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SEAL ROCK WATER DISTRICT
Regular Board Meeting & Budget Hearing
Thursday, June 13, 2019 @ 4:00 pm
1037 NW Grebe Street, Seal Rock 97376

1. Call Regular Meeting to Order:

2. Announcements/Visitor Public Comments:

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

3. Consent Calendar:

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

- | | |
|---------------------------------------|---------------|
| • Invoice List | May/June 2019 |
| • Board Meeting Minutes | May 9, 2019 |
| • Financial Report / Approve Invoices | May/June 2019 |
| • USDA Project Monitoring Report #44 | May 2019 |
| • General Manager's Monthly Report | May/June 2019 |

4. Discussion and Information Items:

- Consider United States Department of Agriculture, Rural Utility Services, Water and Waste Disposal Loan and Grant, Letter of Conditions (LOC).
Presented by: Holly Halligan, USDA-RD Community Programs Specialist
- Consider City of Waldport water system intertie project.
Presented by: Scott Andrey, Waldport Public Works Director

5. Decision Items:

- Consider adopting the SRWD 2019/2020 Budget
Presented by: Adam Denlinger, General Manager
- Consider contribution request to support the Mid-Coast Water Planning Partnership (MCWPP).
Presented by: Adam Denlinger, General Manager | Co-Convener, MCWPP
- Consider a motion to adopt revised records request policy.
Presented by: Adam Denlinger, General Manager

6. Reports, Comments and Correspondence:

- General Manager will be away from the office June 17th through the 21st.
- Schedule Strategic Planning Work Session: Tuesday, 8/27 from 10 am to 2 pm or September 12th?
- US-EPA Safe Drinking Water, 2018 Consumer Confidence Report (CCR) is now available.

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

The SRWD Board will now meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and (e) To conduct deliberations with persons designated by the governing body with regards to real property transactions.

8. Adjournment: Next Meeting: July 11, 2019 @ 4:00 p.m. Regular Board Meeting or establish date.

ORIGINAL

Report Criteria:

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

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-5063						
UMPQUA BANK CARDMEMBER	050219	Alaska Airlines (King flight to LA fo	05/02/2019	325.61	.00	
UMPQUA BANK CARDMEMBER	050219	Deninger parking at state capitol	05/02/2019	4.00	.00	
Total 01-5063:				329.61	.00	
01-5065						
UMPQUA BANK CARDMEMBER	050219	Columbia Gorge Hotel (Deninger	05/02/2019	173.60	.00	
Total 01-5065:				173.60	.00	
01-5271						
CHARTER COMMUNICATIONS	007859705191	Internet (Office)	05/19/2019	84.98	.00	
Total 01-5271:				84.98	.00	
01-5290						
UMPQUA BANK CARDMEMBER	050219	Amazon: Business card holders fo	05/02/2019	87.92	.00	
UMPQUA BANK CARDMEMBER	050219	VistaPrint: My Customer Portal Lo	05/02/2019	10.77	.00	
UMPQUA BANK CARDMEMBER	050219	Amazon: Doorstops for office door	05/02/2019	8.99	.00	
UMPQUA BANK CARDMEMBER	050219	Walmart.com: SD Card for Board	05/02/2019	33.00	.00	
UMPQUA BANK CARDMEMBER	050219	Amazon: Laptop sleeve for office l	05/02/2019	10.99	.00	
Total 01-5290:				151.67	.00	
01-5291						
UMPQUA BANK CARDMEMBER	050219	USPS Priority Mail	05/02/2019	7.35	.00	
UMPQUA BANK CARDMEMBER	050219	USPS Priority Mail	05/02/2019	7.35	.00	
US POSTAL SERVICE - WALDP	052219	Bulk Mailing	05/22/2019	830.48	.00	
Total 01-5291:				845.18	.00	
01-5360						
UMPQUA BANK CARDMEMBER	050219	Flowers for Dave Anderson	05/02/2019	46.87	.00	
UMPQUA BANK CARDMEMBER	050219	Hilltop Cafe Budget Committee M	05/02/2019	147.20	.00	
UMPQUA BANK CARDMEMBER	050219	Admin Professionals Day appreci	05/02/2019	19.00	.00	
UMPQUA BANK CARDMEMBER	050219	Breakroom Supplies	05/02/2019	58.86	.00	
UMPQUA BANK CARDMEMBER	050219	Target.com: Drinking glasses for	05/02/2019	59.98	.00	
UMPQUA BANK CARDMEMBER	050219	Award lunch for staff	05/02/2019	111.48	.00	
Total 01-5360:				444.27	.00	
01-5610						
CENTRAL LINCOLN P U.D	052219	Utility Services	05/22/2019	1,540.27	.00	
Total 01-5610:				1,540.27	.00	
01-5632						
LINCOLN COUNTY PUBLIC WO	5949	Fuel 4/1/19-4/30/19	05/01/2019	823.08	.00	
Total 01-5632:				823.08	.00	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
03-5717 OREGON DEPART OF STATE L	61786	Joint Permit Application Fee for B	05/14/2018	805.00	.00	
Total 03-5717:				805.00	.00	
Grand Totals:				5,297.64 ✓	.00	

Dated: MAY 23, 2019

General Manager: A. [Signature]

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	Amount Paid	Date Paid
03-5714						
GSI WATER SOLUTIONS INC.	0500 005-2	Phase 4 Beaver Creek Year 2 Mo	05/09/2019	3,603.21	.00	
Total 03-5714:				3,603.21	.00	
03-5718						
WESTECH ENGINEERING, INC.	71838	Pre-purchase for Ultrafiltration Sy	04/11/2019	40,000.00	.00	
Total 03-5718:				40,000.00	.00	
Grand Totals:				43,603.21	.00	

Dated: MAY 10, 2019

General Manager: A. [Signature]

Dated: _____

Treasurer: _____

[Handwritten Signature]

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	Amount Paid	Date Paid
01-1310						
TODD NORWOOD	052919	Refund Overpayment	05/29/2019	12.32	.00	
Total 01-1310:				12.32	.00	
01-5310						
TCB SECURITY SERVICES INC.	227440	Answering/Dispatch Services Mon	05/29/2019	40.00	.00	
TCB SECURITY SERVICES INC.	227440	Level One Per Call Price	05/29/2019	6.80	.00	
Total 01-5310:				46.80	.00	
01-5630						
HALCO WELDING, INC	70513	5' 3/8"x8 fb m/s	05/01/2019	27.00	.00	
PUMPTECH INC	0142594-IN	1/2in connector compression tube	04/30/2019	125.28	.00	
PUMPTECH INC	0142594-IN	1/2in elbow compression tube x M	04/30/2019	88.58	.00	
PUMPTECH INC.	0142594-IN	1/2" od x 3/8" id x .063"W tubing	04/30/2019	605.00	.00	
PUMPTECH INC.	0142594-IN	flow switch 3.5 to 600 fpm spdt mf	04/30/2019	558.68	.00	
Total 01-5630:				1,404.52	.00	
Grand Totals:				1,463.44	.00	

Dated: MAY 31, 2019

General Manager: *A. [Signature]*

Dated: _____

Treasurer: _____

[Handwritten Signature]

**SEAL ROCK WATER DISTRICT
MINUTES OF THE Regular Board Meeting and Budget Hearing
May 9, 2019**

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Call Regular Board Meeting: President John Garcia called the regular board meeting to order at 4:00 p.m., Thursday, May 9, 2019.

