

SEAL ROCK WATER DISTRICT
Regular Board Meeting
Thursday, November 14, 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 | October/ November 2019 |
| • Board Meeting Minutes | October 10, 2019 |
| • Financial Report / Approve Invoices | October/ November 2019 |
| • USDA Project Monitoring Report No. 48 | November |
| • General Manager's Monthly Report | October/ November 2019 |

4. Discussion and Information Items:

- Consider Primary Source Water Project Update
Presented by: Adam Denlinger, General Manager
Jeff Hollen, Legal Counsel, law office of Ouderkirk & Hollen

5. Decision Items:

- Consider a motion to approve easement agreement.
Presented by: Jeff Hollen, Legal Counsel, law office of Ouderkirk & Hollen

6. Reports, Comments and Correspondence:

- General Manager Annual Performance Evaluation – Due December 2019
- General Manager will be serving jury service the month of November 2019
- SRWD Employee appreciation luncheon December 12th 11:30 a.m. at Georgies
- SRWD District office will be closed November 28th and 29th in observance of the Thanksgiving Holiday
- Seal Rock Public Employees Association (SRPEA) Letter

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 regards 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: December 12, 2019 @ 1:30 p.m. Regular Board Meeting or establish date.

Report Criteria:

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

ORIGINAL

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-2011				
OREGON DEPARTMENT OF RE	102519	3rd Quarterly 2019 Unemployment Insurance	10/25/2019	821.96
Total 01-2011:				821.96
01-2031				
OREGON DEPARTMENT OF RE	103119	3rd Quarterly 2019 Statewide Transit Tax	10/31/2019	142.66
Total 01-2031:				142.66
Grand Totals:				964.62

Dated: OCT - 15 - 2019

General Manager: *A. [Signature]*

Dated: _____

Treasurer: _____

ORIGINAL

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-1310				
BECKY SELANDER	102119	Refund Overpayment	10/21/2019	23.94
NEAL MYERS	101519	Refund Overpayment Final Bill	10/15/2019	21.37
Total 01-1310:				45.31
01-5271				
CHARTER COMMUNICATIONS	007859710191	Internet (Office)	10/19/2019	109.98
Total 01-5271:				109.98
01-5290				
NEWPORT NEWS-TIMES	101119	Yearly Subscription Renewal	10/11/2019	95.00
NEWPORT NEWS-TIMES	101119	Customer Appreciation Discount	10/11/2019	25.00
STAPLES BUSINESS ADVANTA	8056090697	TRU RED 8.5" x 11" Copy Paper, 20lbs, 92 Brightness, 5000/Carton	10/12/2019	41.53
STAPLES BUSINESS ADVANTA	8056090697	Staples Hanging File Folders, 5-Tab, Legal Size, Assorted Colors, 25/Box	10/12/2019	13.93
STAPLES BUSINESS ADVANTA	8056090697	Tombow MONO Original Correction Tape, White, 2/Pack	10/12/2019	14.56
STAPLES BUSINESS ADVANTA	8056090697	2020 AT-A-GLANCE 24x36 Yearly Wall Calendar	10/12/2019	8.11
STAPLES BUSINESS ADVANTA	8056090697	2020 AT-A-GLANCE 8 x 11 Mini Monthly Wall Calendar	10/12/2019	22.41
Total 01-5290:				170.54
01-5291				
US POSTAL SERVICE - WALDP	101819	Bulk Mailing	10/18/2019	891.77
Total 01-5291:				891.77
01-5310				
OHA CASHIER	100919THAYE	2020-21 Cross Connection & Backflow Prevention Renewal (Thayer)	10/09/2019	195.00
OHA CASHIER	100919WYNN	2020-21 Cross Connection & Backflow Prevention Renewal (Wynn)	10/09/2019	195.00
Total 01-5310:				390.00
01-5610				
CENTRAL LINCOLN P.U.D.	102319	Utility Services	10/23/2019	1,869.30
Total 01-5610:				1,869.30
01-5634				
ANALYTICAL LABORATORY GR	120398	Disinfection By-Products	10/11/2019	550.00
ANALYTICAL LABORATORY GR	120399	Coliform, Presence/Absence by SM 9223 B-18 (ALG)	10/11/2019	47.00
Total 01-5634:				597.00
Grand Totals:				4,073.90 ✓

