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SEAL ROCK WATER DISTRICT
Regular Board Meeting
Thursday, March 15, 2018 @ 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: | February/March – 2018 |
| • Board Minutes: | February 15, 2018 |
| • Financial Report / Approve Invoices: | February/March – 2018 |
| • AMI Project Contractor's Payment Application No. 3 | March 15, 2018 |
| • USDA Phase-3 Project Monitoring Report #29 | February/March – 2018 |
| • General Manager's Monthly Report | February/March – 2018 |

4. Discussion and Information Items:

- Consider Primary Source Water Project
Presented by: Adam Denlinger, General Manager

5. Decision Items:

- Source Water Project Easement Agreement
Presented By: Jeff Hollen, Ouderkirk & Hollen
- SDAO Health Insurance Agent of Record

6. Reports, Comments and Correspondence:

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

- (h) To consult with the District attorney regarding legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.

8. Adjournment: Next Meeting: April 12, 2018 @ 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
01-1310						
MARILYN &/OR MICHAEL POWE	022818	Refund Overpayment	02/28/2018	66.89	.00	
Total 01-1310:				66.89	.00	
01-5291						
US POSTAL SERVICE - WALDP	022218	Bulk Mailing (February 2018)	02/22/2018	902.74	.00	
Total 01-5291:				902.74	.00	
01-5610						
CENTRAL LINCOLN P U D.	022118	Utility Services x 15	02/21/2018	2,664.77	.00	
Total 01-5610:				2,664.77	.00	
01-5632						
LINCOLN COUNTY PUBLIC WO	5779	Fuel	02/01/2018	1,777.59	.00	
Total 01-5632:				1,777.59	.00	
Grand Totals:				5,411.99	.00	

Dated: 03/01/2018

General Manager: A. Nader

Dated: _____

Treasurer: _____

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**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
February 15, 2018**

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- Call Regular Board Meeting: Board President John Garcia called the regular board meeting to order at 4:00 p.m., Thursday, February 15, 2018.
- Present: John Garcia, Board President; Glen Morris, Treasurer; Rob Mills, Member; Karen Otta, Member. Staff: Adam Denlinger, General Manager; Joy King, Office Manager. See sign in sheet for public attendance.
- Excused Absences: Commissioner Sandra Mies-Grantham.
- Announcements: None
- Public Comments: None
- Agenda Calendar: Items on the consent calendar are Invoice Lists for December 2017/January 2018; December 2017/January 2018 Financial Report/Invoices to approve; Dec 14, 2017 Board meeting minutes; January 11, 2018 Board meeting minutes; USDA Phase 3- Project Monitoring Report No. 27; General Manager's Report. Commissioner Karen Otta motioned to approve the consent calendar not including the Dec 14, 2017 minutes. Motion Seconded by Commissioner Rob Mills. Commissioners John Garcia, Rob Mills and Karen Otta voted yes. Commissioner Glen Morris abstained from voting since he was not present at the January 11, 2018 Board meeting. Commissioners John Garcia, Glen Morris, and Rob Mills voted yes to approve the Dec 14, 2017 Board meeting minutes. Commissioner Karen Otta abstained from voting since she was not present at the Dec 14, 2017 Board meeting.
- Decision Items:
Resolution 1802-01
IFA Funding Agreement: The District received a Financing Contract from Oregon Business Development Department-IFA notifying the District that Beaver Creek Primary Source Water Project was awarded the funding. The award consists of \$2.451M in loan and \$1.030M in grant with 1% interest in 30 years. One of the requirements of the contract is for the attorney of the District to issue a legal opinion. Jeff Hollen has reviewed the entire contract and shared his Contract Review with the Board (Please see attached Contract Review by District Legal Counsel, Jeffrey C. Hollen). He contacted OBDD-IFA regarding issues he perceived to be problematic. Exhibit B of the contract contains a representation that there are no pre-existing pledges of Net Revenues when there are two prior pledges. One is the 2012 Revenue Installment Bond from USDA and the second is the 2016 Note Payable to OBDD-IFA. The changes in the contract language on Exhibit B as requested by Jeff Hollen, pertaining to revenue pledges was received by SRWD staff before the meeting.
The resolution to enter into a funding contract with OBDD-IFA is necessary for the District to meet USDA condition for funding no later than April 8, 2018.
It was motioned by Commissioner Karen Otta to approve Resolution No. 1802-01 A Resolution of the Seal Rock Water District Authorizing a Loan from the Safe Drinking Water Revolving Loan Fund by Entering into a Financing Contract with the Oregon Infrastructure Finance Authority. Motion seconded by Commissioner Glen Morris. Motion carried 4-0.
- City of Toledo
Settlement Agreement: The District's attorney, Jeff Hollen attended the City of Toledo City Council meeting on February 7, 2018 to talk about the Water Rate Settlement Agreement. The City Manager acknowledged that the City didn't provide the information needed in a timely manner as provided in the December 2012 Water Purchase Agreement Section 6.1.3 and Section 13.7 which sets forth the procedure for water rate adjustments. The City Council reviewed and passed the Water Rate Settlement Agreement. The City Council also passed the water rate increase from \$3.35 per thousand to \$3.40 per thousand effective February 1, 2018. Jeff Hollen reported that the benefit of entering into an agreement for water use in the future was discussed. Commissioner Glen Morris motioned to approve and authorize the District to execute the Water Rate Settlement Agreement. Commissioner Rob Mills seconded the motion. Motion carried 4-0.