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

Excused Absences: None

Announcements: None

Public Comments: None

Agenda Calendar: Items on the consent calendar are Invoice Lists for April/May 2019; April 11, 2019 Regular Board Meeting Minutes; April 18, 2019 Budget Committee Meeting Minutes; April/May 2019 Financial Report/Invoices to approve; USDA Project Monitoring Report No. 43; and General Manager's Report. Commissioner Rob Mills motioned to approve the Consent Calendar. Motion was seconded by commissioner Saundra Mies-Grantham. Commissioner John Garcia voted yes except for the April 11, 2019 Board Meeting Minutes, he abstained from voting since he was not present at that meeting. Commissioner Glen Morris voted yes except for the April Budget Committee Meeting minutes, he abstained from voting since he was not present at that meeting. Commissioners Rob Mill, Saundra Mies-Grantham, Karen Otta voted yes. Motion carried by majority vote.

Discussion and Information Items: USDA Letter of Condition (LOC): Sam Goldstein and Holly Halligan, USDA State representatives anticipated to receive the LOC this week but the Federal level that approves loans above the state threshold wants another week to complete their review of the District's loan application. After completion of a thorough review of the loan application by USDA Federal Level, a Letter of Condition will be released which could be next week. Staff is recommending for the Board to authorize the GM, Adam Denlinger to execute the Letter of Condition when it is received, as long as loan condition doesn't change, to move forward with the process for Bond Counsel to draft the interim loan financing documents. Commissioner Rob Mills motioned to authorize Adam Denlinger, GM to execute the LOC when received and no changes on the loan condition, and to move forward with interim loan processing by the Bond Counsel. Commissioner Saundra Mies-Grantham seconded the motion. Motion carried unanimously.

Rate Adjustment for FY 2019-20: Staff is recommending to defer any rate adjustment at a later date due to the uncertainty of what source water rate increases the District would receive from the City of Toledo. It was the consensus of the Board to defer any rate increases at a later date if needed.

Strategic Planning Consultant Services: While the District has been successful in funding major capital improvements using funds provided through USDA-RD, Business Oregon IFA, and FEMA Hazard Mitigation Grant Program, more infrastructure improvements identified in the 2010 Master Plan are needed to ensure system reliability and resiliency. These projects outside of the current primary source water project will require a substantial amount of funding. Dig Deep Services assists municipalities to develop strategic planning for capital improvements and has been successfully serving neighboring municipal agencies, to include City of Newport and City of Waldport. Dig Deep consultants have helped clients find and secure millions of dollars by providing research and technical assistance services specific to government grant-seekers. Staff is recommending to consider entering a consultant services agreement with Dig Deep to

61 provide strategic planning services. Basic membership cost of services is \$20,000 for FY
 62 2019-20, which could be funded from System Development Charges. The District's Basic
 63 Membership allows the District to add additional services at a reduced rate anytime during
 64 the membership period which is July 1, 2019 thru June 30, 2020. These services include rate
 65 study, Master Plan Update, and SDC Methodology Update. Commissioner Karen Otta
 66 motioned to authorize Adam Denlinger, GM to execute a consultant contractual scope of
 67 work/ membership services agreement with Dig Deep for \$20,000 for FY 2019-20. Motion
 68 was seconded by Commissioner Glen Morris. Motion was carried unanimously.

69 **Proposed Corrected**
 70 **Wholesale Rate:** Atty. Jef Hollen met with the City of Toledo Atty. David Robinson to ask him for information
 71 but David Robinson didn't want to commit until he reviews the public records the City has
 72 requested from the District. It was discussed that the rate the District is paying as a wholesale
 73 rate is what the City Council has approved by resolution and any questions from the City
 74 regarding rate negotiation should be directed to Atty. Jeff Hollen.
 75

76 **Public Hearing:** President John Garcia opened the public hearing at 4:45 p.m. per ORS 294.453 and 294.446
 77 to receive public testimony regarding the SRWD proposed FY 2019-20 Budget which reflects
 78 a total sum of \$22,206,858. There was no public testimony received. President John Garcia
 79 closed the public hearing at 4:50 p.m.

80 **Decision Items:**
 81 **Easement Agreement:** Lincoln County Ordinance LCC6.380 affects all of the operations in Special Road Districts
 82 where the water district accesses surfaced roads and road right-of-ways. Paragraph 7
 83 requires permission from the road districts. ORS 758 and 368 provides the District with
 84 authority to construct and maintain water facilities in the public right-of-ways except within
 85 cities. The District legal counsel recommended developing a permanent easement
 86 agreement with all road districts in the SRWD boundary that will allow the District to maintain
 87 facilities without additional permission for repairs of existing utilities and all future permitted
 88 utilities. The easements would refer to the location of the current water lines as existing water
 89 lines. For future new cuts across roads, the District will need to get permission in advance but
 90 not develop another easement. For the Board's consideration is the Replacement and Repair
 91 Easement Agreement with the Makai Road District. Commissioner Glen Morris motioned to
 92 approve the Replacement and Repair Easement Agreement with the Makai Road District and
 93 authorize Adam Denlinger, GM to execute the agreement. Commissioner Karen Otta
 94 seconded the motion. Motion carried 5 – 0.
 95

96 **Mid-Coast Water Conservation**
 97 **Consortium:** At the November 2018 regular meeting the Board of Commissioners authorized the District to
 98 participate in the Mid-Coast Conservation Consortium and to serve as the lead agency for the
 99 consortium. In updating the SRWD Water Management and Conservation Plan (WMCP)
 100 submitted to Oregon Water Resources Department (OWRD), approved by the Oregon Health
 101 Authority, it obligates the District to develop an effective conservation outreach program.
 102 Other municipal water suppliers in the mid-coast region are also under obligation to perform
 103 similar outreach programs. These agencies can perform these obligations independently or
 104 collaborate to develop a regional effort and recognize an economy of scale while developing
 105 a more effective program. ORS 90 authorizes local governments to enter into written
 106 agreements with any other local governments for the performance of any functions and
 107 activities that any of them has the authority to provide, or it can be performed by an
 108 intergovernmental entity created by the agreement. Participants of the Mid-Coast Water
 109 Conservation Consortium Intergovernmental Agreement (IGA) are City of Lincoln City, City of
 110 Newport, City of Waldport, City of Yachats, and Seal Rock Water District. The cost for
 111 developing a framework for water conservation consortium is \$14,000 and each participant
 112 will contribute funds to the Fiscal Agent which is SRWD, to cover the cost for its share of the
 113 \$14,000. GSI Water Solutions, Inc. is the consultant who will develop the initial framework of
 114 the Mid-Coast Water Conservation Consortium. The cost contributions are as follows: City of
 115 Lincoln City \$5,500; City of Newport \$4,300; City of Waldport \$1,200; City of Yachats \$700;
 116 and Seal Rock Water District \$2,300. The District's share of the cost would qualify to be paid
 117 from SDC Reserve Fund. Commissioner Glen Morris motioned to approve the Mid-Coast
 118 Water Conservation Consortium IGA and to approve a scope of work for the development of
 119 the Mid-Coast Water Conservation Consortium and authorize Adam Denlinger, GM to

