

SEAL ROCK WATER DISTRICT  
Regular Board Meeting  
Thursday, January 11, 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:                              | December/January – 2017/2018 |
| • Board Minutes:                             | December 14, 2017            |
| • Financial / Approve Invoices:              | December/January – 2017/2018 |
| • Contractor's Payment Application No. 1     | December 2017                |
| • USDA Phase-3 Project Monitoring Report #27 | December/January – 2017/2018 |
| • General Managers Monthly Report            | December/January – 2017/2018 |

**4. Discussion and Information Items:**

- Consider Primary Source Water Project – Funding Update.  
Presented by: Adam Denlinger, General Manager
- Consider USDA Grant Funded, Phase-3 Automated Meter Integration (AMI) Project Update.  
Presented by: Adam Denlinger, General Manager

**5. Decision Items:**

- Consider leak relief request for 221 SE 143<sup>rd</sup> Street  
Presented by: Adam Denlinger, General Manager
- Consider rescheduling the February regular Board meeting to February 22, 2018  
Presented by: Adam Denlinger, General Manager
- Consider Appointment to the SRWD Citizen Member Budget Committee for 2018/2019.  
Presented by: Adam Denlinger, General Manager
- Consider approving the 2018/2019 Budget Calendar.  
Presented by: Adam Denlinger, General Manager
- Consider Appointing the SRWD Budget Officer for 2018 -2019 Budget Process.  
Presented by: Adam Denlinger, General Manager

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

- SRWD Office will be closed January 15, 2017 in honor of Martin Luther King Jr. Holiday.
- SDAO Annual Conference February 8<sup>th</sup> through the 11<sup>th</sup>, 2018. A limited number of hotel rooms have been reserved for SRWD Commissioners.
- SDIS Safety and Security Matching Grant Award Letter.
- Business Oregon, IFA Project Closeout Letter December 28, 2017

**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: February 22, 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
<b>01-1310</b>						
ROGER HARRIS	122917	Refund Overpayment	12/29/2017	21.29	00	
Total 01-1310:				21.29	00	
<b>01-5190</b>						
SAMARITAN OCCUPATIONAL M	9400014693	DOT Physical - Myers	12/06/2017	95.00	00	
Total 01-5190:				95.00	00	
<b>01-5200</b>						
STREAMLINE	96393	Streamline Monthly Member Fee	12/14/2017	200.00	00	
Total 01-5200:				200.00	00	
<b>01-5290</b>						
STAPLES BUSINESS ADVANTA	8047817157	Staples Button & String Interoffice	12/09/2017	16.61	00	
STAPLES BUSINESS ADVANTA	8047817157	2018 At-A-Glance Yearly Wall Cal	12/09/2017	7.96	00	
STAPLES BUSINESS ADVANTA	8047817157	Staples Copy Paper 8 1/2 x 11 Let	12/09/2017	36.20	00	
Total 01-5290:				60.77	00	
<b>01-5291</b>						
US POSTAL SERVICE - WALDP	122217	Bulk Mailing (December 2017)	12/22/2017	893.46	00	
Total 01-5291:				893.46	00	
<b>01-5310</b>						
OREGON GOVERNMENT ETHIC	AIE06276	Annual Oregon Ethics Commissio	12/11/2017	475.12	00	
Total 01-5310:				475.12	00	
Grand Totals:				1,745.64	00	

Dated: JAN 2, 2018

General Manager: A. Nami

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

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

*[Handwritten signature]*

ORIGINAL

Report Criteria:

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

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>01-2000</b>						
IRS TAX DEPOSIT	010218	941-V Payment for 4th Quarter 20	01/02/2018	1.02	.00	
Total 01-2000:				1.02	.00	
<b>01-2010</b>						
IRS TAX DEPOSIT	010218	941-V Payment 4th Quarter 2017	01/02/2018	4.11	.00	
Total 01-2010:				4.11	.00	
<b>01-2011</b>						
OREGON DEPARTMENT OF RE	010218	4th Quarterly 2017 Unemploymen	01/02/2018	365.79	.00	
Total 01-2011:				365.79	.00	
Grand Totals				370.92	.00	

Dated: Jan 2, 2018

General Manager A. Winkler

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

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

*[Handwritten signature]*

5

**SEAL ROCK WATER DISTRICT**  
**MINUTES OF THE**  
**Regular Board Meeting**  
**December 14, 2017**

1  
2  
3  
4  
5  
6  
7 Call Regular

8 Board Meeting: Board President John Garcia called the regular board meeting to order at 1:30 p.m.,  
9 Thursday, December 14, 2017.

