water is disinfected to protect public health. Chlorine has been added to drinking water in small amounts since the early 1900s to destroy disease-causing pathogens. Prior to the widespread use of disinfectants, many people became ill or died because of contaminated water. Disinfection kills or inactivates bacteria, viruses, and other potentially harmful organisms in drinking water.

Upon initial dosing, chlorine reacts with any organic matter in water. The amount of chlorine used in these reactions is known as the “chlorine demand” of the water. Raw water taken from lakes and streams for drinking water treatment is likely to have a high chlorine demand based on the presence of natural organic material, e.g., decaying plant and animal matter.

The level of chlorine added to the drinking water varies slightly. However, we recognize that some people are more sensitive to tastes and odors than others and water disinfected with chlorine can be more noticeable as water temperature rises in the system. Occasional fluctuations in taste or smell do not necessarily indicate an increase or decrease in the disinfectant. It is more likely due to a change in water temperature (especially with warmer weather) or older water age, indicating that the chlorine is dissipating in time.

SRWD’s operators carefully monitor the amount of disinfectant added to water as it leaves the treatment plant. Plant operators strictly follow the EPA’s maximum allowable levels in order to protect public health. Disinfectant residual levels (a measure of how much chlorine is in the water) are monitored 24/7 at all SRWD entry points and at several locations throughout SRWD’s distribution system. Residual readings are also collected from various sample stations around the district several times each month to confirm water is safe to drink.

By monitoring the chlorine residual throughout the drinking water distribution system, water treatment operators can quickly identify points at which the residual declines or disappears. A sudden decline in the chlorine residual could indicate a leak in the drinking water distribution system.

Other notable activities for the month include:

- Attended the Mid Coast Water Conservation Consortium Meeting.
- Hosted monthly staff/safety meeting.
- Attended Mid-Coast Water Planning Partnership (MC-WPP) field tour and WPP meeting on May 29th.
- Attended meetings with representatives from Oregon Water Resources Department (OWRD) committee regarding OWRD Fee-Based programs.
- Attended the monthly Oregon Water Utility Council (OWUC) meeting, on May 23rd.
- Staff worked with Jacobs Engineering in preparation for arbitration.
- Attended additional meetings with OWRD staff regarding water rights process improvements.
- Staff completed another round of 40 lead and copper samples.
- Staff met with consultants preparing this year’s Beaver Creek streamflow and temperature monitoring.
- SRWD Staff completed the 2023 Consumer Confidence Report (CCR) and will be making it available to the community in the month of June.
- District staff worked with consultants to complete the final version of the Water Management and Conservation Plan (WMCP) which was submitted to the state on May 19th.

**Seal Rock Water District
PUBLIC MEETING POLICY
June 2024**

Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, general managers' report, treasurer's report, and statement of bills shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the general manager or designee shall provide board members with detailed information related to the agenda, including existing Board policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The general manager or designee shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Secretary-Treasurer or designee.
- Approval of the minutes
- Approval of the GM Report
- Audience participation (testimony from citizens) is limited to 3-minutes.
- Finance report.
- Statement of bills
- Old business
- Correspondence
- New business
- Items not on agenda open to public, Board and staff participation
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Commissioners of the District, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or

advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the **second Thursday** of each month or previously established date. Such meetings shall be held at **1037 NW Grebe Street, at 4:00 p.m.**, or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the district which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the district office and on the district's website at www.srwd.org.

Written notice shall also be sent to any persons who the district knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The chief executive officer shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for the attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Board Secretary or designee shall preside. If both the President and Board Secretary are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the presiding officer at the meeting may be overridden by a majority vote of the Board.

Public Participation

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Oregon Public Meeting Law (OPML) is primarily concerned with public attendance rather than public participation. Generally, meetings of a governing body of a public entity are open to the public unless otherwise stipulated by the law. However, while the law guarantees the right of public attendance, it does not necessarily guarantee the right of public participation. Unless otherwise advertised, and at the approval of the Board President, public testimony will be limited to 3-minutes. SRWD is committed to transparency and engagement with our community members. We encourage open dialogue and provide opportunities for public input through public meetings, forums, and consultations. This inclusive approach allows us to gather valuable insights and feedback from our constituents, ensuring that our decisions reflect the concerns and aspirations of our community.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;\
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

