

**SEAL ROCK WATER DISTRICT**  
**Board of Commissioners**  
**Regular Monthly Board Meeting Agenda**  
**Thursday, April 9, 2026, 4:00 p.m.**  
**Public Meeting In Person and 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](http://www.srwd.org) on the day of the meeting. We invite members of the public to submit written comments regarding agenda items by emailing [tkarsen@srwd.org](mailto:tkarsen@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.

**1. Call Regular Meeting to Order:**

**2. 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.

**3. 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                        | March 2026 to April 2026 |
| • Board Meeting Minutes               | March 12, 2026           |
| • Financial Report / Approve Invoices | March 2026 to April 2026 |
| • General Manager's Monthly Report    | March 2026 to April 2026 |

**4. Discussion and Information Items:**

- Consider Source Water Operational Status.  
Presented by: Adam Denlinger, General Manager

**5. Decision Items:**

- Consider adopting resolution No. 0426-01 a resolution designating the registered agent for Seal Rock Water District.  
Presented by: Adam Denlinger, General Manager  
Renee Card, Finance Manager

**6. Reports, Comments, and Correspondence:**

- GM Performance Review scheduled for June 2025.
- GM will be traveling to the U.S. Capitol to attend the AWWA Water Matters fly-in the week of April 13<sup>th</sup>.
- Budget Committee Meeting April 23, 2026, at 6:00 PM

**7. 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.

**8. Adjournment: Next Meeting: May 14, 2026, at 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  
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**ORIGINAL**

Report Criteria:

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

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount
<b>CEDAR CREEK QUARRIES, INC.</b>				
CEDAR CREEK QUARRIES, INC	0134370-IN	Crushed Rock	02/28/2026	53.58
CEDAR CREEK QUARRIES, INC	0134370-IN	Crushed Rock	02/28/2026	72.18
Total 01-5633 Maint./Repair-Gravel/Brush Cut:				125.76
<b>DAHL DISPOSAL SERVICE, INC</b>				
DAHL DISPOSAL SERVICE, INC	022826	Service (Office)	02/28/2026	75.90
DAHL DISPOSAL SERVICE, INC	022826	Service (Shop)	02/28/2026	75.90
Total 01-5610 Utilities:				151.80
<b>FERGUSON WATERWORKS #3011</b>				
FERGUSON WATERWORKS #30	1364323	12x20x12 roto mtr bx	03/05/2026	786.18
FERGUSON WATERWORKS #30	1364323	12x20 cvr sld h7 20k	03/05/2026	860.58
Total 01-5630 Maintenance/Repair / Replace:				1,646.76
<b>GSI WATER SOLUTIONS INC.</b>				
GSI WATER SOLUTIONS INC	00500.032-1	Year 8 Beaver Creek Streamflow Monitoring 2/1-2/28/2026	03/10/2026	587.50
GSI WATER SOLUTIONS INC	00500.032-1	Year 9 Beaver Creek Water Temperature Monitoring 2/1-2/28/2026	03/10/2026	1,156.67
GSI WATER SOLUTIONS INC	00500.032-1	Project Management - Claim of Beneficial Use for Water Use Permit S-55012 (2/1-2/28/2026)	03/10/2026	307.50
Total 01-5208 Consultants-WTP/Distribution:				2,051.67
<b>LINCOLN COUNTY LEADER</b>				
LINCOLN COUNTY LEADER	030626	Yearly Subscription Renewal Expires 4/17/2027	03/06/2026	90.00
Total 01-5290 Office Supplies:				90.00
<b>LINCOLN COUNTY PUBLIC WORKS</b>				
LINCOLN COUNTY PUBLIC WO	6718	Fuel - GM/Field Vehicles	03/01/2026	649.37
Total 01-5632 Maint./Repair-Gasoline:				649.37
<b>PATRICK WOLFE</b>				
PATRICK WOLFE	030326	Mileage Reimbursement (PSI Water Distribution Operator Class 2 Exam)	03/03/2026	114.41
Total 01-5621 Mileage & Meal Reimb - Field:				114.41
Grand Totals:				4,829.77