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66 Discussion and
67 Information Items:
68 AMI Project
69 Presentation:

Misty Cobb, the Automated Meter Interface (AMI) Project Manager for Ferguson did a presentation showing the Board some of the capabilities of AMI. The Regional National Interface (RNI) shows the raw data gathered from each installed meter. There are 1,323 meters communicating with the Base Stations. Each meter has a smart point that communicates the reading to the base stations located at the vicinity of Driftwood Reservoir and vicinity of Lost Creek Reservoir. The readings are then transmitted to the District's server which is located in Idaho and have a backup in Riley, North Carolina and in Canada. The District can monitor the raw data daily through RNI. High flow alerts can be set up to monitor leaks. It can also generate reports and monitor how well the meters are communicating to the base stations. The AMI system the District has chosen doesn't have the capability to be remotely turned off from the office or by the customer, although the technology exists and the District can upgrade in the future the meters of those customers who are willing to pay for the technology.

Adam Denlinger, GM commended the contractor (Ray Wells) for doing a good job. He also thanked the office staff for being patient in converting the data and working well with Misty and her team at Sensus and Ferguson and thanked Brad for reprogramming the meters with smart points and providing daily oversight of the AMI Project.

The Customer Portal is being built right now. When it is completed and opened for customers use, they will be able to set up their own account and monitor their usage, set up alarms and notifications. Part of the portal will show current, monthly, and yearly usage. The office staff will be able to see exactly what the customers see on the customer portal when they call the office for assistance or questions. The reports it could produce would be a good tool for water loss control.

92 Primary Source Water
93 Project Update:
94 Funding: USDA:

Consultants have been working on completing the Environmental Assessment to include Cultural Resources Investigation, Wetlands Delineation, and Biological Opinion as required by USDA-RD to fund the Beaver Creek Source Water Project. The Environmental memorandum listed endangered species as marbled murrelet, northern spotted owl, and western snowy plover but there is no critical habitat presence on or near the proposed project location. But essential fish habitat is present for coho salmon and chinook salmon on Beaver Creek. Determination of effect is addressed by a separate Biological Assessment and Opinion in consultation with National Marine Fisheries Service. District staff is working closely with engineers and USDA-RD representatives to complete the necessary consultation by federal agencies in time to received USDA funding by April 8, 2018 before the federal government roll up funds for national competition. Funding will be set aside for SRWD after the Biological Opinion is certified by Fish and Wildlife before April 8. USDA-RD then will release the Letter of Condition that will secure the funding.

It was discovered that the pipeline on South Beaver Creek will have the most environmental impact at the receiving pit. The bore pit is in wetlands and more mitigation is needed.