10  
11 Present: John Garcia, Board President; Glen Morris, Treasurer; Rob Mills, Member. Staff: Adam  
12 Denlinger, General Manager; Joy King, Office Manager. See sign in sheet for public  
13 attendance.  
14

15 Excused Absences: Commissioner Karen Otta and Commissioner Sandra Mies-Grantham

16  
17 Announcements: Joy King will not be able to attend the January 10, 2018 Board Meeting.

18  
19 Public Comments: None  
20

21 Decision Items:

22 Audit Report FY 16-17

23 Presentation: Signe Grimstad, a CPA and a Municipal Auditor from Grimstad and Associates presented  
24 her audit findings of the District's Financial Records to the Board of Commissioners. She  
25 reported that the District has good staff who are doing good works to have a healthy  
26 District. The District has spent over \$700,000 of federal funding and as such is required to  
27 have a single audit. She hired a new CPA whose expertise is in single audit and found her  
28 audit of the District's Financial Records was straight forward and clean. Signe Grimstad  
29 indicated she didn't find any issues or concerns and this resulted in a healthy audit. Adam  
30 Denlinger, the GM expressed gratitude for her and her staff's work. Commissioner Morris  
31 motioned to approve the audit report for FY 2016-17 as presented by Signe Grimstad.  
32 Motion seconded by Commissioner Mills. Motion passed 3-0.  
33

34 Agenda Calendar: Items on the consent calendar are Invoice Lists for November/December 2017; minutes of  
35 November 16, 2017 regular board meeting; November/December 2017 Financial  
36 Report/Invoices to approve; USDA Phase 3- Project Monitoring Report No. 26; General  
37 Manager's Report. Commissioner Morris motioned to approve the consent calendar.  
38 Motion Seconded by Commissioner Mills. Motion carried unanimously.

39 Discussion and

40 Information Items:

41 Primary Source Water

42 Project Update:

43 Funding: IFA

44 Adam Denlinger, GM and Paul Berg, ch2m engineer attended the Business Oregon-IFA  
45 Board Meeting in Salem on Dec 1, 2017 and did a Phase IV Beaver Creek Source Water  
46 Project presentation and answered questions from the Board. The result of the meeting is  
47 favorable to the District. The Board approved the funding request and committed to giving  
48 the District \$1,030,000 in grant and \$2,500,000 in loan with 1% interest payable in 30  
49 years. The Board requested some language changes in the document for clarification. IFA  
50 staff will work on updating the documents and prepare the funding agreement/contract for  
51 signatures.

52 USDA-RD:

53 Adam Denlinger, GM and Paul Berg, ch2m engineer met with Michael Beyer, USDA State  
54 Engineer in Corvallis on Dec 13, 2017 to discuss the Short-lived Assets Replacement  
55 Reserve Account (SLARRA) list update. These assets include those with 5 to 15 years life  
56 span. The current SLARRA list includes the short-lived assets for the Phase 3 project  
57 USDA funding requirement. The list needs to be updated to include short-lived assets for  
58 Phase IV project USDA funding requirement. USDA has committed to a financing  
59 package for the District's Distribution part of Phase IV Beaver Creek Source Water Project  
60 for \$2.5 million grant and \$6.5 million loan.

61 Michael Beyer is in the process of reviewing the Environmental Report (ER) and the  
62 Preliminary Engineering Report (PER). After his review and approval of the ER/PER the  
63 District will receive a Letter of Conditions from USDA which means the funds will be  
64 obligated for the District to fund Phase IV Distribution. The estimated O and M cost for the  
65 treatment plant is \$250,000 annual which will be funded from the cost of water the District  
pays to the City of Toledo which is estimated as \$378,000.

Senator Wyden who was present at the IFA Board meeting noted that the District's method of seeking funding is a model approach for funding.

AMI Project:

District staff have provided data in spreadsheets to Sensus and Caselle who are working together to complete the Sensus Analytics Integration. Permitting for project has been completed. Ferguson is installing a base tower by Driftwood Reservoir and one by Lost Creek Reservoir. After they are installed and functional Ferguson will install ten test meters with smart points to see if they would communicate and relay information through the base stations. After communications are establish and verified, Ray Wells Inc, the subcontractor will begin installing 2,000 new meters with smart points. District staff will install approximately 482 smart points on existing lead-free meters. This process will be coordinated with the office staff to make sure it doesn't interfere with billing. Residents will be notified using door hangers, or knocking on doors and using a reader board for areas they are working. The process of installing the meter would take about 15 minutes.