- (A) A nuclear-powered thermal power plant or nuclear installation.
- (B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
- (C) Generation, storage or conveyance of:
 - (i) Electricity;
 - (ii) Gas in liquefied or gaseous form;
 - (iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);
 - (iv) Petroleum products;
 - (v) Sewage; or
 - (vi) Water.
- (D) Telecommunication systems, including cellular, wireless or radio systems.
- (E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

APPROVED JUNE 13, 2024

Robert Mills
SRWD Board President



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



Seal Rock Water District

DATE ACTION REQUESTED: May 17, 2024						
Ordinance		Resolution	X	Motion	X	Information
Date Prepared: June 13, 2024				Dept.: Administration		
SUBJECT: Consider a Resolution Adopting and Approving a Water Rate Adjustment for FY 2024 - 2025				Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447		

RECOMMENDED BOARD ACTION:

Consider Resolution 0624-01 authorizing the district to adopt a rate increase in the average of 3.5%

FINANCIAL IMPACTS:

The philosophy of the District has been to maintain a program of small annual increases to lessen the need for larger increases. Other considerations include increases in goods and services, satisfying annual debt service, transfers to capital, and source water reserves.

BACKGROUND:

Water rates are used to build, maintain, and operate the public drinking water system our customers rely on. While the district works hard to deliver water to our customers at a reasonable cost, from time-to-time adjustments in the rate are necessary. SRWD has made a generational investment in a long-term water supply, which replaced the Toledo supply in 2022. The district has leveraged its financial resources to construct \$24M in capital improvements over the past 12 years. The district has been able to offset the impact on rates by obtaining \$9M in combined grants over the same time period.

Like everyone, the impact of inflationary costs is affecting the district and is a significant driver for this year’s rate increase. Things like goods and services, personnel costs, along with increases in state and federal requirements have a major influence on the budget. The cost of supplies has risen by as much as 35% over the past three years. Supply chain issues for parts and equipment generate extended downtime which triggers the need to purchase water from a secondary source. Additional state and federal regulations to comply with EPA Lead and Copper Rule Revision and state safe drinking water regulations require additional costly sampling and analytical support.

To meet the ongoing Operational and Maintenance needs of the Water Distribution and newly constructed Water Treatment System an adjustment in the rate will be necessary. As a result, the SRWD Board of Commissioners hosted a Public Hearing on May 9, 2024, to receive public testimony regarding the proposed rate increase. Prior the the rate hearing a public service announcement went out with the April bills alerting customers to the proposed increase. If approved by the Board the monthly rate increase would take effect beginning June 2024. If adopted, customers can expect to see an increase beginning with the May-June meter reading cycle and the June monthly base facility charge for the statements mailed at the end of June 2024.

The majority of our customers use between 1,000 and 5,000 gallons per month. The impact of the increase for domestic customers utilizing 1,000 gallons per month is \$0.75 and for customers utilizing 5,000 gallons per month is \$2.75. The calculation process for water rates for customers outside the district will remain at 150% of the inside district rate.