According to the Lincoln County Public Works the railroad trusses are still under the surface of South Beaver Creek and we will not be able to do a directional drill. District staff and engineer met with Lincoln County Public Works to discuss the right of way conditions with the potential to secure the District's proposed raw waterline on the South Beaver Creek Bridge. The engineer will look into using HDD seismic pipe to be attached under the bridge which could possibly save the District about \$1 million than doing a directional bore.

District staff has met with a third property owner, Mr. and Mrs. Phelps whose driveway is shared with Mr. and Mrs. Tysman. This property will be impacted by the waterline from Beaver Creek to Makai tank. Mr. and Mrs. Phelps are agreeable for the District's waterline to cross their property and they are willing to sign an easement and access agreement for construction and maintenance of the waterline.

120 Decision Items:
121 Water Sampling:

District crews are working with consultants to begin the Sampling and Analysis Plan as a condition of the District's water permit for use of water on the Beaver Creek. Task Order #7 to do the water sampling and analytical work is \$24,000. Commissioner Glen Morris motioned to approve Task Order #7 for \$24,000. Motion seconded by Commissioner Rob Mills. Motion carried 4-0.

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130 Rescheduling of
131 March Board
132 Meeting: The General Manager is scheduled to attend the OAWU Annual Management and Technical
133 Conference from March 5 – 9, 2018. The regular board meeting has been rescheduled on
134 March 15, 2018.

135 Appointment to Budget
136 Committee: Thomas Ryan who resides in Makai has put in an application to fill the vacant position on the
137 Budget Committee. Commissioner Glen Morris motioned to appoint Thomas Ryan to fill the
138 vacant position on the Budget Committee and will serve the remaining term of Garry Helms.
139 Motion seconded by Commissioner Karen Otta. Motion carried 4-0.

140 Property
141 Surplus: The District has old laptops and servers that are no longer working. There was a discussion
142 at the last SDAO Caucus Meeting of small agencies' need of water meter electronic registers.
143 The District is pulling old meters from the ground, removing the metal parts to sell as scrap
144 metals and throwing away the registers. It would be beneficial for the District to donate the
145 registers to those agencies. Commissioner Glen Morris motioned to surplus the old laptops,
146 old servers and water meter registers. Commissioner Karen Otta seconded the motion.
147 Motion carried 4-0.

148 Mid-Coast Water
149 Planning
150 Partnership: The Mid-Coast Water Planning Partnership is one of the four Place-Based Water Planning
151 Partnerships sponsored and Grant funded by Oregon Water Resources Department. The
152 other three are Malheur Lake Basin, Upper Grande Ronde Sub-Basin, and Lower John Day
153 Sub-Basin. Adam Denlinger, GM has been participating with the Mid-Coast Water Planning
154 Partnership for 18 months, meeting with other agencies to find solutions to meet future water
155 needs in the region. The committee has asked the District to be a Convener and the GM
156 would like to continue to serve as a Convener with the approval of the board. It was
157 discussed that if other agencies are looking into SRWD for water, the District will not be able
158 to meet that need since the District has only water right for its own use. The State is looking
159 into a regional solution to meet the water needs of the different regions in the future.
160 It was the consensus of the Board for the GM to serve as a convener for the Mid-Coast Water
161 Planning Partnership. There will be a Mid-Coast Water Planning Partnership meeting on Feb
162 22, 2018 at Best Western Hotel in Newport and Adam Denlinger will be a convener.