120 execute the IGA and the scope of work submitted by GSI. Commissioner Sandra Mies-
 121 Grantham seconded the motion. Motion carried unanimously.
 122
 123 **Reports & Comments:** The District office will be closed on Monday, May 27 in observance of Memorial Day. Adam
 124 Denlinger, GM was invited to provide public testimony at the State Capitol for water projects
 125 funding for the region during the National Drinking Water Week "Protecting the Source" which
 126 was on May 5 through May 11.
 127 **Recessed Regular**
 128 **Meeting:** President John Garcia recessed the regular meeting at 5:00 p.m., to go into executive
 129 session per ORS 192.660(2)(h) – To consult with legal counsel concerning the legal rights
 130 and duties of a public body with regard to current litigation or litigation likely to be filed; and
 131 (e) To conduct deliberations with persons designated by the governing body with regards to
 132 real property transactions.
 133 **Reconvened Regular**
 134 **Meeting:** President John Garcia adjourned the executive session at 6:15 p.m. and reconvened the
 135 regular meeting.
 136 Commissioner Sandra Mies-Grantham motioned to authorize Adam Denlinger, GM to
 137 continue negotiating with the property owners Mr. and Mrs. Tysman to obtain the necessary
 138 easement; to write a letter to the Tysman's explaining the easement agreement in simple
 139 detail of the terms; to hire a land appraiser; and to set up an appointment for him and
 140 Commissioner Karen Otta to meet with the Tysmans. Commissioner Rob Mills seconded the
 141 motion. Motion carried unanimously.
 142
 143 **Adjournment:** Commissioner Rob Mills motioned to adjourn the meeting. President John Garcia adjourned
 144 the meeting at 6:18 p.m.
 145
 146 **Next Board Meeting:** June 13, 2019, at 4:00 p.m. Regular Board Meeting.
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156 **Approved by Secretary** _____ **Date** _____
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Date: 6/4/19

Monthly Statistics		Comments				
Total customers	2578	Includes new connection Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter				
New connections	4					
Reinstalls	0					
Abandonments / Forfeitures / Meter Removed	0					
Financial Report		Checking/MM	LGIP/PFMMA	Fund Balances	Comments	
General	\$298,371.93	\$16,968.88	\$315,340.81			
Bond	\$353,968.37	\$0.00	\$353,968.37			
Capital Projects	\$313,546.34	\$345,151.32	\$658,697.66		\$2,691,821.79 G.O. Bond Proceeds;	
Revenue Bond	\$2,711.02	\$16,097.19	\$18,808.21			
Rural Development Reserve	\$0.00	\$50,562.97	\$50,562.97			
Dist. Office/Shop Reserve	\$2,525.53	\$138,130.29	\$140,655.82			
Depreciation Reserve	\$0.00	\$140,956.70	\$140,956.70			
SDC (formerly SIP)	\$0.00	\$411,463.34	\$411,463.34		\$926,110.50 SDC collections thru 5/31/19	
Water Source Improvement Rsv	\$0.00	\$876,777.74	\$876,777.74			
TOTALS	\$971,123.19	\$1,996,108.43	\$2,967,231.62			
General Fund Review		Current	FYTD	Budgeted Amount	Comments	
Revenue	\$150,506.65	1,820,214.01	\$2,533,700.00			
Expenses	\$112,712.83	1,690,302.92	\$2,533,700.00		Contingency \$100,000; Transfers \$640,000. Total expenses budgeted \$1,893,700.	
Net Gain or (Loss) from Operations	\$37,793.82	\$129,911.09				
Water Sales Revenue Comparison		Month	FYTD	Comments		
Projected Water Sales	\$135,565	\$1,595,799		Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual + In Lieu of Water Sales Less H2O CR	\$144,226	\$1,656,568		Less Billing Adj YTD -\$99.09; Leak Adj YTD \$1,687.66		
Over or (Under)	\$8,660.12	\$60,769.44		TOTAL YTD ADJUSTMENTS \$1,588.57		
Gallage Comparison		Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased	8,006,000	8,002,000	Toledo Charges	\$25,939.45	\$27,206.80	
Gallons Sold (includes accountable loss)	7,265,143	6,879,220	SRWD Sales	\$139,225.58	\$135,487.66	
Variance %	9.25%	14.03%	Ratio: Sales/Cost	5.37	4.98	
Accountable Water Loss (gallons)	725,000		City of Newport Intertie Usage		0	
Approval To Pay Bills		Payroll 5/10/19 \$20,064.05	Payroll 5/24/19 \$19,876.97			
Month of:	May	(after meetings)	June			
	GF A/P	\$5,958.08	GF A/P	\$55,276.27	up to 8/8/19	
	CPF A/P	\$0.00	CPF A/P	\$0.00		
	City of Toledo	\$0.00	City of Toledo	\$0.00		
	Bond Fund	\$0.00	Bond / Rev Bond Fund	\$0.00		
	Depreciation Rsv	\$0.00	Depreciation Rsv	\$0.00		
	AMI Project-Phase 3	\$0.00	AMI Project-Phase 3	\$0.00		
	Master Plan - Phase 3	\$0.00	Master Plan - Phase 3	\$0.00		
	MP - Phase 4 (IFA)	\$43,603.21	MP - Phase 4 (IFA)	\$28,140.11		
	Prelim. MP - Phase 4	\$805.00	Prelim. MP - Phase 4	\$27,907.10		
	SRWD Funded	\$0.00	SRWD Funded	\$1,908.75	Midcoast Water Planning Partnership	
Monthly Accrual Statistics		Beg. Balance	Accrued	Used/Paid	Balance	
	4/30/2019				5/31/2019	
Office Overtime Hours (2-01)	0.00	0.00	0.00	0.00		
Field Overtime Hours (2-02)	0.00	0.00	0.00	0.00		
PTO (3-01)	2005.66	121.86	63.00	2064.52		
Comp Time (9-01 / 9-02)	140.14	10.88	24.50	126.52		



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

Seal Rock Water District

General Manager's Report:
Board Meeting June 13, 2019

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

PHASE-4 SOURCE WATER PROJECT:

District staff continue working with consultants and representatives from USDA-RD to complete the final underwriting steps to qualify the project and complete the certification required to issue the Letter of Conditions funding package provided by USDA-RD.

On April 10th staff published the Notice of Availability (NOA) which began the 14-day public comment period related to the recently issued Biological Opinion (BiOp) from National Marine Fisheries Services (NMFS). No public comments were received by the deadline of April 14th. As such, District staff received authorization from representatives of USDA-RD to issue the Finding of No Significant Impact (FONSI) publication which appeared in the news times on April 26, 2019. USDA has made the FONSI with respect to a request for possible financing assistance to the Seal Rock Water District for the construction of the District's new raw water intake Project located on Beaver Creek.