By: Adam Denlinger
 Adam Denlinger, General Manager

PROPOSED RATE INCREASE

Current Rate		PROPOSAL 1					PROPOSAL 2			
		BASE	WATER per 1,000 gallons				BASE	WATER per 1,000 gallons		
		\$0.50	\$ 0.25				\$0.25	\$ 0.50		
	Use Rate	Total Bill	Use Rate	Total Bill	\$ Incr	% Incr.	Use Rate	Total Bill	\$ Incr	% Incr.
Base	\$0.00	\$49.50		\$50.00	\$0.50	1.01%	0.25	\$49.75	\$0.25	0.51%
1,000	\$6.25	\$55.75	\$6.50	\$56.50	\$0.75	1.35%	\$6.75	\$56.50	\$0.75	1.35%
2,000	\$8.75	\$64.50	\$9.00	\$65.50	\$1.00	1.55%	\$9.25	\$65.75	\$1.25	1.94%
3,000		\$73.25		\$74.50	\$1.25	1.71%		\$75.00	\$1.75	2.39%
4,000		\$82.00		\$83.50	\$1.50	1.83%		\$84.25	\$2.25	2.74%
5,000	\$11.50	\$93.50	\$11.75	\$95.25	\$1.75	1.87%	\$12.00	\$96.25	\$2.75	2.94%
6,000		\$105.00		\$107.00	\$2.00	1.90%		\$108.25	\$3.25	3.10%
7,000		\$116.50		\$118.75	\$2.25	1.93%		\$120.25	\$3.75	3.22%
8,000	\$14.25	\$130.75	\$14.50	\$133.25	\$2.50	1.91%	\$14.75	\$135.00	\$4.25	3.25%
9,000		\$145.00		\$147.75	\$2.75	1.90%		\$149.75	\$4.75	3.28%
10,000		\$159.25		\$162.25	\$3.00	1.88%		\$164.50	\$5.25	3.30%
11,000		\$173.50		\$176.75	\$3.25	1.87%		\$179.25	\$5.75	3.31%
12,000		\$187.75		\$191.25	\$3.50	1.86%		\$194.00	\$6.25	3.33%
13,000		\$202.00		\$205.75	\$3.75	1.86%		\$208.75	\$6.75	3.34%
14,000	\$18.50	\$220.50	\$18.75	\$224.50	\$4.00	1.81%	\$19.00	\$227.75	\$7.25	3.29%
15,000		\$239.00		\$243.25	\$4.25	1.78%		\$246.75	\$7.75	3.24%
16,000		\$257.50		\$262.00	\$4.50	1.75%		\$265.75	\$8.25	3.20%
17,000		\$276.00		\$280.75	\$4.75	1.72%		\$284.75	\$8.75	3.17%
18,000	\$25.25	\$301.25	\$25.50	\$306.25	\$5.00	1.66%	\$25.75	\$310.50	\$9.25	3.07%
19,000		\$326.50		\$331.75	\$5.25	1.61%		\$336.25	\$9.75	2.99%
20,000		\$351.75		\$357.25	\$5.50	1.56%		\$362.00	\$10.25	2.91%
21,000	\$29.00	\$380.75	\$29.25	\$386.50	\$5.75	1.51%	\$29.50	\$391.50	\$10.75	2.82%
22,000		\$409.75		\$415.75	\$6.00	1.46%		\$421.00	\$11.25	2.75%
23,000		\$438.75		\$445.00	\$6.25	1.42%		\$450.50	\$11.75	2.68%
24,000		\$467.75		\$474.25	\$6.50	1.39%		\$480.00	\$12.25	2.62%
25,000		\$496.75		\$503.50	\$6.75	1.36%		\$509.50	\$12.75	2.57%
30,000		\$641.75		\$649.75	\$8.00	1.25%		\$657.00	\$15.25	2.38%
						1.66%				2.80%
Domestic Added Income				\$37,727				\$52,000		
Commercial Inside & Outside		3.5% Base		\$8,044	.25 Water		3.5% Base	\$10,128	.50 Water	
Domestic Outside				\$349				\$435		
TOTAL:				\$46,121				\$62,563		



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



Seal Rock Water District

Date: April 24, 2024
To: SRWD Customers
RE: Proposed Water Rate Adjustment

Greetings,

While the district works diligently to deliver water to our customers at a reasonable cost, occasional adjustments in rates become necessary. Like everyone, the impact of inflationary costs affects the district significantly and serves as a key driver for this year's rate increase. Factors such as goods and services, personnel expenses, as well as increased state and federal mandates, exert a major influence on the budget. The cost of goods and services has escalated by as much as 35% over the past three years. Moreover, additional state and federal regulations, including compliance with EPA Lead and Copper Rule Revision, PFAS, and state safe drinking water regulations, necessitate additional costly sampling and analytical support.

In order to address the ongoing operational and maintenance needs of the Water Distribution and newly constructed Water Treatment System, an adjustment in the rate is necessary. Consequently, the SRWD Board of Commissioners will review and consider the adoption of an average 3.5% increase in the monthly rate, set to take effect beginning June 2024. Should it be adopted, customers can anticipate the increase commencing with the May-June meter reading cycle and the June monthly base facility charge for statements delivered at the end of June 2024.

The majority of our customers use between 1,000 and 5,000 gallons per month. The impact of the increase for domestic customers utilizing 1,000 gallons per month is \$0.75 and for customers utilizing 5,000 gallons per month is \$2.75. The calculation process for water rates for customers outside the district will remain at 150% of the inside district rate.