163 Office
164 Closure: The District office will be closed on February 19, 2018 in honor of Presidents Day.
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166 Next Board Meeting: March 15, 2018 at 4:00 p.m. Regular Board Meeting.
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168 Adjournment: Motion by Commissioner Glen Morris to adjourn the meeting. Commissioner Rob Mills
169 seconded the motion. Commissioner Garcia adjourned the meeting at 6:00 p.m.
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180 Approved by Secretary _____ Date _____
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Monthly Statistics		Comments				
Total customers	2541	Includes new connection Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter				
New connections	2					
Abandonments / Forfeitures / Meter Removed	1					
Financial Report		Checking/MM	LGIP/PFMMA	Fund Balances	Comments	
General	\$443,247.76	\$19,770.00	\$463,017.76			
Bond	\$742,698.05	\$0.00	\$742,698.05			
Capital Projects	\$385,324.86	\$178,996.60	\$564,321.46		\$2,691,821.79 G.O. Bond Proceeds;	
Revenue Bond	\$2,709.66	\$33,375.26	\$36,084.92			
Rural Development Reserve	\$0.00	\$43,049.38	\$43,049.38			
2000 Loan Reserve	\$0.00	\$0.00	\$0.00			
Dist. Office/Shop Reserve	\$2,520.79	\$134,903.87	\$137,424.66			
Depreciation Reserve	\$0.00	\$188,638.34	\$188,638.34			
Special Projects / ODOT Reserve	\$0.00	\$0.00	\$0.00			
SDC (formerly SIP)	\$0.00	\$289,431.13	\$289,431.13		\$802,513.50 sdc collections thru 2/28/18	
Water Source Improvement Rsv	\$0.00	\$693,118.16	\$693,118.16			
TOTALS	\$1,576,501.12	\$1,581,282.74	\$3,157,783.86			
General Fund Review		Current	FYTD	Budgeted Amount	Comments	
Revenue	\$163,784.43	1,369,302.91	\$2,371,900.00			
Expenses	\$125,610.03	1,333,175.25	\$2,371,900.00		Contingency \$100,050; Transfers \$547,950.. Total expenses budgeted \$1,723,950.	
Net Gain or (Loss) from Operations	\$38,174.40	\$36,127.66				
Water Sales Revenue Comparison		Month	FYTD	Comments		
Projected Water Sales	\$129,583	\$1,147,143		Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual + In Lieu of Water Sales Less H2O CR	\$147,508	\$1,226,322		Less: Billing Adj YTD \$33.30 ; Leak Adj YTD \$5,057.16		
Over or (Under)	\$17,924.47	\$79,178.23		TOTAL YTD ADJUSTMENTS \$5,090.46		
Gallage Comparison		Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased	5,785,000	7,363,000	Toledo Charges	\$19,575.70	\$24,666.05	
Gallons Sold (includes accountable loss)	7,570,823	5,374,010	SRWD Sales	\$142,862.45	\$122,778.68	
Variance %	-30.87%	27.01%	Ratio: Sales/Cost	7.30	4.98	
Accountable Water Loss (gallons)	675,000		City of Toledo Intertie Usage		0	
Approval To Pay Bills		Payroll 2/2/18 \$19,272.98		Payroll 2/16/18 \$19,142.51		
Month of:	February	(after meetings)	March			
	GF A/P	\$5,411.99	GF A/P	\$29,397.10	up to 3/9/18	
	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	\$540,502.44		
	Master Plan - Phase 3	\$0.00	Master Plan - Phase 3	\$0.00		
	Prelim. MP- Phase 4	\$0.00	Prelim. MP- Phase 4	\$1,575.00		
	SDC Study/Projects	\$0.00	SDC Study/Projects	\$0.00		
	Water Source Impr.	\$0.00	Water Source Impr.	\$0.00		
Monthly Accrual Statistics		Beg. Balance	Accrued	Used/Paid	Balance	
		1/31/2018			2/28/2018	
Office Overtime Hours (2-01)	0.00	0.00	0.00	0.00		
Field Overtime Hours (2-02)	0.00	6.75	6.75	0.00		
PTO (3-01)	1473.03	115.70	21.00	1567.73		
Comp Time (9-01 / 9-02)	175.61	34.16	49.75	160.02		



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

To (Owner):	Seal Rock Water District	Application Period:	1/27/2018 - 2/23/2018	Contractor's Application for Payment No.:	3
Project:	AMI Water Metering	From (Contractor):	Ferguson Enterprises, Inc.	Application Date:	3/5/2018
Owner's Contract No.:		Contract:	Schedule 1	Via (Engineer):	Civil West Engineering Services Inc.
		Contractor's Project No.:		Engineer's Project No.:	2801-022

Application For Payment Change Order Summary

Approved Change Order Number	Additions	Deductions
1		\$8,228.00
TOTALS	\$0.00	\$8,228.00
NET CHANGE BY CHANGE ORDERS	(\$8,228.00)	