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

- 100% final design and contract document have been completed by the engineer.
- Contract documents are being reviewed by USDA-RD in preparation for advertisement.
- District staff and representatives with USDA-RD are reviewing final finance information to satisfy USDA underwriting in preparation for receiving the draft Letter of Conditions (LOC).
- On March 26, 2019 the District received a letter provided by USDA-RD notifying the District that the source water project was eligible for financing.
- Staff is also working with representatives from USDA-RD, the District's finance consultant, and Bond Counsel in preparation for Phase-4 interim financing.
- On April 4th, 2019 the District received the USDA-RD Public Notice Announcing the Availability of an Environmental Assessment which was published locally beginning April 10, 2019.
- Final design is also in statutory review by the State of Oregon, Health Authority (OHA) Department.

2018 SRWD WATER QUALITY REPORT (CCR) IS AVAILABLE:

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.

SRWD consistently delivers drinking water that meets or is better than 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. 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.

The Oregon Health Authority (OHA) completed a source water assessment in October 2018 to comply with the 1996 Safe Drinking Water Act Amendments. This assessment identified minor screening issues associated with the District Driftwood reservoir. As a result, all screening was removed and replaced to ensure that water quality was not compromised. 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 benefit as system evaluation and assessment from the State is less frequent.



You can have confidence in the quality of your drinking water. SRWD consistently delivers water that meets or exceeds all federal and state standards. For questions, contact SRWD info@srwd.org, (541) 563-3529, or visit our website at www.srwd.org.

OTHER NOTABLE ACTIVITIES FOR THE MONTH INCLUDE:

- Attended Mid-Coast Integrated Water Resources Coordinating Committee meeting on May 15.
- Reviewed Easement and access agreements related to Phase-4 improvements.
- Attended meetings with property owners affected by the Phase-4 improvements on May 16th.
- Attended SDAO regional Human Resources training on May 22nd.
- Attended meetings to discuss the implementation of the Mid-Cost Water Consortium on May 21st.
- Met with representatives from USDA-RD to discuss Phase-4 funding on May 17th.
- Attended SDAO Budget committee meeting in Salem on May 23rd.
- Provided testimony at the State Capitol in support of funding for regional water improvements on May 9th.
- Coordinated replacement of two PRV's in the Bayshore and Sand piper Communities on May 7th.
- Attended the SDAO Water Committee meeting on May 31st.
- Attended staff level planning meeting for the installation of new PRV's in Bayshore and Sand Piper communities on May 28th.
- Worked with representatives of the Makai Special Road District to complete language for a replacement and repair easement on May 13th.
- Completed the review of the permit application for the Joint (404) Oregon Department of State Lands and the Corps of Engineers on May 15th.
- Attended a meeting with representatives from Sensus to develop a white paper for possible Reach National Conference Presentation on May 14th.
- Completed review and submitted the 200J filter backwash permit application to the Oregon Department of Environmental Quality May 16th.
- Completed the 2018 Consumer Confidence Report (CCR) on May 28th.
- Met with representatives from Dig-deep strategic planning solutions to discuss opportunities for developing a strategic plan for future improvements.
- Provided a Phase-4 project update to representatives from ODF&W on May 7th.
- Completed review of documents for the submittal of the Lincoln County Conditional Use Permit on May 14th.
- Staff worked with engineers and representatives from USDA-RD to complete final submittals to satisfy the Federal Administration regarding phase-4 improvements funding application.
- Attended on site Beaver Creek water quality field data collection meeting with consultants.
- Attended a meeting with OWRD Planning Coordinator to discuss the progress of the MCWPP.
- Met with Makai property owners to discuss easement agreements.
- Reviewed preliminary engineering report for emergency system interconnection with the city of Waldport.
- Coordinated with represented from Sen. Arnie Roblan's office in support of this year's annual Coastal Caucus.



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Seal Rock Water District

DATE ACTION REQUESTED: June 13, 2019							
Ordinance	Resolution	X	Motion	Information			
Date Prepared: May 14, 2019				Dept.: Administration			
SUBJECT: FY 2019 - 2020 Budget Adoption				Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447			

RECOMMENDED BOARD ACTION:

Consider SRWD Resolution No. 0619-01 authorizing the District to adopt the 2019 - 2020 SRWD Annual Budget, Appropriating Funds, Imposing the Tax Rate, and Categorizing Taxes.

FINANCIAL IMPACTS:

The FY 2019 - 2020 proposed budget is the District's financial work plan and reflects a total sum of \$22,206,858.

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 proposed Seal Rock Water District annual budget for FY 2019 - 2020 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 2019 - 2020 proposed budget includes projected loan and grant revenues for capital projects.

On April 18, 2019 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, 2019 a public hearing was held at the District Board of Commissioners regular monthly meeting regarding the FY 2019 - 2020 proposed budget. No public comment was received during the public hearing.

With approval from the Budget Committee, staff is presenting for the consideration of the Board of Commissioners a balanced FY 2019 - 2020 SRWD Budget. Adopting Resolution No. 0619-01 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.

Submitted By: *A. Denlinger*

Adam Denlinger, General Manager

SEAL ROCK WATER DISTRICT BUDGET RESOLUTIONS
FISCAL YEAR 2018-19 BUDGET

RESOLUTION NO. 0619-01

RESOLUTION ADOPTING THE FY 2019-20 BUDGET

BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF SEAL ROCK WATER DISTRICT HEREBY ADOPTS THE BUDGET FOR FISCAL YEAR 2018-19 IN THE TOTAL AMOUNT OF \$22,206,858. 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, 2019, FOR THE FOLLOWING PURPOSES:

1)	<u>GENERAL FUND:</u>		
	PERSONNEL & SERVICES	\$923,200	
	MATERIALS AND SERVICES	\$923,430	
	CAPITAL OUTLAY	\$ 84,000	
	TRANSFER TO OTHER FUNDS	\$448,570	
	GENERAL OPERATING CONTINGENCIES	\$100,000	
	TOTAL GENERAL FUND APPROPRIATIONS		\$2,479,200
2)	<u>DEBT SERVICE FUND:</u>		
	DEBT SERVICE	\$777,400	
	TOTAL DEBT SERVICE FUND APPROPRIATIONS:		\$777,400
3)	<u>REVENUE BOND FUND:</u>		
	DEBT SERVICE	\$147,160	
	TOTAL REVENUE BOND FUND APPROPRIATIONS		\$147,160
4)	<u>CAPITAL PROJECT FUND:</u>		
	CAPITAL OUTLAY	\$16,554,000	
	TOTAL CAPITAL PROJECT FUND APPROPRIATIONS		\$16,554,000
5)	<u>RURAL DEVELOPMENT REQUIREMENT RESERVE FUND:</u>		
	CAPITAL OUTLAY	\$61,710	
	TOTAL R.D. REQUIREMENT RESERVE FUND APPROPRIATIONS		\$61,710
6)	<u>SYSTEM DEVELOPMENT CHARGES FUND:</u>		
	CAPITAL OUTLAY	\$450,528	
	TOTAL SYSTEM DEVELOPMENT CHARGES FUND APPROPRIATIONS		\$450,528
7)	<u>SLARRA/DEPRECIATION RESERVE FUND:</u>		
	CAPITAL OUTLAY	\$342,500	
	TOTAL SLARRA/DEPRECIATION RESERVE FUND APPROPRIATIONS		\$342,500