*JRC*

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount
Dated: <u>3/27/2026</u>				
General Manager: <u>A. Jenkins</u>				
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	Invoice Amount
<b>CECO, INC.</b>				
CECO, INC.	CP-00630078	biodiesel	03/16/2026	185.92
Total 01-5632 Maint./Repair-Gasoline:				185.92
<b>CENTRAL LINCOLN P.U.D.</b>				
CENTRAL LINCOLN P.U.D.	032026	Utility Services	03/20/2026	2,795.08
Total 01-5610 Utilities:				2,795.08
<b>CENTRAL LINCOLN P.U.D.</b>				
CENTRAL LINCOLN P.U.D.	032026	WTP Utility Services	03/20/2026	2,467.67
Total 01-5611 Utilities-WTP:				2,467.67
<b>CHARTER COMMUNICATIONS</b>				
CHARTER COMMUNICATIONS	001293703192	Internet (Office)	03/19/2026	145.00
Total 01-5271 Phone Expense/Internet:				145.00
<b>COENERGY PROPANE</b>				
COENERGY PROPANE	219108	Pick up tank - tank condition @ York Pump Station	03/10/2026	150.00
Total 01-5630 Maintenance/Repair / Replace.:				150.00
<b>FASTENAL COMPANY</b>				
FASTENAL COMPANY	ORABY200993	Mxmilitcordfoamerpic	03/04/2026	35.40
FASTENAL COMPANY	ORABY200993	I/XL 8254hdzcls2 vest safety vest	03/04/2026	285.22
Total 01-5190 CDL & Drug Testing / Safety:				320.62
<b>JASON &amp;/OR MONA CHANDLER</b>				
JASON &/OR MONA CHANDLER	031726	Refund Overpayment Final Bill	03/17/2026	32.34
Total 01-1310 Accounts Receivable:				32.34
<b>OREGON ASSOC. WATER UTILITIES</b>				
OREGON ASSOC. WATER UTILI	60769	Membership Renewal 2026-27 (2690 hookups)	03/01/2026	1,525.70
Total 01-5310 Dues / Fees & Assessments:				1,525.70
<b>PJM AUTO LLC</b>				
PJM AUTO LLC	13490	2019 Ram 1500 Labor: Remove & Replace Spark Plug & Ignition Coil	03/09/2026	175.00
PJM AUTO LLC	13490	2019 Ram 1500 Labor: Diagnose check engine light on, found cylinder 5 misfire code.	03/09/2026	175.00
PJM AUTO LLC	13490	2019 Ram 1500 Parts: Denso Ignition Coil - 6735202	03/09/2026	101.38
PJM AUTO LLC	13490	2019 Ram 1500 Parts: Champion Spark Plug - 9055	03/09/2026	43.10
PJM AUTO LLC	13490	shop supplies	03/09/2026	17.50
PJM AUTO LLC	13490	environmental fee	03/09/2026	2.17
Total 01-5631 Maint./Repair-Field Equip.:				514.15
<b>TRAVELERS CL REMITTANCE CENTER</b>				
TRAVELERS CL REMITTANCE C	0108448223 S	ODOT Permit Performance Bond 3/1/26-3/1/27	03/12/2026	100.00