Dated: 10/24/19

General Manager: A. [Signature]

Dated: _____

Treasurer: _____

✓ [Signature]

SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
October 10, 2019

Call Regular Meeting to Order:

President John Garcia called the regular board meeting to order at 4:00 p.m., Thursday, October 10, 2019.

Present:

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

Excused Absences: None

Announcements/Public Comments:

Commissioner Glen Morris will not be able to attend the November 14, 2019 Regular Board Meeting. Commissioner Rob Mills commented that he appreciated Trish Karlsen and Brendi Hargrove for doing an AMI Customer Portal presentation during their Oceanview Terrace Home Owners' Association meeting. The presentation was excellent and Trish and Brendi helped some members set up their Customer Portal.

Consent Calendar:

Items on the consent calendar are Invoice Lists for September/October 2019 and August/September 2019 Financial Report/Invoices to approve; USDA Project Monitoring Report No. 47; General Manager's Report. Commissioner Sandra Mies-Grantham motioned to approve the consent calendar except the minutes of August 8 and September 12 Regular Board Meetings. Motion was seconded by Commissioner Karen Otta. Motion carried unanimously. Commissioner John Garcia motioned to approve the August 8, 2019 Regular Board Meeting Minutes. Motion was seconded by Commissioner Karen Otta. Commissioners Glen Morris, Sandra Mies-Grantham, John Garcia, Karren Otta voted Yes. Commissioner Rob Mills abstained from voting since he was not present at that meeting. Commissioner Glen Morris motioned to approve the September 12, 2019 Regular Board Meeting Minutes. Motion was seconded by Commissioner Sandra Mies-Grantham. Commissioners Glen Morris, Rob Mills, Sandra Mies-Grantham voted Yes. Commissioners John Garcia and Karen Otta abstained from voting since they were not present at that meeting.

Discussion and Information Items:

Source Water Project Update: The District received the US Corps of Engineers Permit to work on the right-of-way. The entire permit hasn't been reviewed by all the consultants. The District also received an "Approved Certificate of Conveyance" from Oregon Department of State Lands (ODSL). This is the acquisition of easements for intake and discharge locations. The consultants have reviewed the agreement that the District needs to enter with ODSL and it conforms with other permitting. Commissioner Glen Morris approved to accept the agreement with ODSL pertaining to the intake and discharge easements. Motion was seconded by Commissioner Sandra Mies-Grantham. Motion carried unanimously.

Decision Items:

Easements: Jeff Hollen, legal counsel updated the Board regarding easement status. He and the GM met with Mr. and Mrs. Young, property owners of the intake location to discuss concerns related to easement access in the future. The engineer adjusted the final design to reflect comments provided by the property owners for ongoing easement access. Their legal counsel, Dennis Bartuldos will do a final review of the document which will then be approved and signed by the property owners. John Garcia will sign the document for the District. It was recommended by Atty. Jeff Hollen for Adam Denlinger, GM to arrange with the title company for title insurance. Commissioner Karen Otta motioned to authorize Adam Denlinger to pay for the easement and to get Title Insurance for the Intake location easement, and for John Garcia to sign the document when ready. Motion was seconded by Commissioner Glen Morris. Motion carried unanimously. Staff and legal counsel are continuing to work with property owners, Mrs. Mullen and with Mr. and Mrs. Tysman to obtain the other needed easements. The delay in obtaining the easements has delayed starting the project.