1. ORIGINAL CONTRACT PRICE
2. Net change by Change Orders \$ 1,479,589.17 ✓
3. Current Contract Price (Line 1 ± 2) \$ (8,228.00) ✓
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates) \$ 1,471,361.17 ✓
5. RETAINAGE:
 - a. 5% X Work Completed \$ 884,782.27 ✓
 - b. 5% X Stored Material \$ 44,239.11 ✓
 - c. Total Retainage (Line 5.a + Line 5.b) \$ 0.00 ✓
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c) \$ 840,543.16 ✓
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) \$ 315,259.33 ✓
8. AMOUNT DUE THIS APPLICATION \$ 525,283.83 ✓
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above) \$ 698,578.01 ✓

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: *Carolee Mathew* Date: 3/6/2018

Payment of: \$ 525,283.83 (Line 8 or other - attach explanation of the other amount) ✓

Is recommended by: _____ (Engineer) Jerek B. Hodge, PE _____ (Date)

Payment of: \$ 525,283.83 (Line 8 or other - attach explanation of the other amount)

Is approved by: _____ (Owner) Adam Denlinger-General Manager _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

Application Period: 1/27/2018 - 2/23/2018 Application #: 3 Application Date: 3/5/2018

Bid Item No.	Item Description	Item Quantity	Units	Contract Information		C		D		E		F		G	
				Estimated Bid Value	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed from Previous Applications (C+D)	Estimated Quantity Installed	Value of Work Installed this Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C+D+E)	% Complete (F/G)	Balance to Finish (B-F)		
1	Mobilization, Bonds and Insurance	1	LS	\$ 111,781.00	\$ 111,781.00										
2	Temporary Controls and Construction Facilities	1	LS	\$ 67,424.00	\$ 67,424.00										
3	Permitting and Site Preparation	1	LS	\$ 82,392.00	\$ 82,392.00										
4	Foundation Stabilization	10	CV	\$ 53,333.00	\$ 533,330.00										
5	Aggregate Base/Shoulder	50	Tons	\$ 35.56	\$ 1,778.00										
6	AC Pavement Patch	10	Tons	\$ 216.67	\$ 2,166.70										
7	Meter Jamball Type A	2000	EA	\$ 337.38	\$ 674,760.00	373	\$ 88,842.74	839	\$ 283,909.43		\$ 283,452.16	61.60%	\$ 182,307.84		
7a	Meter Installation Type A - 5/8" x 3/4"	13	EA	\$ 326.61	\$ 4,245.93	1	\$ 326.61	6	\$ 1,959.66		\$ 2,286.27	53.85%	\$ 1,959.66		
7b	Meter Type A - New 12x20 Meter Box	0	EA	N/A											
7c	Meter Type A - Level Existing Meter Box	4	EA	\$ 483.67	\$ 1,934.68	1	\$ 483.67	1	\$ 483.67		\$ 967.34	50.00%	\$ 967.34		
7d	Meter Type A - New Customer Valve	327	EA	\$ 61.11	\$ 19,982.97	18	\$ 1,099.98	35	\$ 2,138.85		\$ 3,238.83	16.21%	\$ 16,744.14		
7e	Meter Type A - Adjust Meter Height	0	EA	N/A											
7f	Meter Type A - Repair Tracer Wire	204	EA	\$ 131.68	\$ 26,862.72										
7g	Meter Type A - MIU Installation	1	EA	\$ 92.89	\$ 92.89										