*rec*

Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount
Total 01-5240 Insurance & Bonds:				100.00
<b>US POSTAL SERVICE - WALDPOR</b>				
US POSTAL SERVICE - WALDP	032026	Bulk Mailing	03/20/2026	967.22
Total 01-5291 Postage Expense:				967.22
<b>USA BLUE BOOK</b>				
USA BLUE BOOK	INV00982292	Hach Replacement Desiccant Drying Cartridge, LZ Y876	03/05/2026	274.99
Total 01-5629 Maint/Repair/Repla- WTP:				274.99
<b>WALDPOR ACE HARDWARE</b>				
WALDPOR ACE HARDWARE	1951	nuts and bolts	02/03/2026	2.79
WALDPOR ACE HARDWARE	1951	nuts and bolts	02/03/2026	2.19
Total 01-5600 Operating Materials & Supplies:				4.98
<b>XEROX CORPORATION</b>				
XEROX CORPORATION	025305230	Xerox 3655X Print Charges	03/05/2026	23.78
Total 01-5280 Printing / Copying / Advertisi:				23.78
Grand Totals:				9,507.45 ✓

Dated: 3/26/26

General Manager: A. [Signature]

Dated: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Report Criteria:

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

**SEAL ROCK WATER DISTRICT**  
**MINUTES OF THE**  
**Regular Board Meeting**  
**by Zoom Conference Call and In Person**  
**March 12, 2026**

**Introduction to Remote Meeting:**

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

**Present:**

Present through Zoom video conferencing was Commissioner Sandra Mies-Grantham, Secretary; Commissioner Karen Otta, Treasurer and Adam Denlinger, General Manager. Present in person in the boardroom were Commissioner Rob Mills, Board President; Commissioner Glen Morris, Member; and Attorney Jeff Hollen, Legal Counsel. Staff Renee Card, Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator.

**Visitors Present:** Present through Zoom video conferencing was James Huffman.

**Excused Absences:** Commissioner Amy Greer, Member.

**Call Regular Meeting to Order:**

President Rob Mills called the regular board meeting to order at 4:03 p.m., Thursday, March 12, 2026, and introduced the commissioners and staff present in the boardroom.

**Announcements/Public Comments:**

President Rob Mills asked if there were any announcements. Commissioner Sandra Mies-Grantham had no announcement; Commissioner Glen Morris had no announcement; General Manager, Adam Denlinger had no announcement; Renee Card, 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:** None

**Consent Calendar:**

Items on the consent calendar include the February 2026/March 2026 Invoices List for approval; February 12, 2026, Regular Board Meeting minutes; the Financial Report; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner had reviewed the consent calendar items. Commissioner Glen Morris answered YES; Commissioner Sandra Mies-Grantham answered YES; and President Rob Mills answered YES. Commissioner Glen Morris motioned to approve the consent calendar. Commissioner Sandra Mies-Grantham seconded the motion. The motion passed with Sandra Mies-Grantham voting YES, Glen Morris voting YES, President Rob Mills voting YES, and 0 NO votes.

**Discussion and Information Items:**

**Source Water Operational Status:**

While replacement membrane modules have been secured at the water treatment plant, installation is delayed approximately four weeks pending the arrival of supporting hardware. To maintain efficient operations in the interim, the Water Treatment Plant operators are monitoring the current filtration skids to ensure consistent water flow. Additionally, after learning that damaged modules did not qualify for emergency USDA grants, the district is also pursuing competitive House and Senate funding to install a \$3.5 million Granulated Activated Carbon (GAC) treatment system to address seasonal taste and odor issues with project support from local and state officials.

**Proposed Water Rate Adjustment:**

Three scenarios for a proposed water rate adjustment to be integrated into the upcoming FY 2026-27 budget were presented. The proposal aims to balance long-term financial planning, infrastructure maintenance and capital reserves with the needs of low-income residents and retirees on fixed incomes. To protect these vulnerable groups, the board discussed applying a base rate increase (options of \$3, \$4, or \$5) while delaying consumption rate hikes; specifically, the proposed 5% (60-cent) increase per thousand gallons would only apply to usage exceeding 5,000 gallons. This tiered approach ensures that those with lower consumption avoid the additional usage fees, while still generating necessary revenue for operations and reserves. The board reached a consensus to proceed with Proposal 1 which involves a \$5 base rate increase along with a \$0.60 increase for usage exceeding 5,000 gallons which is to be discussed further once it reaches the Budget Committee.