Decision Items:

GM Personnel

Action Form:

The Board of Commissioners completed the GM's Performance Review during the November 16, 2017 Regular Board meeting. The overall rating of the GM's performance was "Exceeds Job Standard".

The Board discussed the different ways to reward the GM's performance especially for the successes of obtaining grants to fund the Beaver Creek Source Water Project.

Commissioner Morris motioned to give the GM a 40 hours administrative leave in addition to the regular PTO accrued annually and to move his wage one step above his current step on the wage scale. Motion was seconded by Commissioner Morris. Motion carried 3-0.

Reports, Comments, And Correspondence:

Office Closures:

SRWD Office will be closed on December 25, 2017 and January 1, 2018 in observance of Christmas and New Year's Holidays.

SDAO Annual Conference:

Commissioner Mills as an SDAO consultant and Adam Denlinger, GM as a member of SDAO Board of Directors will attend SDAO Annual Conference on Feb 8 thru Feb 11. All expenses involving accommodation and conference fees will be taken care of by SDAO. Commissioner Morris and commissioner Garcia will not be able to attend the SDAO Conference.

Executive Session:

None

Next Board Meeting:

January 11, 2018 at 4 p.m. Regular Board Meeting.

Adjournment:

Commissioner Garcia adjourned the meeting at 2:15 p.m.

Approved by Secretary

Date

Date: 1/02/18

Monthly Statistics		Comments			
Total customers	2539	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	0				
Financial Report	Checking/MM	LGIP/PFMA	Fund Balances	Comments	
General	\$425,850.34	\$20,920.03	\$446,770.37		
Bond	\$720,663.15	\$0.00	\$720,663.15		
Capital Projects	\$148,942.72	\$528,336.00	\$677,278.72	\$2,691,821.79 G.O. Bond Proceeds:	
Revenue Bond	\$2,709.01	\$33,366.92	\$36,075.93		
Rural Development Reserve	\$0.00	\$43,038.62	\$43,038.62		
2000 Loan Reserve	\$0.00	\$0.00	\$0.00		
Dist. Office/Shop Reserve	\$2,520.18	\$134,583.65	\$137,103.83		
Depreciation Reserve	\$0.00	\$188,447.93	\$188,447.93		
Special Projects / ODOT Reserve	\$0.00	\$0.00	\$0.00		
SDC (formerly SIP)	\$0.00	\$274,535.35	\$274,535.35	\$787831.50 sdc collections thru 12/31/17	
Water Source Improvement Rsv	\$0.00	\$691,655.64	\$691,655.64		
<b>TOTALS</b>	<b>\$1,300,685.40</b>	<b>\$1,914,884.14</b>	<b>\$3,215,569.54</b>		
General Fund Review	Current	FYTD	Budgeted Amount	Comments	
Revenue	\$175,081.44	1,073,540.83	\$2,371,900.00		
Expenses	\$120,983.92	1,020,419.18	\$2,371,900.00	Conbngency \$100,050; Transfers \$547,950. Total expenses budgeted \$1,723,950.	
Net Gain or (Loss) from Operations	\$54,097.52	\$53,121.65			
Water Sales Revenue Comparison	Month	FYTD	Comments		
Projected Water Sales	\$137,627	\$887,173	Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual + In Lieu of Water Sales Less H2O CR	\$147,416	\$948,570	Less: Billing Adj YTD (\$5.34) ; Leak Adj YTD \$1,745.52		
Over or (Under)	\$9,789.20	\$61,396.81	TOTAL YTD ADJUSTMENTS \$1,740.18		
Gallonage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased	7,744,000	8,094,000	Toledo Charges	\$25,942.40	\$28,895.60
Gallons Sold (includes accountable loss)	7,554,090	6,837,060	SRWD Sales	\$142,614.36	\$133,667.61
Variance %	2.45%	15.53%	Ratio: Sales/Cost	5.50	4.63
Accountable Water Loss (gallons)	700,000		City of Toledo Intertie Usage		0
<b>Approval To Pay Bills</b>	Payroll 12/08/17 \$19,026.22		Payroll 12/22/17 \$20,829.73		
Month of:	December	(after meetings)	January		
	GF A/P	\$1,745.64	GF A/P	\$33,213.65	up to 1/4/18
	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	\$0.00	
	Master Plan - Phase 3	\$0.00	Master Plan - Phase 3	\$0.00	
	Prelim. MP- Phase 4	\$0.00	Prelim. MP- Phase 4	\$11,617.00	
	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	
	11/30/2017			12/31/2017	
Office Overtime Hours (2-01)	0.00	5.50	5.50	0.00	
Field Overtime Hours (2-02)	0.00	0.00	0.00	0.00	
PTO (3-01)	1313.38	155.70	31.50	1437.58	
Comp Time (9-01 / 9-02)	85.73	23.63	39.00	70.36	