SEAL ROCK WATER DISTRICT BUDGET RESOLUTIONS
FISCAL YEAR 2018-19 BUDGET

8)	<u>WATER SOURCE IMPROVEMENT RESERVE FUND:</u>		
	CAPITAL OUTLAY	\$878,000	
	TOTAL WATER SOURCE IMP. RSRV. FUND APPROPRIATIONS		\$878,000
9)	<u>SRWD LAND & BUILDING RESERVE FUND:</u>		
	CAPITAL OUTLAY	\$142,500	
	TOTAL SRWD LAND & BUILDING RESERVE FUND APPROPRIATIONS		\$142,500
	TOTAL APPROPRIATIONS – ALL FUNDS	\$21,832,998	
	TOTAL UNAPPROPRIATED & RESERVE AMOUNTS – ALL FUNDS	\$373,860	
	TOTAL ADOPTED BUDGET- ALL FUNDS	<u>\$22,206,858</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 2019-20 BEGINNING July 1, 2019:

- 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 \$773,700 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 \$773,700

THE ABOVE RESOLUTION STATEMENTS WERE APPROVED AND DECLARED ADOPTED ON THIS 13TH DAY OF JUNE 2019.

JOHN GARCIA, PRESIDENT
SRWD BOARD OF COMMISSIONERS



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

Seal Rock Water District

DATE ACTION REQUESTED: June 13, 2019						
Ordinance	Resolution	Motion	X	Information		
Date Prepared: May 15, 2019			Dept.: Administration			
SUBJECT: Mid-Coast Water Planning Partnership Request			Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447			

RECOMMENDED BOARD ACTION:

Consider a motion to approve a request for contribution to the Mid-Coast Water Planning Partnership (MCWPP).

FINANCIAL IMPACTS:

Consideration for providing funding for this planning project qualifies for funding from System Development Charges (SDC's) account. Specifically, this regional planning work will assist the District in addressing growth-related capital improvements, which is precisely what SDCs are intended to provide. Commitment is calculated by the number of connections at a cost of \$4.60 per connection. With 2574 service connections, the district's contribution total is \$11,840.

BACKGROUND:

Comprehensive, publicly-vetted water planning is necessary to respond to the challenges of climate, infrastructure, conservation, and development in the Central Oregon Coast Region. The MCWPP is working to understand and balance both instream and out-of-stream water needs for communities, environments, and economies. Rooted in Oregon's Integrated Water Resources Strategy, the Place-Based Planning approach provides a space for communities to work collaboratively with agency partners to understand and articulate their water resources challenges and needs, as well as identify and implement potential solutions to those needs. These efforts bring water issues and solutions together ahead of conflict and litigation, providing a tangible value to Oregon's communities as well as the resource.

At this critical juncture in the planning process, partner contributions will provide certainty as to a base level of resources available for the completion, implementation, and evaluation of a regional water plan that has already engaged over 300 coastal residents and earned commitments from over 75 signed Partners representing diverse stakeholder groups.

Raising the remaining \$100,000 of the estimated \$750,000 funding goal is critical to sustain the Partnership and successfully build an Integrated Water Resources Plan (IWRP) for our region. Without these funds, the MCWPP will cease to exist and our communities will be forced to fight these challenging issues alone. However, with a strong show of local support, the partnership can DOUBLE the local investment with matches from public and private philanthropic funding agencies.

Submitted By: *A. Denlinger*

Adam Denlinger, General Manager

RECEIVED
MAY 23 2019



BY:

Dean. H. Sawyer
Mayor
CITY OF NEWPORT
169 S.W. Coast Hwy.
Newport, OR 97365
d.sawyer@newportoregon.gov

May 17, 2019

John Garcia, President, Board of Commissioners
Adam Denlinger, General Manager
Seal Rock Water District
1037 NW Grebe Street
Seal Rock, OR 97376

Dear Mr. Garcia and Mr. Denlinger:

As a member of the Mid-Coast Water Planning Partnership (MCWPP), you are acutely aware of the impending water supply shortage facing our region. Finding an innovative, outside-the-box solution to best meet current and future water needs is vital to the economy, environment, health and safety of our communities. Therefore, it is of grave concern that after two years of successful dialogue and problem-solving activities, the MCWPP is at risk of extinction!

The initial resources, largely provided by co-convenor efforts, funded the first stage of the water planning collaborative. But now, these funds are nearly depleted – just as the Partnership is poised to test the resident-driven, water resiliency solutions. To pursue the government assistance and technical expertise necessary to investigate these concepts, the MCWPP needs financial support from each of its member organizations. To date, the majority of investment was sourced from a small percentage of the group’s stakeholders. For the Partnership to survive, this imbalance needs to change.

Amount	Contribution Percentage	Funder
\$160,000	25%	Co-convenor: City of Newport, OR
\$150,000	23%	Co-convenor: Oregon Water Resources Department (OWRD)
\$328,500	50%	Secured: Public and Private Agency Grants
\$10,000	2%	Other Partnership Organizations
\$648,500	100%	Total Funding to Date

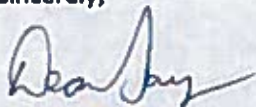
The City of Newport has been the fiscal agent and a major financial contributor to the Partnership since its creation as one of the first four Place Based Planning Pilot Projects in the State of Oregon. We are requesting that you include funding in your 2019/2020 Fiscal Year Budget to wrap-up this very inclusive county-wide effort. Our suggested amount to contribute is \$4.60 per water connection within your water system, to support this collaborative effort. The requested support is as follows:

Water System	Water Connections	Amount
Depoe Bay	1084	\$ 4,986
Kernville-Gleneden Beach- Lincoln Beach	2378	\$ 10,939
Lincoln City Water District	6184	\$ 28,446
Seal Rock	2574	\$ 11,840
Siletz	480	\$ 2,208
Southwest Lincoln County	1258	\$ 5,787
Toledo	1369	\$ 6,297
Waldport	1318	\$ 6,063
Yachats	853	\$ 3,924
Lincoln County	N/A	\$ 20,000
Total		\$100,490

Raising the remaining \$100,000 of the estimated \$750,000 funding goal is critical to sustain the Partnership and successfully build an Integrated Water Resources Plan (IWRP) for our region. Without these funds, the MCWPP will cease to exist and our communities will be forced to fight this challenging issue alone. However, with a strong show of local support, we can **DOUBLE** the local investment with matches from public and private philanthropic funding agencies.

Let's keep the Mid-Coast's collaborative, water-resiliency efforts moving forward. Contribute financially to the Partnership and ensure a secure water future for our region. Please go to www.midcoastwaterpartners.com for more information.