In accordance with ORS 264.312, the Seal Rock Water District Board of Commissioners will conduct a Public Hearing on Thursday, May 9, 2024, at 4:00 p.m. or thereafter, to receive public testimony regarding the proposed rate adjustment. Interested customers are encouraged to attend the hearing. A draft proposed rate schedule is available for review upon request before the scheduled hearing. Please visit our website to access the proposed rate adjustment or contact our office.

The public hearing will be conducted via Zoom video conferencing by SRWD. Due to limited capacity for in-person meetings, the public is invited to attend this meeting electronically. Please email tkarlsen@srwd.org to receive registration information for this meeting. SRWD encourages the public to submit written comments or testimony regarding the Proposed Water Rate Adjustment and items included in the agenda via email to tkarlsen@srwd.org by 2:00 p.m. on the day of the meeting to ensure inclusion as public testimony. Alternatively, written comments or testimony may be mailed to the attention of SRWD, Office/Finance Manager, 1037 NW Grebe Street, Seal Rock, OR 97376. All comments received will be shared with the SRWD Board of Commissioners and included in the permanent record.

Respectfully,
SRWD



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



Seal Rock Water District

RESOLUTION NO. 0624-01

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

WHEREAS, Pursuant to ORS 264.312 a rate hearing was held on May 9, 2024, which included rate increases for FY 2024-2025 and;

WHEREAS, proposed future increases require a public hearing pursuant to ORS 264.312 and;

WHEREAS, rate adjustments are approved by the SRWD Board of Commissioners through resolution; NOW, THEREFORE,

BE IT HEREBY RESOLVED, THAT:

The district's water consumption rates charged per thousand gallons for domestic users will increase between .51% and 3.34% per thousand gallons and for Commercial users 3.5% to 4.7%, subject to individual usage. For domestic users, the monthly water base charge will increase at a flat rate of \$.25 per month effective June 1, 2024. The combined rate increase in monthly Base Charge and Water Consumption Rate is an average between 2.8% for domestic users and 6.7% for commercial users and is subject to usage. Rates are to take effect beginning with the May – June meter reading billing cycle for the statements mailed at the end of June 2024. An updated rate sheet is attached to this resolution and is available to the community for review.

APPROVED JUNE 13, 2024

Robert Mills
SRWD Board President

(FY 2024-25 increase proposals attached, and other rate data available)



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



Seal Rock Water District

DATE ACTION REQUESTED: June 13, 2024							
Ordinance		Resolution	X	Motion	X	Information	
Date Prepared: May 17, 2024				Dept.: Administration			
SUBJECT: FY 2024 - 2025 Budget Adoption				Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447			

RECOMMENDED BOARD ACTION:

Consider SRWD Resolution No. 0624-02 authorizing the District to adopt the FY 2024-2025 SRWD Budget, Appropriating Funds, imposing a tax rate, and Categorizing the Taxes.

FINANCIAL IMPACTS:

The FY 2024-2025 approved budget is the District’s financial work plan and reflects a total sum of \$10,123,140.

DISTRICT GOAL:

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

BACKGROUND:

The approved budget of the Seal Rock Water District for the fiscal year 2024-2025 has been prepared pursuant to Oregon Local Budget Law and meets or exceeds guidance provided in the Oregon Department of Revenues Local Budget Manual. The FY 2024-2025 budget includes projected loan and grant revenues for capital projects.

On April 18, 2024, the District’s Citizen Member Budget Committee assembled to review and approve the budget for adoption by the District’s Board of Commissioners. On May 9, 2024, a public hearing was held during the Board of Commissioners’ regular May monthly meeting to collect public testimony regarding the FY 2024-2025 Budget.

With approval from the Budget Committee and the Budget Officer, Staff is presenting for the consideration of the Board of Commissioners a balanced FY 2024-2025 SRWD Budget. Adopting Resolution No. 0624-02 will certify the budget and will allow staff to make the final budget available at the District office and on the District’s website for the public.