Auditor Engagement Letter: Joy King, OM updated the Board regarding the auditor engagement letter. It outlines the responsibilities of management during the audit, the required reports they have to produce, their audit objectives and audit procedures. Commissioner Glen Morris motioned to approve the Audit Engagement Letter submitted by the auditor which needs to be signed by the General Manager and the President of the Board. Motion was seconded by Karen Otta. Motion was carried unanimously.

Strategic Planning: The District has signed a contract with consultants from Dig Deep who will help guide the District in planning for the future. The District's designation will change when the Phase 4 Project is completed. We will no longer be

63 Water Distribution only, we will be a Water Treatment and Water Distribution agency. The Board and staff need to look at
64 the District and how to move forward. It was discussed to hold the meeting with Dig Deep a different day than the Board
65 meeting. It was decided to meet with Dig Deep on February 12, 2020 from 10 a.m. to 2 p.m.
66

67 **Backhoe Replacement:** The backhoe that staff found to purchase is \$54,000 including shipping. It only has 2,700
68 operating hours. The Board approved the purchase of a backhoe up to \$50,000. Staff is asking for approval for the
69 additional cost. Commissioner Karen Otta motioned to approve the purchase of a backhoe for \$54,000 including shipping.
70 Motion was seconded by Commissioner Sandra Mies-Grantham. Motion carried unanimously.
71

72 **Reports, Comments, and Correspondence:** The GM Annual Performance Evaluation is due on December 1, 2019. Paper
73 copies of the Performance Evaluation Form are available for the Boards' use. An electronic copy is also available for those
74 who want an electronic copy.
75

76 The GM is on Jury Duty for the whole month of November.
77

78 There is a two-day Business Oregon – Infrastructure Summit on October 20-21, where Adam Denlinger is invited to present
79 the District's AMI Project and Source Water Improvement Project.
80

81 Jeff Hollen, legal counsel updated the Board of the conversation he had with the City of Toledo legal counsel regarding
82 water rate agreement beyond the 2020 contract. The City is not ready to discuss rates or to pursue an agreement beyond
83 the 2020 Water Rates Agreement until the 2018-19 rates are agreed upon. The possibility that the District might have to
84 pay outside rates, which could be double than what the District pays now, was discussed. It would be for a short period of
85 time. The District also could work with the City of Newport to develop an agreement to purchase water from the City of
86 Newport until the District's Source Water Project is completed.
87

88 **Recessed Regular Board Meeting and Called an Executive Session:**
89 President John Garcia recessed the Regular Board Meeting at 5:20 p.m. and called the Executive Session to order. The
90 SRWD Board will now meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning
91 the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed; and (e) To conduct
92 deliberations with persons designated by the governing body with regards to real property transactions.
93

94 **Adjourned Executive Session and Reconvened the Regular Session:**
95 President John Garcia adjourned the Executive Session at 5:58 p.m. and reconvened the recessed Regular Session.
96

97 **Adjournment:** President John Garcia adjourned the meeting at 6 p.m.
98

99 **Next Board Meeting:** November 14, 2019, at 4:00 p.m. Regular Board Meeting.
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108 Approved by Secretary