Sincerely,



Dean Sawyer
Mayor
City of Newport, OR



Spencer Nebel
City Manager
City of Newport, OR
MCWPP Co-Convener



Tim Gross, PE
Director of Public Works & City Engineer
City of Newport, OR



Mid-Coast Water Planning Partnership



The Mid-Coast Water Planning Partnership will examine water supply and demand needs in Oregon's Mid-Coast region. Our regional water suppliers include small cities, unincorporated community water districts, tribal communities, and commercial industry near the Pacific Ocean. Our area is home to a vibrant fishing, tourist, and forest products economy, and an ecosystem that supports diverse populations of fish, wildlife, and birds. *Abundant, clean water resources are needed to support people, the economy and the environment.* You are invited to join the Partnership and be a part of this important conversation.

Our water challenges

The need for reliable, quality water supplies is critical. The Mid-Coast Region has unique water challenges that, if left unaddressed, will intensify over time:

- Over the last few years some water suppliers have struggled to meet existing demands. Moreover, a 2008 study found that, given current supplies and infrastructure, several water suppliers could be unable to meet demand by as soon as 2020.
- Low summer stream flow and limited water storage create pressures to meet the needs of communities for drinking water while maintaining stream flows critical for fish, recreation and industry.
- Many of our communities and their water systems are vulnerable to the impacts of drought, earthquakes and tsunamis and are not prepared to respond in the event of a natural catastrophe.



Mid-Coast Region

Defining our water future

These challenges require a coordinated approach since no one entity can address them alone. In June 2016 the City of Newport received a grant from the Oregon Water Resources Department (OWRD) to convene a collaborative, integrated water planning effort. This presents a timely opportunity to be proactive about understanding and meeting our current and future water needs.

Over the next three years, the Partnership may explore strategies to:

- Replace aging infrastructure, improve conservation, enhance regional water supply options, and more effectively share water between different uses and users.
- Relieve late season pressure on rivers, streams and tributaries while meeting the water needs for coastal communities and industries.
- Create redundancies in our system so we are more resilient to drought, storms and other natural vulnerabilities.
- Create a learning and action network for small water providers who are most vulnerable to environmental and regulatory challenges.

Join the conversation - help us define our water future

Visit our website for details:
www.midcoastwaterpartners.com

More information about the Mid-Coast Water Planning Partnership

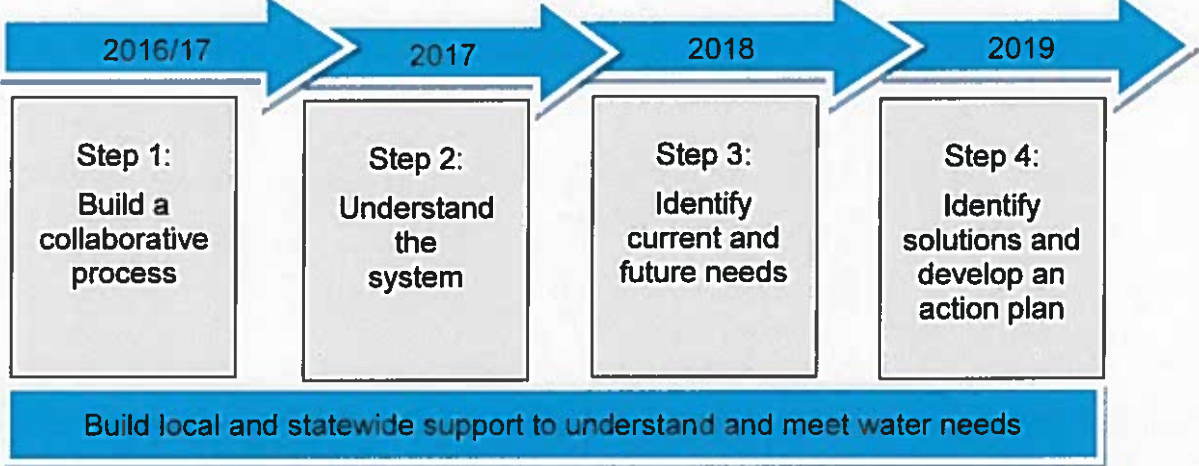
A new approach

The Mid-Coast Region is one of four areas that is piloting a new approach to water planning with the Oregon Water Resources Department. This approach, which was recommended in Oregon's [Integrated Water Resources Strategy](#), encourages integrated planning at larger scales and gives communities a greater voice in determining their water future. During the pilot phase local groups will partner with state agencies to test a set of [draft planning guidelines](#), identify best practices, and improve the process. In addition to providing a road map for the Mid-Coast, our local plan will inform future updates to Oregon's statewide strategy. This is our opportunity to chart a new path forward for our community and the state.

The benefits of Partnership

- Develop a common understanding of our water issues through discussion, sharing of knowledge, and examination of best practices.
- Coordinate current and future information gathering and data collection efforts
- Develop a shared vision for our water future
- Build cooperative relationships and foster networking among diverse water interests
- Create a forum to explore innovative, out-of-the box solution to collective problems
- Coordinate and leverage local and statewide resources to achieve the best results for our region

Planning Process and Schedule



Mid-Coast Water Planning Partnership Co-Conveners	
Timothy Gross City of Newport Public Works Director / City Engineer t.gross@newportoregon.gov 541-674-3369	Adam Denlinger Seal Rock Water District General Manager adenlinger@srwd.org 541-563-3529
Alan Fujishin Gibson Farms Co-Owner alan.gibsonfarms@gmail.com 541-270-6210	Harmony Burrigh Oregon Water Resources Dept. Planning Coordinator harmony.s.burrigh@wrdd.state.or.us 503-986-0913



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

Seal Rock Water District

DATE ACTION REQUESTED: June 13, 2019						
Ordinance		Resolution		Motion	X	Information
Date Prepared: May 15, 2019				Dept.: Administration		
SUBJECT: Revised Public Records Request Policy				Contact Person for this Item: Adam Denlinger, General Manager adenlinger@srwd.org. 541-563-4447		

RECOMMENDED BOARD ACTION:

Consider a motion to adopt revised public records request policy for SRWD under ORS 192.410-192.505.

FINANCIAL IMPACTS:

Fee scheduled is provided with the revised policy.

BACKGROUND:

The District's existing Public Records Request policy adopted by the Board in 2000 does not meet newly revised State of Oregon Public Records Law guidance provided under ORS 192.410-192.505. While the District does not routinely receive public records requests, it's important that the District maintains compliance with state statute.

Additionally, included in this year's Best Practices Assessment provided by Special District Association of Oregon (SDAO), updating this policy also provides a discount to the District's overall insurance premiums.

Submitted By: *A. Denlinger*

Adam Denlinger, General Manager

Seal Rock Water District Public Records Request Policy

Compliance

The SRWD shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

- **Specificity of Request:** In order to facilitate the public's access to records in the district's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
- **Access:** The district shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the District Manager may reasonably designate from time to time.

Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).

When a request is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. The district will then have an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

Fees for Public Records

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed. In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

- **Copies of Public Records; Certified Copies:** Copies of public records shall be .20 cents per copy for standard, letter size copies. Copies shall be certified for an additional charge of .25.
- **Copies of Sound Recordings:** Copies of sound recordings of meetings shall be \$20.00 per copy.
- **Copies of Maps and Other Nonstandard Documents:** Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.

- **Research Fees:** If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$24.00 hour and additional charges shall be in ¼ hour increments. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Manager may so authorize. ORS 192.440(4).
- If the decision is made to provide copies of public records at no charge, it should be generally understood that the district does not waive its rights to charge for future public records request from the same requester.