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**Decision Items:**

**Appointment of Budget Committee Member:**

The consideration was introduced by highlighting Mr. Paul Highfill’s extensive experience with the District, noting his previous service as both a Board member and a former Budget Committee member. Mr. Highfill was officially welcomed back to serve a 3-year term on the budget committee. Commissioner Karen Otta moved to appoint Paul Highfill as a citizen member of the SRWD budget committee. The motion was seconded by Commissioner Sandra Mies-Grantham. The motion passed with Commissioners Karen Otta voting YES, Sandra Mies-Grantham voting YES, Glen Morris voting YES, President Rob Mills voting YES, and 0 NO votes.

**Audit Report and Management Letter:**

The auditor, Grimstad CPA, completed the District’s audit for the fiscal year ending June 30, 2025 and delivered an audit report without negative findings or comments. A significant update revealed that a single audit is not required due to the timing of past expenses and a prior period adjustment. The auditor also recommended revisiting the district’s capital asset policy, specifically suggesting an increase to the current \$2,500 capitalization threshold to reduce tracking requirements for smaller items. The management representation letter outlines the requirements of management for the completion of the annual audit. This letter needs to be signed by the General Manager and the Office/Finance Manager. Commissioner Glen Morris motioned to accept the draft fiscal year 2024-25 Independent Audit Report and to authorize the district to execute the Management Representation Letter. The motion was seconded by Commissioner Karen Otta. The motion passed with Commissioners Karen Otta voting YES, Sandra Mies-Grantham voting YES, Glen Morris voting YES, President Rob Mills voting YES, and 0 NO votes.

**Report, Comments, and Correspondence:**

**General Manager Performance Review:**

While scheduled for July 2026, the reviews will need to be completed and submitted by June.

**Executive Session:** None

**Adjournment:** President Rob Mills adjourned the meeting at 4:56 p.m.

**Next Board Meeting:** April 9, 2026, at 4:00 p.m. Regular Board Meeting.

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Approved by Board President \_\_\_\_\_ Date: \_\_\_\_\_