By: *A. Denlinger*
 Adam Denlinger, General Manager

**SEAL ROCK WATER DISTRICT BUDGET RESOLUTIONS
FISCAL YEAR 2024-25**

RESOLUTION NO. 0624-02

RESOLUTION ADOPTING THE FY 2024-25 BUDGET

BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF SEAL ROCK WATER DISTRICT HEREBY ADOPTS THE BUDGET FOR FISCAL YEAR 2024-25 IN THE TOTAL AMOUNT OF \$10,123,140. THIS BUDGET IS NOW ON FILE AT THE DISTRICT OFFICE AT 1037 NW GREBE STREET, SEAL ROCK, OREGON.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED THAT THE AMOUNTS SHOWN BELOW ARE HEREBY APPROPRIATED FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, FOR THE FOLLOWING PURPOSES:

1)	<u>GENERAL FUND:</u>		
	PERSONNEL & SERVICES	\$1,580,000	
	MATERIALS AND SERVICES	\$1,300,050	
	CAPITAL OUTLAY	\$ 47,500	
	TRANSFER TO OTHER FUNDS	\$568,050	
	GENERAL OPERATING CONTINGENCIES	\$100,000	
	TOTAL GENERAL FUND APPROPRIATIONS		\$3,595,600
2)	<u>DEBT SERVICE FUND:</u>		
	DEBT SERVICE	\$1,105,580	
	TOTAL DEBT SERVICE FUND APPROPRIATIONS:		\$1,105,580
3)	<u>REVENUE BOND FUND:</u>		
	DEBT SERVICE	\$383,500	
	TOTAL REVENUE BOND FUND APPROPRIATIONS		\$383,500
4)	<u>CAPITAL PROJECT FUND:</u>		
	CAPITAL OUTLAY	\$2,870,100	
	TOTAL CAPITAL PROJECT FUND APPROPRIATIONS		\$2,870,100
5)	<u>RURAL DEVELOPMENT REQUIREMENT RESERVE FUND:</u>		
	CAPITAL OUTLAY	\$120,670	
	TOTAL R.D. REQUIREMENT RESERVE FUND APPROPRIATIONS		\$120,670
6)	<u>SYSTEM DEVELOPMENT CHARGES FUND:</u>		
	CAPITAL OUTLAY	\$636,100	
	TOTAL SYSTEM DEVELOPMENT CHARGES FUND APPROPRIATIONS		\$636,100
7)	<u>SLARA/DEPRECIATION RESERVE FUND:</u>		
	CAPITAL OUTLAY	\$422,070	
	TOTAL SLARA/DEPRECIATION RESERVE FUND APPROPRIATIONS		\$422,070

**SEAL ROCK WATER DISTRICT BUDGET RESOLUTIONS
FISCAL YEAR 2024-25**

8)	<u>WATER SOURCE IMPROVEMENT RESERVE FUND:</u>	
	CAPITAL OUTLAY	\$320,000
	TOTAL WATER SOURCE IMP. RSRV. FUND APPROPRIATIONS	\$320,000
	TOTAL APPROPRIATIONS – ALL FUNDS	\$9,453,620
	TOTAL UNAPPROPRIATED & RESERVE AMOUNTS – ALL FUNDS	\$ 669,520
	TOTAL ADOPTED BUDGET- ALL FUNDS	<u>\$10,123,140</u>

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE SEAL ROCK WATER DISTRICT HEREBY IMPOSES THE FOLLOWING AD VALOREM PROPERTY TAXES WITHIN THE DISTRICT FOR TAX YEAR 2024-25 BEGINNING July 1, 2024:

- 1) AT THE PERMANENT RATE OF \$0.1259 PER \$1,000 OF ASSESSED VALUE FOR THE GENERAL FUND OPERATIONS AND
- 2) IN THE AMOUNT OF \$1,039,100 FOR DEBT SERVICE ON THE GENERAL OBLIGATION BONDS;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED THAT THE TAXES IMPOSED ARE HEREBY CATEGORIZED FOR PURPOSES OF ARTICLE XI SECTION 11b AS:

SUBJECT TO THE GENERAL GOVERNMENT LIMITATION

PERMANENT TAX RATE \$0.1259/\$1,000

EXCLUDED FROM LIMITATION

GENERAL OBLIGATION BOND DEBT SERVICE \$1,039,100

THE ABOVE RESOLUTION STATEMENTS WERE APPROVED AND DECLARED ADOPTED ON THIS 13th DAY OF JUNE 2024.

ROBERT MILLS, PRESIDENT
SRWD BOARD OF COMMISSIONERS

Your Drinking Water Quality Report



1037 NW Grebe Street
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Seal Rock Water District

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

Look Inside for Laboratory Tap Water Results

This report issued May 2024 contains water quality data for the year 2023.
You can have confidence in the quality of your drinking water.
The Seal Rock Water District consistently delivers water that meets or exceeds all federal and state standards.