Authorization Required for Removal of Original Records

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Commissioners or Manager of the District.

On-Site Review of Original Records

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District.

APPROVED AND DECLARED ADOPTED BY THE SRWD BOARD OF COMMISSONERS ON THIS 13th DAY OF JUNE 2019.

JOHN GARCIA, PRESIDENT
SRWD BOARD OF COMMISSIONERS



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

Seal Rock Water District

REQUEST FOR RECORDS UNDER OREGON PUBLIC RECORDS LAW

Name of Requester:
Address:
Phone/fax/email:
Records Requested:
Services Requested: <input type="checkbox"/> View Original Records <input type="checkbox"/> Regular Copies <input type="checkbox"/> Certified Copies

Estimated Costs	Amount	Cost	Total
Labor (per 1/4 Hour)		\$6.00	\$
Regular Copies*		\$0.20	\$
Certified Copies*		\$0.25	\$
Mailing		\$2.00	\$
<i>*includes labor for readily available records</i>		Grand Total:	
Deposit Requested:			
Anticipated Completion Date:			

I understand that the actual costs may be more or less than estimated, and that I am responsible for paying all costs incurred.	
Deposit Paid:	
Signature:	Date:

Actual Costs	Amount	Cost	Total
Labor (per 1/4 Hour)		\$6.00	\$
Regular Copies*		\$0.20	\$
Certified Copies*		\$0.25	\$
Mailing		\$2.00	\$
<i>*includes labor for readily available records</i>		Grand Total:	
Deposit Paid:			
Total due from or owed to requester:			
Completion Date:			

C3

SEAL ROCK WATER DISTRICT
Policies & Procedures Manual

Policy/Procedure: **Provision of Information under Public Records Law**
Date Adopted: June 8, 2000

1. SRWD follows Oregon Public Records Law (ORS192.410 and 192.420) when providing requested information to the public.
2. SRWD takes reasonable steps necessary for protection of records and to prevent interference with the regular discharge of duties of the custodian. A reasonable time is taken to respond to records requests. Reasonable limits may be made on examination, inspection, and copying.
3. When extensive staff time is required for summarizing, compiling, or tailoring records, or for locating records that are not readily available, the Board of Commissioners, at the next regular meeting for which the agenda has not been set, approves the completion date recommended by the staff to ensure that the regular duties of the staff will not be adversely affected.
4. Per ORS 192.440(3), SRWD charges fees to reimburse the District for actual costs incurred. These costs include: time spent in locating records, reviewing records to delete exempt material, supervising a person's inspection of records, summarizing, compiling, or tailoring records, and copying, certifying, and sending records.
5. All requests for information that may incur cost to the District are made in writing. See attached request form for current fees. Copying charges include the time it takes to locate readily available records. The requester may request a waiver or fee reduction per ORS 192.440(4&5). If substantial labor is involved, a deposit of at least 75% of the estimated costs of providing the information is required. The information is not released until actual costs are paid in full.

June 8, 2000
Date

Mary Sue Pugh
Secretary

Your Drinking Water Quality Report



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

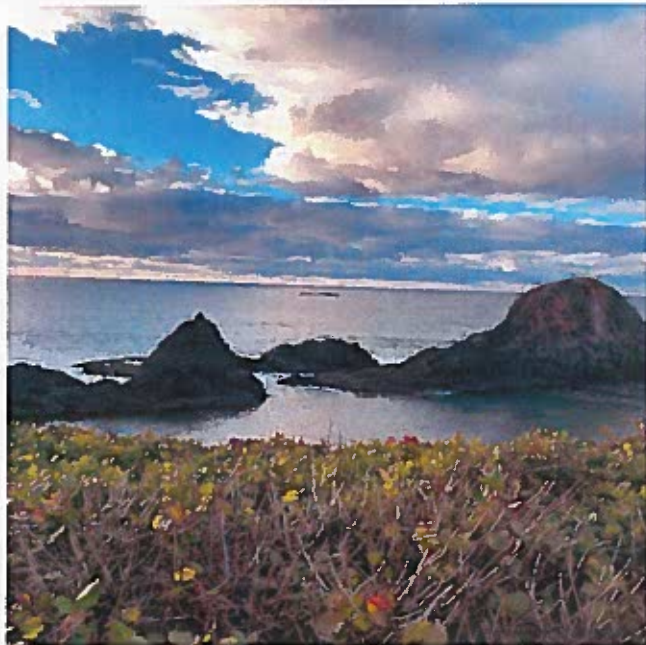


Seal Rock Water District

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

Look Inside For Laboratory Tap Water Results

Issued June 2019, contains water quality data for the year 2018. 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?

SRWD Changes Distribution Method of Water Quality Report

Starting in 2013, SRWD began notifying customers in their water bill that the water quality report is available Online for viewing instead of mailing the entire report to everyone in the District. Those with Internet access will be able to view or download the entire report at their convenience. We will also be happy to mail the report to those who request a copy. Please visit the District's [website](http://www.srwd.org) to view this and other important information.

Our Mission:

"With a goal to become a leader in the source water and distribution industry, SRWD will strive to become the supplier of choice for high quality reasonably priced water to meet the growing needs of the Central Oregon Coast"

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 consistently delivers drinking water that meets or is better than 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. 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 health care 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) completed a source water assessment in October 2018 to comply with the 1996 Safe Drinking Water Act Amendments. This assessment identified minor screening issues associated with the District Driftwood reservoir. As a result all screening was removed and replaced to insure that water quality was not compromised. 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 benefit as system evaluation and assessment from the State is less frequent.

You can have confidence in the quality of your drinking water. SRWD consistently delivers water that meets or exceeds all federal and state standards. For questions, contact SRWD info@srwd.org, (541) 563-3529, or visit our Web site at www.srwd.org.



About SRWD

Seal Rock Water District is the largest water district on the Oregon Coast located in Lincoln County, between Newport and Waldport. The current boundaries of the District were formed in 1956 by the merger of two separate contiguous water districts.

We are governed by a five-member Board of Commissioners elected to four-year terms by District voters. The Board of Commissioners, with help from our staff, set our policies and procedures. We invite the public to attend SRWD's Board of Commissioners meetings, held on the second Thursday of each month at 4 p.m. at the SRWD office. For more information about the meetings, visit www.srwd.org or call (541) 563-3529.

What We Do

We don't often pause to consider the incredible value of a safe, reliable water supply — and the water system that delivers it — in our everyday lives. But have you ever stopped to consider the beneficial uses of tap water outside of your home? You may not realize it, but as your community water provider, SRWD is responsible for much more than making sure quality water comes out of your tap. For example, we deliver...

...public health protection

In a world where an estimated 3 million people die every year from preventable waterborne disease, our water system allows us to drink from any public tap in the District with a high assurance of safety. SRWD water supplies meet rigorous federal and state health protective standards.