### SRWD Monthly Financial Report

Monthly Statistics		Comments			
Total customers	2690	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	0				
Financial Report	Checking/MM	LGIP/PFMMMA	Fund Balances	Comments	
General	\$794,531.88	\$20,370.93	\$814,902.81		
Bond	\$992,816.74	\$0.00	\$992,816.74		
Capital Projects	\$54,188.77	\$19,524.47	\$73,713.24		
Revenue Bond	\$2,794.74	\$38,482.13	\$41,276.87		
Rural Development Reserve	\$0.00	\$130,458.43	\$130,458.43		
Dist. Office/Shop Reserve	\$0.00	\$0.00	\$0.00		
Depreciation/SLARA Reserve	\$0.00	\$197,885.76	\$197,885.76		
SDC (formerly SIP)	\$0.00	\$658,699.97	\$658,699.97	\$1,383,711.74 SDC collections thru 3/31/2026	
Water Source Improvement Rsrv	\$0.00	\$337,947.61	\$337,947.61		
TOTALS	\$1,844,332.13	\$1,403,369.30	\$3,247,701.43		
General Fund Review	Current	FYTD	Budgeted Amount	Comments	
Revenue	\$213,688.25	2,210,198.17	\$3,733,570.00		
Expenses	\$196,997.01	2,351,774.14	\$3,733,570.00	Contingency \$200,000; Transfers \$493,690; Total expenses budgeted \$3,039,880.	
Net Gain or (Loss) from Operations	\$16,691.24	-\$141,575.97			
Water Sales Revenue Comparison	Month	FYTD	Comments		
Water Sales Current Year	\$199,604.53	\$2,004,671.32	Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual+In Lieu of Water Sales Less H2O CR	\$204,604.53	\$1,844,198.32	Billing Adjustments FYTD \$93.81		
Water Sales Prior Year	\$184,193.30	\$1,874,288.06	Leak Adjustments FYTD \$774.66		
Actual+In Lieu of Water Sales Less H2O CR	\$189,193.30	\$1,919,138.80	TOTAL ADJUSTMENTS FYTD \$868.47		
Over or (Under)	\$15,411.23	\$130,383.26	<b>Note: Rate increase effective 6/1/2025</b>		
Gallage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased/Intertie/WTP Treated	7,000,000	6,950,952	Newport Charges	\$0.00	\$0.00
Gallons Sold (includes accountable loss & intertie)	5,914,815	5,074,569	SRWD Sales	\$199,604.53	\$184,193.30
Variance %	15.50%	26.99%			
Gallons Produced/Treated at WTP	7,000,000		2/11/2026-3/11/2026		
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	7,000,000				
City of Newport Intertie Usage (Sold)	700		Gallons sold to City of Newport for water used from the Newport Intertie		
Total Gallons Accounted	5,900,393		Customer consumption, flushing, leaks, CL2 Analyzer, & fire hydrant use		
Total Gallons Unaccounted	1,099,607				
Water Loss Percentage	15.71%				
Approval To Pay Bills	Payroll 3/6/2026 \$37,878.88		Payroll 3/20/2026 \$36,548.45		Payroll Term 3/31/2026 \$14,826.00
Month of:	March	(after meeting)	April		
GF A/P		\$9,507.45	GF A/P	\$29,426.26	up to 4/3/2026
CP Fund		\$0.00	CP Fund	\$8,283.11	Jacobs Engineering (BC Engineering)
SDC Fund		\$0.00	SDC Fund	\$0.00	
Bond/Rev Bond Fund		\$0.00	Bond/Rev Bond Fund	\$0.00	
SLARA/Depreciation		\$0.00	SLARA/Depreciation	\$3,400.00	Carezian (GM Desktop replacement)
CWSRF DEQ Grant		\$0.00	CWSRF DEQ Grant	\$2,843.75	
L.C. ARPA Grant		\$0.00	L.C. ARPA Grant	\$0.00	Balance available \$7,211.28 as of 1/1/2026
MCWCC		\$0.00	MCWCC	\$0.00	
Monthly Accrual Statistics	Beg. Balance	Accrued	Used/Paid	Balance	
	2/28/2026			3/31/2026	
Office Overtime Hours (2-01)	0.00	4.75	4.75	0.00	
Field Overtime Hours (2-02)	0.00	16.00	16.00	0.00	
PTO (3-01)	2965.36	133.58	241.64	2857.30	
Comp Time (9-01 / 9-02)	110.84	15.75	9.50	117.09	



1037 NW Grebe Street  
 Seal Rock, Oregon 97376  
 Phone: 541.563.3529 – Fax: 541.563.4246  
[www.srwd.org](http://www.srwd.org)



## Seal Rock Water District

General Manager's Report:  
 Board Meeting – April 9, 2026

This report provides an executive-level update on district operations, source water management, staffing, and ongoing initiatives. Additional details and supporting documentation are available in the full agenda packet.

### Water Treatment Plant & Source Water Operations:

Operators recently received delivery of all 46 replacement membrane modules required for the rebuild of Filtration Skid #1. Staff are currently awaiting delivery of several supporting installation materials, including piping components, U-bolts, and related hardware necessary to complete the installation. Once these materials arrive, operators will coordinate installation activities.

In the interim, operators continue maintaining and operating Filtration Skid #1, which remains available for use when needed. However, the skid has increasingly experienced difficulty successfully achieving the Pressure Decay Test (PDT) required to verify membrane integrity. As a result, staff are closely monitoring system performance and operating the treatment plant in a manner that maintains regulatory compliance and treatment reliability while replacement work is prepared.

District staff will continue coordinating with engineering and technical partners to complete installation of the new membrane modules as soon as materials are available. These efforts are part of the district's ongoing asset management strategy to maintain treatment reliability, protect public health, and ensure long-term system performance.