Are you wondering...

Where your drinking water comes from?
How your drinking water is treated?
About the quality of your drinking water?

The Water You Drink

Seal Rock Water District Water Quality Report

Safe, reliable drinking water is a basic life necessity. Seal Rock Water District (SRWD) understands this and appreciates the opportunity to provide this essential service to the Seal Rock community every day. We believe it is important for our customers to understand where their water comes from, how safe it is, and what actions we take for its continuing quality. In accordance with federal guidelines, this report provides the information you need to know about the water you enjoy.

Is Your Water Safe?

SRWD continually delivers drinking water that meets or exceeds state and federal regulatory limits. The test results are shown on the following pages. Although the District's water supplies are tested for several regulated and unregulated constituents, only those that have been detected in the water are included in this report. The frequency of testing varies per federal and state requirements. Some people may be more vulnerable to constituents in drinking water than the general population. Immune-compromised people, such as those with cancer undergoing chemotherapy, people who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly people, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their healthcare Providers.



The Environmental Protection Agency (EPA)/Center for Disease Control (CDC) has issued guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial constituents. These are available from the EPA's Safe Drinking Water hotline at (800) 426-4791 or at www.epa.gov.

The Oregon Health Authority (OHA) performed a source water assessment in March 2023 to comply with the 1996 Safe Drinking Water Act Amendments. OHA evaluated the district's distribution system and newly constructed Beaver Creek source water and treatment system. Due to the district's high level of response to the maintenance needs of the system, the district received recognition from the OHA as an Outstanding System Performer. Systems earning this designation recognize significant benefits as system evaluation and assessment from the State are less frequent.

The district is now fully operational on the new membrane water treatment system and we are excited to inform the Seal Rock community that achieving full project completion and certification is expected in September 2024. Customers can have the same confidence in the quality of their drinking water using the new system. The district's new system was funded by G.O. Bonds and Grants provided by the State Revolving Loan Fund Program and the US Department of Agricultural (USDA), Rural Utility Assistance Grant Program.

To learn more about the district's new water treatment facility, or to schedule a tour please visit the district's website at www.srwd.org



Providing Quality Water

Clean water is essential to the health and well-being of our community. SRWD places great importance on delivering quality water to every tap every day. No matter what route your water has taken, our goal is to provide safe quality water. SRWD staff is responsible for testing water quality throughout the distribution system to make sure it meets or exceeds regulatory standards and customer expectations, and reporting results to the proper authorities. The Oregon Health Authority Drinking Water Program is responsible for promoting compliance with drinking water standards set by the U.S. Environmental Protection Agency.

The source of drinking water (both tap water and bottled water) includes rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria which may come from septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, which can be naturally- occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.
- Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

SRWD's water system is monitored 24 hours a day, 7 days a week. In addition to monitoring water flows and pressure, our state-of-the-art Supervisory Control and Data Acquisition (SCADA) system monitors several water quality parameters and security alarms. If the system identifies anything out of the ordinary, alarms alert an operator to the possible problem to allow for corrective actions if needed.

The Water Testing Process

The quality and safety of your water is our number one priority. To meet our commitment to quality water every time you turn on your tap, we constantly monitor the water by taking samples. Once these samples are taken, the testing process proceeds as follows:

- Samples are refrigerated and taken to a state lab certified for testing drinking water.
- The lab sends the test results directly to the Oregon Health Authority (OHA) Drinking Water Program.
- This Water Quality Report (including sampling results from the past year) is provided to all our customers once a year.

What Happens If One of The Samples Is Outside of The Acceptable Range?

Each element has different regulations to adhere to if they fall outside of the acceptable range. In the extremely rare occurrence that a parameter falls outside of the range, we will re-sample it. If it still falls out of the range, we will take whatever action is necessary to rectify the situation and follow the proper notification procedures.