7h	Meter Jamball Type B	2457	EA	\$ 140.00	\$ 343,980.00	374	\$ 52,360.00	865	\$ 121,100.00		\$ 173,460.00	59.43%	\$ 170,520.00		
8	Meter Installation Type B - 5/8" x 3/4"	35	EA	\$ 1,801.82	\$ 62,563.70	7	\$ 9,112.74	29	\$ 37,252.78		\$ 46,365.52	102.88%	\$ (1,911.82)		
8a	Meter Type B - New 12x20 Traffic Box	10	EA	\$ 135.72	\$ 1,357.20										
8b	Meter Type B - Level Existing Meter Box	6	EA	\$ 493.67	\$ 2,962.02										
8c	Meter Type B - New Customer Valve	0	EA	N/A											
8d	Meter Type B - Adjust Meter Height	10	EA	\$ 133.26	\$ 1,332.60										
8e	Meter Type B - Repair Tracer Wire	1	EA	\$ 92.89	\$ 92.89										
8f	Meter Jamball Type C - 1.5" x 3"	35	EA	\$ 154.44	\$ 5,405.40	7	\$ 1,081.08				\$ 1,081.08	20.00%	\$ 4,324.32		
8g	Meter Type C - New 12x20 Meter Box	5	EA	\$ 902.84	\$ 4,514.20										
8h	Meter Type C - Level Existing Meter Box	6	EA	\$ 1,588.40	\$ 9,530.40										
8i	Meter Type C - New Customer Valve	0	EA	\$ 205.56	\$ 1,644.48										
8j	Meter Type C - Adjust Meter Height	5	EA	\$ 2,294.44	\$ 11,472.20										
8k	Meter Type C - MIU Installation	1	EA	\$ 92.89	\$ 92.89										
8l	Meter Jamball Type D - 6"	11	EA	\$ 203.33	\$ 2,236.63										
8m	Meter Type D - Repair Tracer Wire	1	EA	\$ 92.89	\$ 92.89										
8n	Meter Type D - MIU Installation	4	EA	\$ 316.62	\$ 1,266.68										
8o	Tower Gateway Basestation Collectors	1	LS	\$ 160,000.00	\$ 160,000.00	1	\$ 160,000.00				\$ 160,000.00	100.00%	\$ -		
8p	Backhaul Internet Connections	0	LS	\$ 2,000.00	\$ 2,000.00										
8q	SCADA Data Link	0	N/A												
8r	Meter Water Meter MIU Installation	3	EA	\$ 120.00	\$ 360.00										
8s	AMI Analytical Software	1	LS	\$ 69,587.00	\$ 69,587.00	0.27	\$ 16,784.00				\$ 16,784.00	26.98%	\$ 50,803.00		
8t	Landscape Restoration and Site Cleanup	1	LS	\$ 4,277.78	\$ 4,277.78			0.40	\$ 1,913.11		\$ 1,913.11	40.00%	\$ 2,364.67		
Basic Bid Total					\$ 1,677,889.17		\$ 331,851.93		\$ 535,481.34		\$ 867,333.27	58.62%	\$ 613,258.90		
Change Orders															
CO#1 - Item 7i	Meter Type A - MIU Installation	(484)	EA	\$ 140.00	\$ (67,760.00)										
CO#1 - Item 17	Furnish Only - 520M MIU (Consists to Jamball)	484	EA	\$ 123.00	\$ 59,532.00			94	\$ 11,562.00		\$ 11,562.00	19.43%	\$ 47,970.00		
CO#1 - Item 18	Type B - MIU Installation - 510M MIU mounted to a post and wired to meter in del.	As needed	EA	\$ 203.00	\$ -			23	\$ 5,887.00		\$ 5,887.00	40.00%	\$ (5,887.00)		
Change Order Subtotal					\$ (6,228.00)				\$ 17,449.00		\$ 17,449.00	-212.07%	\$ 43,083.00		
Combined Totals					\$ 1,671,661.17		\$ 331,851.93		\$ 552,930.34		\$ 884,782.27	60.13%	\$ 654,538.90		

0.269993547

Project Monitoring Report

Type of Request Final Final Partial

Report Number 29

With Exhibit A and Invoices
Date: 2/1/2018-2/28/2018

Borrower: SEAL ROCK WATER DISTRICT
Address: P. O. Box 190 Seal Rock, Oregon 97376