108 Date:

Monthly Statistics		Comments				
Total customers	2590	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	1					
Financial Report		Checking/MM	LGIP/PFMA	Fund Balances	Comments	
General	\$206,427.77	\$24,404.43	\$230,832.20			
Bond	\$391,391.26	\$0.00	\$391,391.26			
Capital Projects	\$230,184.07	\$478,591.94	\$708,776.01		\$2,691,821.79 G O. Bond Proceeds;	
Revenue Bond	\$2,716.12	\$21,234.53	\$23,950.65			
Rural Development Reserve	\$0.00	\$56,169.67	\$56,169.67			
Dist. Office/Shop Reserve	\$2,526.80	\$139,321.36	\$141,848.16			
Depreciation Reserve	\$0.00	\$180,472.08	\$180,472.08			
SDC (formerly SIP)	\$0.00	\$431,824.27	\$431,824.27		\$973,827.00 SDC collections thru 10/31/19	
Water Source Improvement Rsv	\$0.00	\$882,297.39	\$882,297.39			
TOTALS	\$833,246.02	\$2,214,315.67	\$3,047,561.69			
General Fund Review		Current	FYTD	Budgeted Amount	Comments	
Revenue	\$162,690.51	713,109.87	\$2,479,200.00			
Expenses	\$114,213.74	581,555.36	\$2,479,200.00		Contingency \$100,000; Transfers \$448,570; Total expenses budgeted \$1,930,630	
Net Gain or (Loss) from Operations	\$48,476.77	\$131,554.51				
Water Sales Revenue Comparison		Month	FYTD	Comments		
Projected Water Sales	\$145,283	\$656,190		Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual + In Lieu of Water Sales Less H2O CR	\$145,573	\$673,718		Less: Billing Adj YTD \$668.72; Leak Adj YTD \$33.05		
Over or (Under)	\$290.00	\$17,527.87		TOTAL YTD ADJUSTMENTS \$701.77		
Gallage Comparison		Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased	7,317,000	8,406,000	Toledo Charges	\$23,707.10	\$28,580.40	
Gallons Sold (includes accountable loss)	6,899,678	7,190,587	SRWD Sales	\$141,203.92	\$145,220.44	
Variance %	5.70%	14.46%	Ratio: Sales/Cost	5.96	5.08	
Accountable Water Loss (gallons)	169,899		City of Newport Intertie Usage		0	
Approval To Pay Bills	Payroll 10/11/19 \$20,773.41		Payroll 10/25/19 \$19,828.98			
Month of:	October	(after meetings)	November			
	GF A/P	\$5,038.52	GF A/P	\$0.00	up to	
	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)	\$0.00	MP - Phase 4 (IFA)	\$0.00		
	Prelim. MP- Phase 4	\$0.00	Prelim MP- Phase 4(USDA)	\$0.00		
	SDC Fund	\$0.00	SDC Fund	\$0.00		
	SRWD Funded	\$0.00	SRWD Funded	\$0.00		
Monthly Accrual Statistics		Beg. Balance	Accrued	Used/Paid	Balance	
		9/30/2019			10/31/2019	
Office Overtime Hours (2-01)	0.00	0.00	0.00	0.00		
Field Overtime Hours (2-02)	0.00	1.00	1.00	0.00		
PTO (3-01)	2225.39	121.86	170.50	2176.75		
Comp Time (9-01 / 9-02)	127.76	12.38	30.00	110.14		