### Regional Water Conditions Report:

Recent data from the Oregon Water Conditions Report dated April 6, 2026, indicate that much of the state, including the mid-coast basin, is experiencing drier and warmer conditions than normal.

March precipitation was below average across most of Oregon, including coastal areas, and recent trends continue to show lower-than-normal rainfall. At the same time, snowpack levels across the state are significantly below normal. Snow Water Equivalent, which helps supply streams and groundwater during spring and early summer, is currently averaging about 13 percent of normal statewide.

Temperatures have also been higher than average, contributing to drier soil conditions and reducing the natural recharge of water sources. Approximately 49 percent of Oregon is now experiencing moderate to severe drought conditions, with drought expanding into parts of western Oregon.

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

Adam Denlinger, General Manager

[adenlinger@srwd.org](mailto:adenlinger@srwd.org)

[www.srwd.org](http://www.srwd.org)

Seasonal forecasts suggest that these trends may continue, with a higher likelihood of below-normal precipitation and above-normal temperatures in the coming months.

Although the District's current water supply remains stable, these conditions may reduce water availability as the region moves into late spring and summer. The period between now and June will be especially important in determining how water supplies develop for the remainder of the year.

In response, Seal Rock Water District staff are actively monitoring local and regional conditions, including rainfall, streamflow, and drought indicators. The District is also reviewing our Water Management and Conservation Plan to ensure preparedness should conservation measures become necessary.

In addition, the District is prepared to coordinate with state agencies and regional partners to stay informed and aligned on potential drought response efforts. At this time, no changes to water use are being considered. However, customers are encouraged to remain mindful of their water use and practice efficient water use whenever possible.

If dry conditions persist into early summer, the District may consider additional steps identified in the WMCP, which could include public outreach, voluntary conservation measures, or other actions to help protect the community's water supply.

District staff will continue to provide updates as conditions evolve and remain committed to proactive planning and transparent communication.

#### **SRWD Drinking Water Protection Plan (DWPP) Contingency Plan:**

The Seal Rock Water District's Drinking Water Protection Plan (DWPP) includes a comprehensive Contingency Plan designed to ensure the District can effectively respond to the loss or significant reduction of its drinking water supply, as required under Oregon Administrative Rule (OAR 333-061-0057(5)).

This plan aligns with and builds upon the District's existing planning documents, including the Emergency Response Plan (ERP) (2021), the Lincoln County Hazard Mitigation Plan (2021), and the Water Management and Conservation Plan (2024).

#### **• Key Risk Factors Identified**

The District has identified several potential threats that could disrupt or reduce water supply, including:

- Natural hazards: drought, low streamflow, earthquakes, tsunamis, landslides, wildfire, storms, and flooding
- Water quality risks: saltwater intrusion, chemical applications, septic systems
- Infrastructure and operational risks: major line breaks, facility failures, cybersecurity threats, vandalism
- Human and environmental impacts: encampments, dumpsites, and transportation corridors

- **Water Use Prioritization**

In the event of a supply shortage, the District has established the following priority for water use:

1. **Fire protection and residential use**
2. **Commercial use**
3. **Irrigation and non-essential uses**

- **Emergency Response Framework**

The District's response to water supply emergencies is guided by:

- The Emergency Response Plan (ERP), which outlines procedures for operational, physical, and cybersecurity incidents
- Coordination with local and regional emergency partners, including Lincoln County Emergency Management, public safety agencies, and state regulators
- Participation in mutual aid networks, including ORWARN

The General Manager is designated as the lead authority during emergencies, with responsibility for coordinating response actions and reporting to the Board.