BUDGET ITEMS	STATUS OF BUDGET					
	PROGRAMS		FUNCTIONS		ACTIVITIES	
	(a) Budgeted Amounts	(b) Budget Change	(c) Revised Budget	(d) Previous Total	(e) This Period	(d)+(e) TOTAL
All entries under column b must be justified with an attachment. All entries under column e must be documented with attached invoice.						
a. Administrative Expense- Preliminary		\$5,153	\$5,153	\$5,153		\$5,153
b. Preliminary Engineering- ER/PER		\$498,108	\$498,108	\$498,108		\$498,108
c. Geotechnical Studies				\$0		\$0
d. Land, Structures, Right-of-way				\$0		\$0
e. Civil West Engineering				\$0		\$0
1) Basic Engineering Svcs	\$563,763	(\$519,763)	\$44,000	\$44,000		\$44,000
2) Additional Services/Inspection	\$402,688	(\$62,099)	\$340,589	\$340,589		\$340,589
f. Other Engineering				\$0		\$0
1) AMI Engineering Services -Civil West		\$197,662	\$197,662	\$154,388	\$4,039	\$158,427
2) Additional Services				\$0		\$0
g. Interest & fees (interim financing)	\$210,000	(\$152,807)	\$57,193	\$57,193		\$57,193
h. Legal/Administration	\$201,344	(\$155,153)	\$46,191	\$41,160		\$41,160
i. Contingencies	\$595,375	(\$511,067)	\$84,308	\$0		\$0
j. Equipment	\$395,000	(\$385,270)	\$9,730	\$9,730		\$9,730
k. Demolition/Removal	\$365,000	(\$365,000)		\$0		\$0
l. Site Work	\$369,600	(\$369,600)		\$0		\$0
m. Construction Cost :	\$2,897,275	\$365,518		\$0		\$0
1) Sched: 1		(\$32,322)	\$960,871	\$960,871		\$960,871
2) Sched: 2		(\$26,111)	\$2,243,489	\$2,243,489		\$2,243,489
3) Other: B Creek-Electrical Work PUD		\$3,113	\$3,113	\$3,113		\$3,113
4) Other:SCADA-The Automation Group		\$30,049	\$30,049	\$29,112		\$29,112
5) AMI Project		\$1,479,589	\$1,479,589	\$315,260	\$525,284	\$840,544
n. TOTAL PROJECT COST	\$6,000,045	\$0	\$6,000,045	\$4,702,166	\$529,322	\$5,231,488
o. Funding Allocation						
1) Program Income= INTEREST			\$0	\$0		\$0
2) Rural Development Loan	\$3,451,000		\$3,451,000	\$3,451,000		\$3,451,000
3) Rural Development Grant	\$2,549,045		\$2,549,045	\$1,251,166	\$529,322	\$1,780,488
4) Other: DISTRICT CONTRIBUTION			\$0	\$0		\$0
5) Other:Interim Financing Loan	\$3,451,000		\$3,451,000	\$3,451,000		\$3,451,000
p. Total Project Funding (=line l)	\$6,000,045		\$6,000,045	\$4,702,166	\$529,322	\$5,231,488
q. Percentage of Completion				78.37%		87.19%

5. CERTIFICATION

I certify that; to the best of my knowledge and belief, the billed costs or disbursements shown are in accordance with the terms of the project and that an inspection has been performed and all work is in accordance with the terms of the construction contract.

BORROWER:	Signature of Authorized Certifying Official: _____	Date Submitted: _____
	Typed or Printed Name and Title: Adam Denlinger, General Manager	Telephone: 541-563-3529

6. RURAL DEVELOPMENT ACCEPTANCE

This form and attachments have been reviewed and are accepted by Rural Development, unless otherwise noted. This review and acceptance by Rural Development does not attest to the correctness of the amounts, the quantities shown, or that the work has been performed under the terms of the agreements or contracts.

RURAL DEVELOPMENT	Signature of Authorized Certifying Official: _____	Date Submitted: _____
	Typed or Printed Name and Title: Holly Halligan, USDA Area Specialist	Telephone: _____



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 March 15, 2018

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-3 USDA-RD GRANT FUNDED AMI PROJECT:**

District crews and contractor have completed over half of the District’s metering system. Approximately 1,400 new meters have been installed and programed to be read remotely. District Administrative staff continues to process meter read information electronically in preparation for a full AMI integration to occur in the near future.



District customers can continue to expect a brief disruption in service to occur as individual meters are replaced, this typically takes 15-minutes or less. Our community’s drinking water system will remain safe throughout the project. AMI installation is a \$1.5 million dollar project, fully funded through a grant provided by the United States Department of Agriculture Rural Development (USDA-RD) through its Water and Waste Disposal Loan and Grant Program.