For (Contract): Application Period: A Start to 11/30/2017 Application #: 1 12/19/2017

Bid Item No.	Item Description	Item Quantity	Contract Information			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/B)	Balance to Finish (B-F)
			Units	Unit Price	Total Value of Item (\$)								
1	Mobilization, Bonds and Insurance	1	LS	\$ 111,791.00	\$ 111,791.00								\$ 111,791.00
2	Temporary Controls and Construction Facilities	1	LS	\$ 67,424.00	\$ 67,424.00								\$ 67,424.00
3	Demolition and Site Preparation	1	LS	\$ 82,392.00	\$ 82,392.00								\$ 82,392.00
4	Foundation Stabilization	10	CY	\$ 53.33	\$ 533.30								\$ 533.30
5	Aggregate Base/Shoulder	50	Tons	\$ 35.56	\$ 1,778.00								\$ 1,778.00
6	AC Pavement Patch	10	Tons	\$ 216.67	\$ 2,166.70								\$ 2,166.70
7	Meter Install Type A												
7a	Meter Installation Type A - 5/8" x 3/4"	2000	Ea	\$ 237.38	\$ 474,760.00								\$ 474,760.00
7b	Meter Installation Type A - 1"	13	Ea	\$ 326.51	\$ 4,245.93								\$ 4,245.93
7c	Meter Type A - New 12x20 Meter Box	0	Ea	n/a									
7d	Meter Type A - New 12x20 Meter Box	4	Ea	\$ 483.67	\$ 1,934.68								\$ 1,934.68
7e	Meter Type A - Level Existing Meter Box	327	Ea	\$ 61.11	\$ 19,982.97								\$ 19,982.97
7f	Meter Type A - New Customer Valve	0	Ea	n/a									
7g	Meter Type A - Adjust Meter Height	204	Ea	\$ 131.68	\$ 26,862.72								\$ 26,862.72
7h	Meter Type A - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89								\$ 92.89
7i	Meter Type A - MIU Installation	2457	Ea	\$ 140.00	\$ 343,980.00								\$ 343,980.00
8	Meter Install Type B												
8a	Meter Installation Type B - 5/8" x 3/4"	35	Ea	\$ 1,301.82	\$ 45,563.70								\$ 45,563.70
8b	Meter Installation Type B - 1"	12	Ea	\$ 1,391.05	\$ 16,692.60								\$ 16,692.60
8c	Meter Type B - New 12x20 Meter Box	10	Ea	\$ 135.73	\$ 1,357.30								\$ 1,357.30
8d	Meter Type B - New 12x20 Traffic Box	6	Ea	\$ 483.67	\$ 2,902.02								\$ 2,902.02
8e	Meter Type B - Level Existing Meter Box	12	Ea	\$ 61.11	\$ 733.32								\$ 733.32
8f	Meter Type B - New Customer Valve	0	Ea	n/a									
8g	Meter Type B - Adjust Meter Height	10	Ea	\$ 133.26	\$ 1,332.60								\$ 1,332.60
8h	Meter Type B - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89								\$ 92.89
8i	Meter Type B - MIU Installation	35	Ea	\$ 154.44	\$ 5,405.40								\$ 5,405.40
9	Meter Install Type C - 1.5" to 3"												
9a	Meter Type C - New 17x30 Meter Box	5	Ea	\$ 902.84	\$ 4,514.20								\$ 4,514.20
9b	Meter Type C - New 17x30 Traffic Box	8	Ea	\$ 1,589.40	\$ 9,530.40								\$ 9,530.40
9c	Meter Type C - Level Existing Meter Box	6	Ea	\$ 205.56	\$ 1,644.48								\$ 1,644.48
9d	Meter Type C - New Customer Valve	0	Ea	n/a									
9e	Meter Type C - Adjust Meter Height	5	Ea	\$ 2,294.44	\$ 11,472.20								\$ 11,472.20
9f	Meter Type C - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89								\$ 92.89
9g	Meter Type C - MIU Installation	11	Ea	\$ 203.33	\$ 2,236.63								\$ 2,236.63
10	Meter Install Type D - 6"												
10a	Meter Type D - Repair Tracer Wire	1	Ea	\$ 92.89	\$ 92.89								\$ 92.89
10b	Meter Type D - MIU Installation	4	Ea	\$ 316.67	\$ 1,266.68								\$ 1,266.68
11	Tower Gateway Basestation Collectors	1	LS	\$ 160,000.00	\$ 160,000.00								\$ 160,000.00
12	Backhaul Internet Connections	1	LS	\$ 2,000.00	\$ 2,000.00								\$ 2,000.00
13	SCADA Data Link	0	LS	n/a									
14	Master Water Meter MIU Installation	3	Ea	\$ 120.00	\$ 360.00								\$ 360.00
15	AMI Analytical Software	1	LS	\$ 69,587.00	\$ 69,587.00			0.27	\$ 18,784.00				\$ 50,803.00
16	Landscape Restoration and Site Cleanup	1	LS	\$ 4,777.78	\$ 4,777.78								\$ 4,777.78
<b>Basic Bid Total</b>					<b>\$ 1,479,589.17</b>				<b>\$ 18,784.00</b>		<b>\$ 18,784.00</b>	<b>1.27%</b>	<b>\$ 1,460,805.17</b>
<b>Change Orders</b>													
<b>Change Order Subtotal</b>													
<b>Combined Totals</b>					<b>\$ 1,479,589.17</b>				<b>\$ 18,784.00</b>		<b>\$ 18,784.00</b>	<b>1.27%</b>	<b>\$ 1,460,805.17</b>