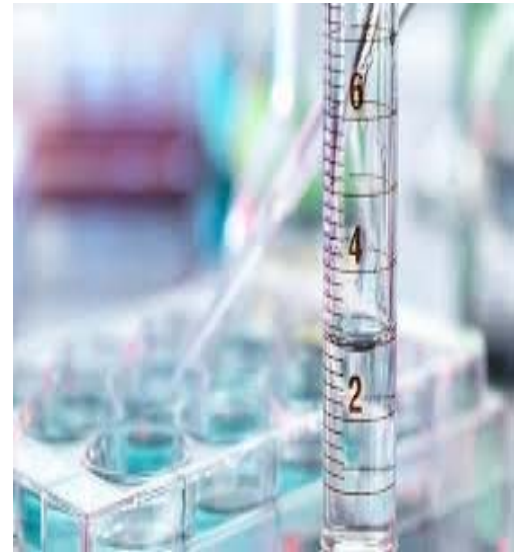
Advanced Technology Enables Water Providers to Look for More Substances than Ever

As technology improves, water providers have detected extremely small levels of substances. An example includes pharmaceuticals and personal care products (PPCPs) in certain water sources. These substances have been found at trace levels that are measured in parts per trillion (ppt). A part per trillion is equivalent to one second in 32,000 years or one cent (\$0.01) in ten billion dollars (\$10,000,000,000).

The fact that a substance is detectable does not mean the substance is harmful to humans. Research regarding the identification of various substances in water is continually improving. Ultimately, as measurement and water treatment technologies continue to improve, we are able to provide our community with expanded information and better water. For more information about PPCPs, including how to properly dispose of them (not flushing them down the drain), visit www.epa.gov/ppcp.

How Does the EPA Set Drinking Water Standards?

The EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protections for public health. The 1996 Amendments to the Safe Drinking Water Act require the EPA to go through several steps to determine whether setting a standard is appropriate for a particular constituent, and if so, what the standard should be. Peer-reviewed science and data support an intensive technological evaluation, which includes many factors: occurrence in the environment; human exposure, and risks of adverse health effects in the general population and sensitive subpopulations.



Water Quality Summary:

SRWD routinely monitors constituents in your drinking water according to Federal and State Regulations. Results are submitted to the Oregon Health Authority Drinking Water Department. The sampling data below can be found in more detail by accessing the State of Oregon Health Authority, Drinking Water Program at WWW.OHA.org.

Microbiological/Organic Contaminants	MCLG	MCL	Your Water	Tested	Violation	Typical Source
Total Coliform	0	1	0	2023	No	Naturally Present
Total Xylene	0	10.0	0.00133	2023	No	Organic Compound
Sodium	0	20.0	22.0	2023	No	Naturally Present

Parameter	Unit Measurement	Measured Level		MCL	Likely Source Standards	Meet Standards
		Site #1	Site #2			
Total Trihalomethanes TTHMs	mg/L	0.0822	0.0519	0.080	By-products of naturally occurring organics and chlorine	No
Total Haloacetic Acids HAA5s	mg/L	0.0455	0.0451	0.060		Yes
Turbidity	NTU	Annual Average: 0.030 Highest Single Value: 0.07		0.30	Soil Erosion	Yes

LEAD AND COPPER TEST RESULTS 2023						
The District is required to test again in 2024						
Parameter	MCL	Goal	Maximum Reported Value	Range	Likely Source	Meets Regs
Copper	90% of homes tested must have copper levels less than 1.3 ppm	0 ppm	100% of the homes tested 0.000 copper levels	None of the 120 homes tested had copper levels above 1.3 ppm	Household Plumbing systems	Yes
Lead	90% of homes tested must have lead levels of less than 15 ppb	0 ppb	2 of the samples tested in the range of 20.1 ppb to 24.4 ppb lead levels	2 of the homes tested had lead levels above 15 ppb	Household Plumbing systems	Yes

The district had four samples out of 120 lead and copper samples in 2023 that tested above the MCL. These are the customers' water lines from the meter to their house, not from the water district lines. It's important to note that the district's lines do not contain any lead. Affected property owners received prompt notification of the results.

For a period of approximately 45 days in 2023 SRWD received treated water from the City of Newport. Newport treats their water similar to the way SRWD treats the water provided to our customers. If you would like to learn more about the City of Newport water treatment process, please visit the City of Newport website at WWW.Newportoregon.gov for a copy of the 2023 Water Quality Report.

Safeguarding Against Lead and Copper in Drinking Water:

Elevated levels of lead and copper in drinking water can cause serious problems, especially for pregnant women and young children. Materials and components used in service lines and home plumbing are the primary sources of these substances. SRWD is responsible for providing high-quality drinking water but cannot control the variety of materials used in plumbing components.