● **PHASE-4 SOURCE WATER PROJECT:**

District staff and engineer are working cooperatively with representatives from USDA-RD to certify the District Biological Opinion for the Beaver Creek source water project. District is working closely with the States engineer to include newly adopted requirement related to American Iron and Steel requirements. District staff and environmental consultants from Jacobs engineering have been working closely with the States Historic Preservation Office (SHPO) and the Tribes in response to archaeological concerns that may be impacted by the project. In a letter provided by SHPO on March 7, 2018, officials with SHPO have reviewed the report and concur that a good faith effort has been implemented and the project will likely have no effect on any significant archaeological objects or sites. Based on the information provided, additional archaeological research is not anticipated for this project. Next step includes site level preparation to remove a small number of trees to make room for geotechnical investigation.

Phase-4 improvements project continues to move forward with several critical path tasks to qualify for funding through USDA-RD, which includes:

- Environmental Permitting- Biologists have completed wetlands delineation field work necessary to complete a Biological Opinion (BO) necessary for review by the State Engineer.
- Easement and access agreement for construction and maintenance have been completed by the District's Legal Counsel. Draft copies of the easement agreements have been provided to the various property owners affected by the project. One easement agreement has been received from the property owner and is pending signature.
- District staff and legal counsel is scheduling on site meetings with other property owners to address concerns with project impacts, and easement access.
- District staff continues to work with USDA-RD funding representatives to provide the remaining documentation necessary for financing the improvements.
- District crews have begun working with consultants to begin the Sampling and Analysis Plan (SAP) required as a condition of the District's water right permit for use of water on Beaver Creek.
- Engineer continues to provide water quality and treatability testing in preparation for developing specification for membrane procurement.

• **OTHER NOTABLE ACTIVITIES FOR THE MONTHS OF FEBRUARY/MARCH INCLUDE:**

- Attended weekly meetings with engineers and contractor to discuss Phase-3 schedule for AMI improvements.
- Provided source water project presentation at the Mid and North Coast Water Monitoring Summit in Newport.
- Attended the OAWU Management and Technical conference in Sunriver.
- Facilitated District personnel staff/safety meeting.
- Met with engineer and representatives from USDA-RD to discuss Phase-IV Preliminary Engineering Report and Environmental Report.
- Attended Mid-Coast Integrated Water Resources Coordinating Committee meetings.
- Participated in budget conversations with Oregon Water Resources Department (OWRD) Director Tom Byler and staff.
- Met with Representatives from Oregon DEQ to discuss water monitoring activities on Beaver Creek.
- Hosted Oregon OSHA representative to provide onsite safety consultation.
- Met with SDIS risk management department to provide the District with a risk assessment.
- Met with USDA-RD Public Information Officer (PIO) to discuss development of a success story related to District projects and funding provided through the RUS program.

Joy King

From: Tim Grady <tgrady@fullhartinsurance.com>
Sent: Friday, March 02, 2018 1:43 PM
To: Joy King
Subject: Health Insurance
Attachments: Seal Rock Water Heath AOR letter.pdf

Hi Joy,
Here is my letter requesting to be appointed as the Agent of Record for the District's health insurance. Let me know if you need anything else.

Thank You,
Tim Grady
Producer



680 NW Hemlock Street
P.O. Box 440
Waldport, OR 97394
Phone: 541-563-3241
Fax: 541-563-5087
Cell: 541-961-2713
www.fullhartinsurance.com

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To: jking@srwd.org

[Remove this sender from my allow list](#)

3/2/2018

To: Seal Rock Water District
1037 NW Grebe St
PO Box 190
Seal Rock, OR 97376
Attn: Joy King

Joy,
I am very interested in being appointed as your Agent of Record for your SDAO Health Insurance. I have been Life and Health licensed since 1996 and have worked with SDAO's health insurance for nearly that entire time with the Southwest Lincoln Water District.
Taking over your health coverage would seem to be a natural fit since our office already handles the rest of your SDAO coverages.

Sincerely,



Tim Grady