- **Alternative Water Supply Strategies**

**Short-Term Response:**

- Use of interconnections with the Cities of Newport and Toledo
- Reliance on stored water (up to approximately 10 days under average demand)
- Implementation of staged water curtailment measures

**Long-Term Response:**

- Continued reliance on regional interties where feasible
- Infrastructure repair or development
- Potential reactivation of alternative water rights sources, including the Siletz River

- **Water Curtailment Plan (2024 WMCP)**

The District has a four-stage curtailment strategy to reduce demand during shortages:

- **Stage 1 (Voluntary):** Public education and voluntary conservation
- **Stage 2 (Mandatory):** Required conservation measures and operational restrictions
- **Stage 3 (Mandatory):** Prohibition of non-essential uses and stricter limits
- **Stage 4 (Emergency):** Rationing, emergency water distribution, and pursuit of state/federal assistance

- **Preparedness and Coordination**

**Staffing & Training:**

- Certified operators and defined emergency response roles
- Annual emergency exercises and ongoing safety and cybersecurity training

**Public Communication:**

- Use of website updates, mailings, signage, and emergency notification systems (Everbridge)
- Dedicated webpages for outages, conservation, and boil water advisories

**Partnerships:**

- Coordination with local agencies, healthcare providers, utilities, and regulators
- Access to mutual aid and regional response resources

- **Plan Maintenance and Resources**

- The Contingency Plan will be reviewed at least every five years, or more frequently as needed
- The District maintains financial and logistical readiness through:
  - Emergency planning and partnerships
  - Access to state and federal funding (including FEMA)
  - Board-authorized budget adjustments
  - Ongoing investment through the Capital Improvement Plan

- **Key Takeaway for the Board**

The District has developed a robust, multi-layered contingency framework that emphasizes:

- Preparedness and rapid response
- Redundancy and alternative supply options
- Clear prioritization of essential water uses
- Strong coordination with regional partners
- Proactive communication with the public

This planning effort significantly strengthens the District's ability to maintain public health and safety during water supply emergencies while supporting long-term system resilience.

**Additional District Activities & Updates:**

**Staff/Safety Meeting:** Continued emphasis on safety culture and best operational practices.

**Water Conservation Coordination:** Participated in discussions with the Lincoln County Water Conservation Committee.

**Drinking Water Protection Plan:** Staff continue to work with consultants and local stakeholders on development of the SRWD Drinking Water Protection Plan.

**SRWD Employee Handbook:** Ongoing review and updates, working in collaboration with SDAO consultants to ensure compliance with revised state requirements.

**Pay Equity Evaluation:** District staff are working in collaboration with consultants from HR Answers in an effort to perform a Pay Equity Evaluation for the district.

**Mid-Coast Water Planning Partnership:** Participated in the monthly regional partnership meeting.

**Oregon Water Utility Council:** SRWD hosted the March 26th OWUC monthly meeting.

**SDAO Water/Wastewater Legislative Committee:** Chaired the SDAO Legislative Committee Meeting for March.

**SDAO/SDIS Joint Meeting:** Attended the SDAO/SDIS Joint Work Session April 1st through the 3rd.

SRWD continues to actively manage operational challenges, regulatory responsibilities, and infrastructure needs while maintaining our commitment to delivering safe, reliable water service to the community. Staff remain focused on continuous improvement and advancement of district goals.



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 Phone: 541.563.3529 – Fax: 541.563.4246  
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# Seal Rock Water District

<b>DATE ACTION REQUESTED: April 9, 2026</b>						
<b>Ordinance</b>		<b>Resolution</b>	<b>X</b>	<b>Motion</b>		<b>Information</b>
<b>Date Prepared: March 30, 2026</b>				<b>Dept.: Administration</b>		
<b>SUBJECT: Consider Resolution No. 0426-01</b>				<b>Contact Person for this Item:</b> Adam Denlinger, General Manager adenlinger@srwd.org, 541-563-4447		

**RECOMMENDED BOARD ACTION:**

Consider adoption of Resolution No. 0426-01, which designates the District’s Finance Manager, Renee Card, as the registered agent for the Seal Rock Water District.