...fire protection

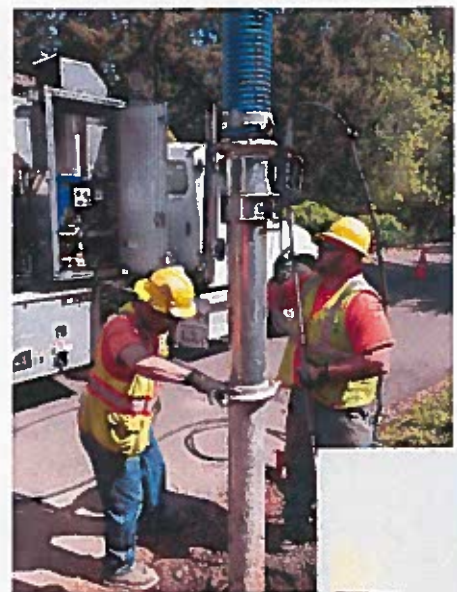
A well-maintained water system is critical in protecting our community from the threat of fire. A system that provides reliable water can be the difference between a small fire and an urban inferno. The ability to suppress fires also influences new home construction, business location decisions and insurance rates.

...support for the economy

Communities cannot succeed without a safe and sustainable water supply. Tap water is critical for day-to-day business operations and is often a primary ingredient in the products they create.

...the overall quality of life we enjoy

Any measure of a successful society — low mortality rates, economic diversity, productivity, and public safety — is in some way related to access to safe water. We often take for granted that safe water is always accessible to drink, to wash our clothes, to water our lawns and for a myriad of other purposes.



SRWD Distribution Operators safely maintain over 65-miles of distribution system.



Friendly and courteous SRWD Administration Staff.



SRWD Board and Staff Appreciation Luncheon

SRWD Board of Commissioners

Board President
Mr. John Garcia

Board Secretary
Mrs. Sandra Mies-Grantham

Board Treasurer
Mr. Glen Morris

Commissioner
Mr. Rob Mills

Commissioner
Mrs. Karen Otta

Providing Quality Water

Clean water is essential to the health and wellbeing 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) include 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 from 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 which 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 protection for public health. The 1996 Amendments to 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 and the City of Toledo routinely monitor for constituents in your drinking water according to Federal and State Regulations. Results are submitted to the Oregon Health Authority Drinking Water Department.

Unregulated Volatile Organics (VOC)	Reporting Limit	Mill Creek Results	Siletz River Results	Units
Bromodichloromethane	0.0005	0.00170	0.00174	mg/L
Chlorodibromomethane	0.0005	0.00154	0.00052	mg/L
Chloroform	0.0005	0.00107	0.00261	mg/L

Secondary contaminants do not have health impacts, and therefore, do not have MCL's. Secondary parameters describe non-health related characteristics of drinking water.

Parameter	Unit Measurement	Measured Level		MCL	Likely Source Standards	Meet Standards
		Site #1	Site #2			
Total Trihalomethanes TTHMs	mg/L	0.0254	0.0229	0.080	By-products of naturally occurring organics and chlorine	Yes
Total Haloacetic Acids HAA5s	mg/L	0.00690	0.00731	0.060		Yes
Turbidity	NTU	Annual Average: 0.030 Highest Single Value: 0.12		0.3	Soil Erosion	Yes

LEAD AND COPPER TEST RESULTS 2017 The District is required to test again in July 2020						
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 homes tested had 0.000 copper levels	None of the 20 homes tested had copper levels above 1.3 ppm	Household Plumbing systems	Yes
Lead	90% of homes tested must have lead levels less than 15 ppb	0 ppb	100% of homes tested had 0.000 lead levels	None of the 20 homes tested had lead levels above 15 ppb	Household Plumbing systems	Yes

Seal Rock's water was tested for Asbestos in 2011 and none was detected. We are required to test again in 2020.

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.

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.

WATER MANAGEMENT AND CONSERVATION

Water management consists of prudent oversight by a water supplier to responsibly provide water resources for the benefit of users within its defined service area. Water conservation consists of any appropriate efforts toward a reduction in water losses, waste, or consumption. As water suppliers face growing demands upon their available resources, careful conservation planning is playing an increasingly important role in their management practices. In effect, conserved water increases the available supply without a commensurate increase in cost and effort to obtain that water. To view the District's WMCP please visit our website at www.srwd.org. SRWD routinely evaluates the water distribution system for leaks, as a result last year the district completed improvements in various areas of the system, reducing the amount of unaccounted water. Operators continue monitoring the system in an effort to detect and repair system leaks to increase savings. In November 2015 the District began a \$6 million dollar system improvement project in an effort to build resiliency in the system, reduce water loss further, and improve deficient fire flows. These improvements include the installation of an Automated Meter Integration (AMI) system funded through a grant provided through USDA Rural Development which was completed in the fall 2018.

Effective Water Loss Program

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 now 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 have been calling customers alerting them to high usage that is due to leaks or continuous water flow but we are wanting 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 follow the customer portal link, and you can Be in the Know!



Developing a Reliable Drinking Water Future

SRWD is working with the State and local stakeholders in an effort to develop additional water supply sources. Other water providers in the region are also looking at their options to meet future source water needs. There is enough water for today—but steps need to be taken now to have an adequate supply to meet future demands and provide greater resiliency. Developing a primary water supply for the District supports the region's plans for responsible sustainable growth within the Oregon Coast range. In 2019 the District approved a funding package from the United States Department of Agriculture (USDA), along with partner funding from Business Oregon Infrastructure Finance Authority (IFA) to construct a new source water intake on Beaver Creek which will supply water from a new advanced membrane treatment facility east of the Makai Community. Not only will this effort serve to create sustainability, it will also meet the State resiliency plan. SRWD's portfolio of drinking water supplies already includes the Siletz River watershed and water purchased from the City of Toledo. Through a FEMA mitigation grant the District completed improvements to a new emergency inter-tie with the City of Newport in September 2015. In addition, the District has unused certificated water rights within the District's boundaries. All of these supplies have the ability to continue to provide water for the foreseeable future. Work on this project is scheduled to begin in the summer of 2019.

The SRWD Board also stresses the need to keep customers informed on progress as the District moves forward in developing a more resilient water system. Discover more at www.srwd.org or contact the District at (541) 563.3529, or attend a SRWD Board of Commissioners meeting on the second Thursday of the month at 4:00PM at the District office.

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 farther. 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 ice-makers 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.

Smart Water Technology

Seal Rock Water District received recognition at this year's SDAO Annual Conference in February by receiving a program award for the recent installation of Advanced Metering Integration (AMI). Advanced metering works via wireless technology to send readings to regional collectors that transmit water usage data directly to the District office.



This innovative system replaces monthly manual reads with a wireless system that collects multiple remote reads per day, allowing for better leak detection, increased billing accuracy and improved customer service.

AMI technology is a global leader in utility infrastructure which supports the District's commitment to maintain a high quality of life for our citizens through cost-effective, innovative programs. Advanced metering also supports the District's commitment to preserve and protect the source from where the District receives our water. AMI further enhancing our ability to quickly detect and stop leaks, and provide customers with daily information on water use so that they can improve their efforts to conserve.

AMI installation was a \$1.5 million-dollar project, fully funded through a grant provided by the United States Department of Agriculture (USDA) Rural Development through its Water and Waste Disposal Loan and Grant Program.