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Seal Rock Water District

General Manager's Report:
 Board Meeting May 14, 2020

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

PHASE-4 SOURCE WATER PROJECT:

District staff and engineer along with funding partners from USDA-RD and Business Oregon hosted the Beaver Creek Source Water Improvement Pre-Construction Conference on April 30, 2020. Typically, this would be an in-person opportunity to get to know the contractor and discuss the expectations and responsibilities of the contractor/owner, subject to the conditions of the contract. However, due to limitations placed on us as a result of the Governor's executive order for gatherings of more than 10 persons, we hosted this event by video conference. Conducting this meeting was a significant first step in project startup with approximately 30-participants in attendance. Some project critical success factors include:

- No contamination of river or other permit violations
- Highly important to minimize changes to the project
- High-quality installation to provide decades of service
- Appropriate level of paperwork—regular communication to maintain clarity of work, to avoid delays, and to avoid surprises, but not so much paperwork that it becomes inefficient for all
- Timely communication on submittals, questions
- All contract documents have been executed.
- Notice to Proceed (NTP) was issued to the contractor on April 30, 2020.
- USDA-RD Sub-grant funding request was submitted and is in process at the national level.

COVID-19 DISTRICT RESPONSE:

The district continues to comply with Governor, Kate Brown's Executive Order No. 20-05 restricting hosting events of more than 10-persons in high-risk populations. High-risk populations include older adults and those with underlying health conditions, as well as individuals without stable housing. We continue encouraging customers and staff to follow the CDC recommendations on social distancing by avoiding public spaces and limiting personal contact in the community. The Governor's office later extended the EO into May 2020. Seal Rock Water District will follow Governor Brown's direction and Oregon Health Authority's guidance and for the protection of customers and district employees continues to enforce measures that include:

- All non-essential meetings of 10-persons or more will be held using the district video conference call system.
- To protect staff and the public SRWD will limit attendance to regularly scheduled Board meetings and Budget meetings to 10-persons and open a phone-in (conference line) option for those customers and attendees that wish to participate in the meetings.
- All non-essential travel by district representatives have been canceled.
- SRWD is encouraging district staff and customers to practice social distancing and follow measures provided by the CDC to stop the spread of.
- The District continues to limit access to the office by appointment only effective immediately until further notice.
- Customers are encouraged to pay their bill online at www.XpressBillPay.com or call 1-855-603-9201.
- Use our payment drop box located outside our office at 1037 NW Grebe Street or mail your payment to our PO Box.
- Enroll in the My Water Usage Customer Portal at biy.ly/mywaterusage.
- Temporary immediate suspension of delinquent turn-offs through the May billing cycle. This action will be reevaluated before the June billing cycle.
- Late fees and turn off/on fees have been suspended through May 2020.

Implementing these measures will reduce exposure to COVID-19 for our customers and staff. Like most municipal water suppliers throughout the state, we do not anticipate any disruption in service. We encourage anyone interested in learning more to please visit the CDC website for more information and updates on COVID-19 at www.cdc.gov/COVID19. We look forward to everyone staying healthy and getting back to normal as soon as possible.

OTHER NOTABLE ACTIVITIES FOR THE MONTH INCLUDE:

- Reviewed Easement and access agreements related to Phase-4 improvements.
- Attended the virtual Western Governors Association April 23rd & 24th.
- Attended meetings with bond counsel and USDA-RD representative to discuss interim financing.
- Attended on-site Beaver Creek water quality field data collection with GSI Consultants.
- Worked with general counsel regarding easement agreements.
- Provided input to SDAO Legislative Committee regarding a joint letter to Members of the Joint Special Committee on Coronavirus at the state capitol.
- Met with representative from OWRD to discuss transition of the Mid-Coast Water Planning Partnership.
- Worked with Jacobs and USDA-RD to complete the EJCDC E-500 engineer/owner service agreement.
- Met with representatives from City of Newport to discuss fire flow to the Newport Airport.
- Hosted representatives from OAWU to televise service lateral to the Newport Airport and provide fire flow testing. Field crews participating in this event will receive 6-CEU's.