# FERGUSON WATERWORKS

PRINT DUPLICATE INVOICE

FERGUSON WATERWORKS #3011  
PO BOX 847411  
DALLAS, TX 75284-7411

Deliver To: 1500000.00  
From: Celeste Moltzan  
Comments:

Please Contact With Questions:  
503-240-6747

Invoice Number	Customer	Page
0608961	52403	1

Please refer to Invoice Number when making payment and remit to:

TOTAL DUE ---> 18784.00

FERGUSON WATERWORKS #3011  
PO BOX 847411  
DALLAS, TX 75284-7411

Sold To:  
SEAL ROCK WATER DISTRICT  
AMI WATER METERING  
PO BOX 190  
SEAL ROCK, OR 97376

Ship To:  
SEAL ROCK WATER DISTRICT  
1037 NW GREBE STREET  
AMI WATER METERING  
SEAL ROCK, OR 97376

Ship Whse	Sell Whse	Tax Code	Customer Order Number	Sales Person	Job Name	Invoice Date	Batch
2622	2622	ORONLY	SOFTWARE & ANALYTICS	PMH	AMI WATER METERING	11/28/2017	59693
Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount	
			> YEAR 1 SFTWR & ANALYTICS				
1	1	SP-SSX41XXXXXXXX	ANNUAL RNI SAAS FEE 5K <small>Per Dist. Ltr. # 15</small>	9790.000	EA	9790.00	
1	1	SP-SMSSURNISAAS1	RNI SAAS SETUP FEE	8994.000	EA	8994.00	
1	0	SP-EDRNIONSITE	EDUCATION CORE RNI ONSITE	5000.000	EA	0.00	
1	0	SP-S5396383700535A	ANALYTICS ENHANCED A 5K ANNUAL FEE	7788.000	EA	0.00	
1	0	SP-S5396383700521A	SENSUS ANALYTICS SETUP FEE	5500.000	EA	0.00	
1	0	SP-SPSSASTANDARD	SENSUS ANALYTICS BASIC INTEGRATION	6393.000	EA	0.00	
1	0	SP-SSATXTMSGSGS	ANALYTICS TEXT MSGS ANNUAL FEE	312.000	EA	0.00	
1	0	SSAWTRCP15	SAAS ANNUAL CP FEE 1ST 1500	5150.000	EA	0.00	
1	0	SSASUWTRCP	CP SET UP FEE 1X	6250.000	EA	0.00	
1	0	SPSSACPCIS	BACK OFFICE INTEG 1X	12000.000	EA	0.00	
1	0	SP-SPSSACPTRAIN	SENSUS CUSTOMER PORTAL TRAINING	2250.000	EA	0.00	
1	0	SP-SSACPTXTMSGSGS	CUSTOMER PORTAL TEXT MSGS UNLIMITED	180.000	EA	0.00	
			SUBTOTAL			18784.00	
			> YEAR 2 SFTWR & ANALYTICS				
1	0	SP-SSX41XXXXXXXX	ANNUAL RNI SAAS FEE 5K	10087.200	EA	0.00	
1	0	SP-S5396383700535A	ANALYTICS ENHANCED A 5K ANNUAL FEE	8635.340	EA	0.00	
1	0	SP-SSATXTMSGSGS	ANALYTICS TEXT MSGS ANNUAL FEE	315.000	EA	0.00	
1	0	SSAWTRCP15	SAAS ANNUAL CP FEE 1ST 1500	6479.250	EA	0.00	
1	0	SP-SSACPTXTMSGSGS	CUSTOMER PORTAL TEXT MSGS UNLIMITED	190.000	EA	0.00	

ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOR OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT [http://wolsaleyna.com/terms\\_conditionsSale.html](http://wolsaleyna.com/terms_conditionsSale.html) GOVT BUYERS: ALL ITEMS QUOTED ARE OPEN MARKET UNLESS NOTED OTHERWISE.