**Recommended Motion:**

*“I move to adopt Resolution No. 0426-01, designating the Finance Manager as the registered agent for the Seal Rock Water District.”*

**Background:**

The District is required under Oregon law to maintain a registered agent on file with the Oregon Secretary of State. The registered agent serves as the official point of contact for receiving legal notices, service of process, and other formal correspondence on behalf of the District.

Historically, the District has maintained a registered agent designation consistent with administrative staffing. As part of ongoing organizational updates and to ensure continuity in administrative functions, staff is recommending that the Finance Manager assume this responsibility.

The Finance Manager position is well-suited for this role due to its central involvement in administrative, financial, and compliance-related functions, as well as its consistent presence during regular business operations.

Designating the Finance Manager as the registered agent provides several operational benefits:

- **Continuity and Reliability:** The Finance Manager maintains regular office hours and is a consistent point of contact for official communications.
- **Administrative Alignment:** The role aligns with existing responsibilities related to records management, compliance, and financial oversight.
- **Efficiency:** Centralizing receipt of legal and official documents supports timely processing and internal distribution.

The resolution also authorizes the General Manager to complete all necessary filings with the Oregon Secretary of State to formalize this update. There are no anticipated operational impacts beyond improved administrative clarity and continuity.

**Legal / Regulatory Considerations:**

Maintaining a current registered agent is a statutory requirement for special districts in Oregon. Adoption of this resolution ensures the District remains compliant with state requirements.

**Staff Recommendation:**

Staff recommends that the Board adopt Resolution No. 0426-01 designating Finance Manager Renee Card as the registered agent for the Seal Rock Water District.

Presented By:           *A. Wealinger*

**RESOLUTION NO. 0426-01**

**A RESOLUTION DESIGNATING THE REGISTERED AGENT FOR THE SEAL ROCK WATER DISTRICT**

WHEREAS, the Seal Rock Water District (“District”) is required to maintain a registered agent on file with the State of Oregon for the purpose of receiving legal notices and official correspondence; and

WHEREAS, the District desires to update its registered agent designation to ensure continuity of administrative and legal communications;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SEAL ROCK WATER DISTRICT AS FOLLOWS:

**1. Registered Agent Designation**

The Board hereby designates Finance Manager **Renee Card** as the registered agent for the Seal Rock Water District.

**2. Registered Office**

The registered office shall be the District’s administrative office, or such other location as may be designated in accordance with Oregon law.

**3. Authorization**

The General Manager, or designee, is hereby authorized to take all necessary actions to update the District’s registered agent information with the Oregon Secretary of State and any other applicable agencies.

**4. Effective Date**

This resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Commissioners of the Seal Rock Water District this 9th day of April 2026.

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SRWD Board President, Mr. Robert Mills

ATTEST:

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SRWD Board Treasurer, Karen Otta

**NOTICE OF DESIGNATION  
OF SPECIAL DISTRICT  
REGISTERED OFFICE AND REGISTERED AGENT**

I, \_\_\_\_\_, (Secretary) (Financial Officer)  
(Chairman of the Board) of this district, a municipal corporation, organized under the provisions  
of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the registered office of this  
district is:

\_\_\_\_\_  
(Street Address of Registered Office, City, Zip)

2. The registered agent in Oregon at such registered office is:

\_\_\_\_\_  
(Name of Registered Agent)

IN WITNESS WHEREOF, this district has caused this instrument to be executed in its name by  
the (Secretary) (Financial Officer) (Chairman of the Board) of the District this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of District)

By: \_\_\_\_\_  
(Secretary) (Financial Officer) (Chairman of the Board)

STATE OF OREGON )  
) ss.  
County of \_\_\_\_\_ )

Signed before me on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary Public – Oregon  
My Commission Expires: \_\_\_\_\_

INSTRUCTIONS: A new form must be filed each time a change is made in either the registered agent or the  
registered office. There is no fee for filing this form. Please send the form to:

Secretary of State  
Archives Division  
800 Summer St. NE  
Salem, OR 97310  
503-373-0701