Project Monitoring Report
 With Exhibit A and Invoices
 Date: 10/01/19-10/31/19

Type of Request Final Partial **Report Number** 48

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	\$0
b. Preliminary Engineering- ER/PER		\$498,108	\$498,108	\$498,108		\$498,108	\$0
c. Geotechnical Studies						\$0	\$0
d. Land, Structures, Right-of-way						\$0	\$0
e. Civil West Engineering				\$0		\$0	\$0
1) Basic Engineering Svcs	\$563,763	(\$519,763)	\$44,000	\$44,000		\$44,000	\$0
2) Additional Services/Inspection	\$402,688	(\$62,099)	\$340,589	\$340,589		\$340,589	\$0
f. Other Engineering						\$0	\$0
1) AMI Engineering Services -Civil West		\$197,662	\$197,662	\$169,709	\$1,041	\$170,750	\$26,912
2) Additional Services				\$0		\$0	\$0
g. Interest & fees (interim financing)	\$210,000	(\$152,807)	\$57,193	\$57,193		\$57,193	\$0
h. Legal/Administration	\$201,344	(\$155,153)	\$46,191	\$41,908		\$41,908	\$4,283
i. Contingencies	\$595,375	(\$554,034)	\$41,341	\$0		\$0	\$41,341
j. Equipment	\$395,000	(\$385,270)	\$9,730	\$9,730		\$9,730	\$0
k. Demolition/Removal	\$365,000	(\$365,000)		\$0		\$0	\$0
l. Site Work	\$369,600	(\$369,600)		\$0		\$0	\$0
m. Construction Cost :	\$2,897,275	\$365,518		\$0		\$0	\$0
1) Sched: 1		(\$32,322)	\$960,871	\$960,871		\$960,871	\$0
2) Sched: 2		(\$26,111)	\$2,243,489	\$2,243,489		\$2,243,489	\$0
3) Other: B Creek-Electrical Work PUD		\$3,113	\$3,113	\$3,113		\$3,113	\$0
4) Other:SCADA-The Automation Group		\$29,112	\$29,112	\$29,112		\$29,112	\$0
5) AMI Project		\$1,363,901	\$1,363,901	\$1,363,901		\$1,363,901	\$0
6) AMI Project- Other Equipment		\$25,000	\$25,000	\$20,217		\$20,217	\$4,783
7) Schedule 2 - PRVs Project		\$134,592	\$134,592	\$130,785		\$130,785	\$3,807
n. TOTAL PROJECT COST	\$6,000,045	\$0	\$6,000,045	\$5,917,878	\$1,041	\$5,918,919	\$81,127
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	\$2,466,878	\$1,041	\$2,467,919	\$81,126
4) Other: DISTRICT CONTRIBUTION			\$0	\$0		\$0	
5) Other:Interim Financing Loan	\$3,451,000		\$3,451,000	\$3,451,000		\$3,451,000	\$0
p. Total Project Funding (=line l)	\$6,000,045		\$6,000,045	\$5,917,878	\$1,041	\$5,918,919	\$81,126
q. Percentage of Completion				98.63%		98.65%	

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 – Web: www.srwd.org

Seal Rock Water District

General Manager's Report:
 Board Meeting November 14, 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:

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

- Staff continues working with representatives from USDA-RD, the District's finance consultant, and Bond Counsel in preparation for Phase-4 interim financing.
- Final design has been approved by the State of Oregon, Health Authority (OHA) Department.
- Lincoln County Conditional Use Permit process has been completed, staff and consultants are working with LC Public Works to complete the work in the right-of-way permit.
- US-Corp of Engineers permit for work in the waterway was received on September 30, 2019.
- District counsel and staff are working with property owner to address concerns related to easement access at the intake site.
- Final design has been adjusted to reflect comments provided by the property owner for ongoing access.
- Final easement agreement for the intake site has been approved
- Bond Documents have been completed and are in review by USDA-RD General Counsel.

SUMMARY OF CONSERVATION CONSORTIUM RESEARCH AND ANALYSIS PROVIDED BY GSI WATER SOLUTIONS:

In accordance with the Mid-Coast Water Conservation Consortium-Initial Development scope of work (executed April 23, 2019), GSI Water Solutions, Inc. (GSI) conducted research and analysis into elements needed to operate a water conservation consortium. The findings of this research, results of analyses, and feedback received are summarized in this memo and attachments.

To review, GSI proposed to investigate:

- Current water conservation activities of water providers in the Mid-Coast,
- Existing Water Management and Conservation Plans (WMCPs) of water providers in the Mid-Coast and WMCP requirements,
- Potential water conservation services (including services that address WMCPs\requirements) and drought response services provided by the consortium (i.e. workplan),

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

Adam Denlinger, General Manager

adenlinger@srwd.org

www.srwd.org

- Administrative operations and needs,
- Membership requirements and member participation,
- Estimated costs,
- Funding mechanisms, and
- Governance structures - Intergovernmental agreements, etc.

GSI discussed information from its investigations with Seal Rock Water District and the cities of Lincoln City, Waldport, Newport, and Yachats (referred to as the “Group” in this memo) at Municipal/Water District meetings and by email.