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH "NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



Invoice Number	Customer	Page
0608961	52403	2

Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount
			SUBTOTAL			0.00
			> YEAR 3 SFTWR & ANALYTICS			
1	0	SP-SSX41XXXXXXXX	ANNUAL RNI SAAS FEE 5K	10016.820	EA	0.00
1	0	SP-S5396383700535A	ANALYTICS ENHANCED A 5K ANNUAL FEE	9170.850	EA	0.00
1	0	SP-SSATXTMSGSGS	ANALYTICS TEXT MSGS ANNUAL FEE	325.000	EA	0.00
1	0	SSAWTRCP15	SAAS ANNUAL CP FEE 1ST 1500	6674.330	EA	0.00
1	0	SP-SSACPTXTMSGSGS	CUSTOMER PORTAL TEXT MSGS UNLIMITED	195.000	EA	0.00
			SUBTOTAL			0.00
			> YEAR 4 SFTWR & ANALYTICS			
1	0	SP-SSX41XXXXXXXX	ANNUAL RNI SAAS FEE 5K	10269.070	EA	0.00
1	0	SP-S5396383700535A	ANALYTICS ENHANCED A 5K ANNUAL FEE	9397.970	EA	0.00
1	0	SP-SSATXTMSGSGS	ANALYTICS TEXT MSGS ANNUAL FEE	335.000	EA	0.00
1	0	SSAWTRCP15	SAAS ANNUAL CP FEE 1ST 1500	6875.410	EA	0.00
1	0	SP-SSACPTXTMSGSGS	CUSTOMER PORTAL TEXT MSGS UNLIMITED	200.000	EA	0.00
			SUBTOTAL			0.00
			> YEAR 5 SFTWR & ANALYTICS			
1	0	SP-SSX41XXXXXXXX	ANNUAL RNI SAAS FEE 5K	10524.190	EA	0.00
1	0	SP-S5396383700535A	ANALYTICS ENHANCED A 5K ANNUAL FEE	9631.910	EA	0.00
1	0	SP-SSATXTMSGSGS	ANALYTICS TEXT MSGS ANNUAL FEE	350.000	EA	0.00
1	0	SSAWTRCP15	SAAS ANNUAL CP FEE 1ST 1500	7082.670	EA	0.00
1	0	SP-SSACPTXTMSGSGS	CUSTOMER PORTAL TEXT MSGS UNLIMITED	205.000	EA	0.00
			SUBTOTAL			0.00

Invoice Sub-Total	18784.00
Tax	0.00
Total Amt	18784.00

TOTAL DUE -->	18784.00
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ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOR OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT [http://wofaleyna.com/terms\\_conditions](http://wofaleyna.com/terms_conditions)

GOVT BUYERS: ALL ITEMS QUOTED ARE OPEN MARKET UNLESS NOTED OTHERWISE.

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH "NP" IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

<b>Project Monitoring Report</b> With Exhibit A and Invoices Date: 12/1/2017-12/31/2017	<b>Type of Request</b> <u>Final</u> <u>x</u> Partial	Report Number 27
Borrower: SEAL ROCK WATER DISTRICT Address: P. O. Box 190 Seal Rock, Oregon 97376		

BUDGET ITEMS	STATUS OF BUDGET					TOTAL
	PROGRAMS		FUNCTIONS		ACTIVITIES	
	(a) Budgeted Amounts	(b) Budget Change	(c) Revised Budget	(d) Previous Total	(e) This Period	
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	\$152,191		\$152,191
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	(\$510,030)	\$85,345	\$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		\$29,112	\$29,112	\$29,112		\$29,112
5) AMI Project		\$1,479,489	\$1,479,489	\$0	\$17,845	\$17,845
n. TOTAL PROJECT COST	\$6,000,045	\$0	\$6,000,045	\$4,384,709	\$17,845	\$4,384,709
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	\$933,709	\$17,845	\$951,554
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	\$4,384,709	\$17,845	\$4,402,554
q. Percentage of Completion				73.08%		73.38%

**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.

<b>BORROWER:</b>	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.