If water has been exposed to these substances by sitting for several hours, any threat can be minimized by flushing the tap for a minute or two before using the water.

If customers are concerned about lead and copper, they may wish to have their water tested. Information on testing methods and steps to take to minimize exposure is available from the Safe Drinking Water Hotline or at www.epa.gov/safewater/lead.

Seal Rock's water was tested for Asbestos in 2020 and none was detected. We are required to test again in 2029.

Some abbreviations in the above table may not be familiar. Please refer to the following definitions:

- **(MCL) Maximum Contaminant Level** - is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology. MCLs are set at very stringent levels. To understand the possible health effects for many regulated constituents, a person would have to drink 2 liters of water every day at the MCL level for a lifetime to have a one-in-a-million chance of having the described health effect.
- **(MCLG) Maximum Contaminant Level Goal** - the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **(N/A)** – not applicable. **(ND)** - non-detect.
- **(NTU) Nephelometric Turbidity Units** - a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.
- **Turbidity** – indicates how cloudy the water is. Turbidity is measured in NTUs.
- **(ppm) Parts per million** or Milligrams per liter (mg/L) - one part per million corresponds to one minute in two years or a single penny in \$10,000.
- **(ppb) Parts per billion** or Micrograms per liter (µg/L) – one part per billion corresponds to one minute in 2,000 years or a single penny in \$10,000,000.

WATER MANAGEMENT AND CONSERVATION

With the successful completion of the district-wide Smart Meter installation where the Seal Rock Water District's water meters are communicating reads via wireless radio frequencies - just like wireless Internet and cable TV, we are pleased to announce that the My Water Usage Customer Portal is available to our Seal Rock Water District customers. In the Customer Portal, you can view your usage, set up alerts, and be smart with your water usage. Our staff has been calling customers alerting them to high usage that is due to leaks or continuous water flow, but we want our customers to take a proactive part in finding and fixing leaks. Thus, with the Customer Portal, you are in the driver's seat where you can monitor your water usage. Join us in preserving and protecting our environment by monitoring your water usage for unnecessary water use. We invite you to sign up for the Customer Portal so that you can Be in the Know!

My Water Usage Customer Portal: bit.ly/mywaterusage



Frequently Asked Questions

How Can I Check For a Water Leak?

Finding water leaks can save you water, which means saving money on water bills. Please visit the district's website for helpful information on how to check for water leaks, and conservation tips.

What Can I Do to Conserve Water?

Water conservation is the most cost-effective and environmentally sound way to reduce our demand for water. This stretches our supplies further. There are a number of ways to save water, and they all start with you. There are many effective ways to conserve water in and around your home. Look through this list for ways that will work for you. When you save water, you save money on your utility bills too. Saving water is easy for everyone to do:

- When washing dishes by hand, don't let the water run while rinsing. Fill one sink with wash water and the other with rinse water.
- Some refrigerators, air conditioners, and icemakers are cooled with wasted flows of water. Consider upgrading with air-cooled appliances for significant water savings.
- Adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street.
- Run your clothes washer and dishwasher only when they are full. You can save up to 1,000 gallons a month.
- Turn off the water while brushing your teeth and save 25 gallons a month.
- Install covers on pools and spas and check for leaks around your pumps.
- Use the garbage disposal sparingly. Compost vegetable food waste instead and save gallons every time.
- Plant in the fall when conditions are cooler and rainfall is more plentiful.
- Monitor your water bill for unusually high use. Your bill and water meter are tools that can help you discover leaks.
- Water your lawn and garden in the morning or evening when temperatures are cooler to minimize evaporation.
- Know where your master water shut-off valve is located. This could save water and prevent damage to your home.
- Install an instant water heater near your kitchen sink so you don't have to run the water while it heats up.
- Turn off the water while you wash your hair to save up to 150 gallons a month.

Is There an Easier Way to Have My Backflow Assembly Tested?

Do you have a backflow assembly? For your convenience, SRWD has a list of approved state-certified backflow technicians available to complete annual testing of backflow devices within the district.



Property owners are responsible for having their backflow assembly tested annually. Annual testing and certification results must be delivered to the district.

We invite you to contact the district office at **541-563-3529** if you have questions or comments. You can also visit us online at www.srwd.org. Thank you.