Current water conservation activities and WMCP benchmark activities:

To identify current water conservation activities of water providers, GSI reviewed the water conservation activities and 5-year benchmarks described in Water Management and Conservation Plans and reviewed the water conservation activities listed in the Mid-Coast Water Resources Characteristics --Built Systems technical memo developed for the Mid-Coast Water Planning Partnership. WMCPs require public education, and the size of a water provider and/or need to expand or initiate diversion of water under an extended water rights permit can trigger additional required activities, including technical and financial assistance, rate structure and billing practices that encourage conservation, and supplier-financed retrofit or replacement of inefficient fixtures.

Findings of this research, which are summarized in Attachment A, showed that the most common ways that water providers communicate water conservation information are through billing messages within water bills, website content, and newsletter articles. Some smaller water providers also use Consumer Confidence Reports to promote water conservation. Many of the larger water providers provide free water-efficient fixtures to customers, as well. WMCP benchmarks mostly aligned with current water conservation activities.

Potential water conservation and drought response services and estimated costs:

In July 2019, GSI identified potential conservation activities and rough cost estimates for the Consortium’s initial years, by identifying the current activities that most water providers implement, activities required in the WMCPs of water provider, methods of communicating that smaller water providers typically use (newsletters, billing messages within bills, and Consumer Confidence Reports), and other conservation activities that could be implemented based on research of what activities other water providers outside the region implement and the water use characteristics on the Mid-Coast.

To estimate the costs associated with developing a logo/brand and a website, GSI contacted three companies that provide those types of services and received rough estimates from one company. Goldstreet Designs from Bend, OR estimated that developing a website with modern pages, a mobile-friendly platform, user-friendly administration rights, and capability to show videos would likely range from \$7,000-\$10,000. Goldstreet Designs estimated that developing a logo and brand with branding guidelines would likely range from \$6,000-\$7,000.

The Group verbally indicated in meetings that the activities listed under Year 1 for the \$40,000 budget seemed reasonable.

Administrative operations and needs:

GSI reviewed the administrative operations and needs of the Regional Water Providers Consortium (RWPC) and Clackamas River Water Providers (CRWP) to determine what the Consortium may need. Potential administrative operations include:

- Annual Work Plan and budget development
- Contracting
- Fiscal management and reporting
- Business logistics, such as for Board and committee meetings
- Materials and services (e.g., meeting room rentals, postage, phone services etc.)
- Website management (e.g., website hosting, website programmer, website administration (i.e., managing an updating website)

The Fiscal Agent for the Consortium will likely already be covering some of these operational needs as part of its own operations, Consortium operations and dues will address some operational needs, and contractors hired for the Consortium can address other operational needs.

For funding mechanisms, GSI researched the methods that the RWPC and CRWP use to fund their organizations. The RWPC uses dues to cover expenses, and these dues are currently based on member's share of the total number of retail customers and share of the total average daily retail water use in mgd in the prior year. The CRWP uses grants and dues to cover the expenses, and these dues are currently based on proportional water use from the Clackamas River adjusted to reflect limited participation of some participating water providers.

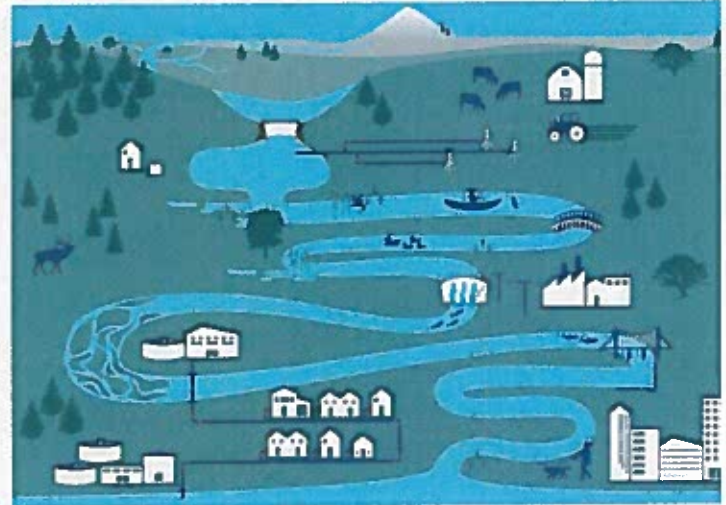
GSI initially analyzed the percentage and dollar share of a \$20,000 and a \$40,000 budget based on three categories (connections, population served, and demand) to provide perspective on potential dues under those scenarios. The Group stated to use a \$40,000 budget and requested a tiered dues structure informed by those three factors. GSI proposed four tiers, with Tier 1 being the largest water providers, Tier 2 being mid-sized water providers, Tier 3 being small cities and water utilities, and Tier 4 being the smallest water providers.