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



## Seal Rock Water District

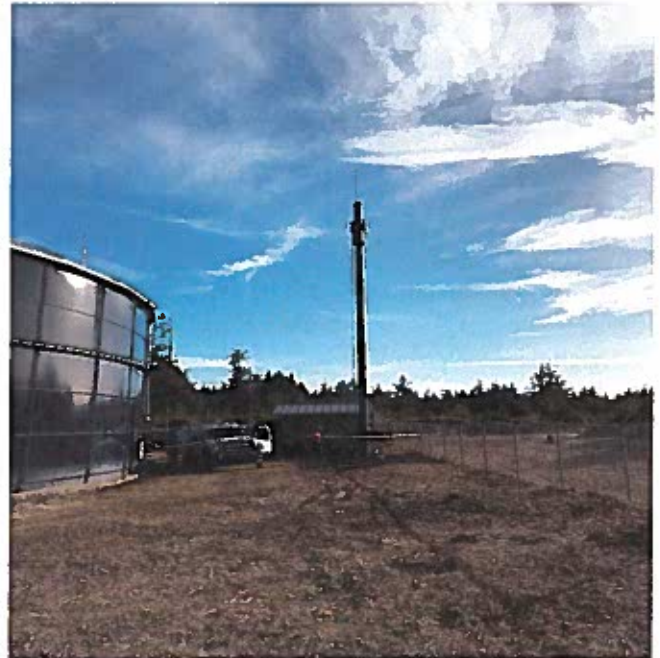
General Manager's Report:  
 Board Meeting January 11, 2018

*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:**

After experiencing some project delay due to permitting the contractor is now beginning the process of system wide replacement of meters. Installation of communication towers and integration equipment at both tank sites was completed in late December.

District customers can expect to be notified when their meter is scheduled to be replaced. A brief disruption in service will 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.



LOST CREEK AMI COMMUNICATION TOWER:

- **PHASE-4 SOURCE WATER PROJECT:**

District staff are working cooperatively with representatives from USDA-RD and Business Oregon Infrastructure Finance Authority (IFA) to provide additional details and certifications related to Phase-IV improvements in an effort to meet eligibility requirements for project funding as soon as possible. On December 1<sup>st</sup> District staff and engineer met with Business Oregon IFA Board to present the District's Phase-IV Beaver Creek source water improvements project. As a result, District staff received preliminary approval for project funding in the amount of \$3,481,000.00. IFA funding package includes a loan in the amount of \$2,451,000.00 at 1% for 30-years, and \$1,030,000.00 in forgivable loan (grant).

In early December District staff and engineer met with the State Engineer / State Environmental Coordinator for USDA-RD to discuss elements of the District's Preliminary Engineering Report (PER) for Phase-IV source water improvements and the District's application for funding. District staff and engineer are working with USDA-RD representatives to qualify funding for Phase-IV improvements.

Site preparation at the proposed Water Treatment Facility located at the Makai Tank Site began with the demolition of the 1MG decommissioned concrete storage tank. Seal Rock Water District crews begin to demolish a prestressed concrete water storage tank east of the Makai Community located on District owned property on January 5<sup>th</sup>.

The Makai Reservoir is a 1 -million gallon prestressed concrete reservoir that was constructed in the 1970's. Due to the type of construction used at the time it is cost prohibitive to rehab the tank to today's seismic requirements. Therefore, the tank is being removed to make room for proposed future improvements.

- **OTHER NOTABLE ACTIVITIES FOR THE MONTHS OF DECEMBER/JANUARY INCLUDE:**

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- Attended weekly meetings with engineers and contractor to discuss Phase-3 schedule for AMI improvements.
- Facilitated District personnel staff/safety meeting.
- Met with engineer and representatives from USDA-RD to discuss Phase-IV Preliminary Engineering Report and Environmental Report.
- District was awarded safety and security grant through SDIS.
- Attended Mid-Coast Integrated Water Resources Planning meetings.
- Review and Complete Sections of the Management, Discussion and Analysis memo included with the annual audit report.