The Group indicated that it felt comfortable with this tiered structure and the potential dues under different Consortium participation levels (i.e. only five providers participating, mid-range participation, and all Mid-Coast water providers participating). Another opportunity for funding would be grants that support specific initiatives. Language can be included in the Consortium's intergovernmental agreement and by-laws specify that those funding sources are also acceptable.

INVESTING IN OUR WATER FUTURE:

Many areas of Oregon are known for clean and reliable water. This is due to both favorable climate and the infrastructure we built in the 19th and 20th centuries to effectively move water from its source to where it is used. As has been identified in Oregon's Integrated Water Resources Strategy, 3 forces combine to place significant stress on Oregon's water:

- 1. Climate change and associated increases in fire, drought, and flooding;
- 2. A half century of underinvestment in built and natural water infrastructure; and
- 3. Our changing population and associated development – growing in some areas, shrinking in others.



These factors impact the quality and quantity of water for our communities, including water in our rivers, lakes, reservoirs, and aquifers. Simply put, if we are not willing to roll up our sleeves and work together to invest in our natural and built water systems, we place the safety of our communities, the health of our people and environment, and Oregon's economic future at risk. Share your thoughts and learn more by viewing the videos @ <https://www.oregon.gov/oweb/resources/OregonWaterVision/Pages/default.aspx>

OTHER NOTABLE ACTIVITIES FOR THE MONTH INCLUDE:

- Presented project information at the first annual Oregon Infrastructure Summit in Salem October 20th and 21st.
- District staff and engineers attended a project update with Lincoln County Public Works engineers to discuss impacts to the South Beaver Creek Bridge and Beaver Creek Right-of-way October 23rd.
- Attended Newport Big Creek Dam Emergency Table Top Exercise October 24, 2019
- Reviewed Easement and access agreements related to Phase-4 improvements.
- Received easement from Oregon Department of State Lands for the intake and discharge sites on Beaver Creek, September 2019.
- Field crews complete water mainline replacement on Cunard Street in the Bayshore Community.
- Attended Governor's 100-year Community Conversation October 30th.
- Attended on site Beaver Creek water quality field data collection meeting with consultants October 28th.
- Hosted the Mid-Coast Water Conservation Consortium meeting October 22nd
- Attended SDAO Board Joint SDIS Trust Board Joint meeting in Salem November 6th and 7th.
- Field operations staff attended OSHA - Driver Safety Course for Large Trucks October 31, 2019



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Seal Rock Water District

11/1/19

To: SRWD Board of Commissioners

From: SRWD General Staff

Re: Decertification of Seal Rock Public Employees Association (SRPEA)

The members of the Seal Rock Public Employees Association would like to inform the Board that we have put in a request with the Oregon Employment Relations Board to decertify (dissolve) the collective bargaining unit.

The members of the SRPEA wish to decertify (dissolve) the collective bargaining unit because we feel that since the addition of a General Manager that we do not feel the association is necessary as we are confident that management can represent the employees interests better than the employee association.

In addition, the employees are very happy with management and we are looking forward to continuing working with the District, including management and the Board in a positive working relationship.

Respectfully,

SRWD General Staff