✓ RECEIVED  
DEC 28 2017

BY: ..... December 22, 2017  
Re: Acct # 11502900.01  
Laura E. Lively

Seal Rock Water  
General Manager  
Attn: Adam

I am respectfully writing you asking +  
hoping for a consideration of adjustment on  
above Acct. the sum now is \$486.37

A friend + his wife I've known for many years  
upon a visit noticed my front deck was extreme-  
ly slip (stick) to a large mass + residue etc. I  
informed me, or anyone, was certainly to go  
unless it was cleaned + corrected. He assured  
me he'd be back the next day to Pressure wash  
which as promised, most considerately did.  
I was very grateful as they, the check + steps are  
safe to walk on. My friends are loyal + fine  
people, who always help others + such as  
myself. Would not have this happen on purpose.  
I am 97 years 4 months old now, still mental  
+ sound but I have several a little unstable





3

Moved my husband & I out of our home to Best Western Agate Beach Hotel. I was there over 100 days while home was being repaired (very difficult)

My husband had Alzheimer's, could not do anything for himself anymore. I took care of him for at least 1 1/2 years personally but he to have him in a care <sup>center</sup> for his problem a good year. (A very unhappy thing to happen) We were happily married 78 years. He passed away <sup>some years</sup> Jan 23, 2017. I miss him. He was a fine & loopy husband & family man. A Great Loss (understatement) but I have been rather rough)

I've tried to explain what happens with this water leakage (just an accident) I intend to pay whatever you all decide I'm sure you'll be fair.

Merry Christmas & Happy New Year is wished for you <sup>& staff</sup> in 2018. Thank you!  
Sincerely,

571 967 4919

Laura Lively



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

# Seal Rock Water District

Date: December 29, 2017

To: Laura E. Lively  
221 SE 143<sup>rd</sup> Street  
PO Box 1464  
Newport OR. 97365

From: Seal Rock Water District

Re: Leak Adjustment Request – letter dated December 22, 2017

Dear Laura,

The District would like to take this opportunity to thank you for your letter dated December 22, 2017 requesting consideration for a one-time leak adjustment. District policy supports approval for leak adjustment providing certain conditions are met to include but not limited to the following:

**Section-2: A leak is defined as water loss due to an unanticipated failure of plumbing downstream of the service meter, up to and including fixtures associated with the delivery of water to the property.**

While any water loss is unfortunate, circumstances included with your request do not qualify for a leak adjustment as outlined in the policy. As a result, authorization to grant a leak adjustment cannot be approved. The attached policy provides an opportunity (Section-7) for you to approach the District Board of Commissioners with a request to appeal this decision. Please be advised the next SRWD Board of Commissioners meeting is scheduled for January 11, 2018 at 4:00 pm. Provisions of Section-7 require that the customer appeal the decision in a letter to the Board, and if possible, be present at the meeting to respond to questions. Being sensitive to conditions provided in the December 22, 2017 letter, if you are unable to attend the Board meeting, District staff will be happy to present your request to the Board.

Please feel free to contact us if you have any questions.

Regards,

Adam Denlinger  
General Manager

cc: SRWD Board of Commissioners  
Joy King, SRWD Office Manager  
Brendi Hargrove, Utility Billing Clerk

## Appointed/Reappointed Budget Committee Members (3 YEARS TERM)

NAME	DATE APPOINTED	TERM
(1) Deanna Gravelle 233 SE 123 <sup>rd</sup> St South Beach, OR 97366 P.O. Box 203 Newport OR 97365	Reappointed Jan 2017	1. (FY 13-14 Budget) June 2017 2. (FY 14-15 Budget) June 2018 3. (FY 15-16 Budget) June 2019 4. (FY 16-17 Budget) June 2020
(2) James Senn 8450 SW Marine View St South Beach Oregon 97366	Reappointed Jan 2016	1. (FY 16-17 Budget) June 2016 2. (FY 17-18 Budget) June 2017 3. (FY 18-19 Budget) June 2018 4. (FY 19-20 Budget) June 2019
(3) Barry Compton 7534 S. Coast Hwy South Beach OR 97366	Reappointed Jan 2016	1. (FY 16-17 Budget) June 2016 2. (FY 17-18 Budget) June 2017 3. (FY 18-19 Budget) June 2018 4. (FY 19-20 Budget) June 2019
(4) Vacant		Expires (FY 19-20 Budget) June 2019
(5) Barbara Flewellyn 13705 NW Alike Dr. Seal Rock OR 97376	Reappointed Jan 2016	1. (FY 16-17 Budget) June 2016 2. (FY 17-18 Budget) June 2017 3. (FY 18-19 Budget) June 2018 4. (FY 19-20 Budget) June 2019



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

### Proposed Budget Calendar 2018-19

#	Description	Schedule	Dates
1	Appoint Budget Officer	January Regular Board Meeting	Jan. 11, 2018
2	Appoint/Reappoint Budget Committee	January Regular Board Meeting	Jan. 11, 2018
3	Publish 1st Notice of budget meeting	No more than 30 days before the meeting	Mar. 30, 2018
4	Publish 2nd Notice of budget meeting	No less than 5 days before the meeting	Apr. 11, 2018
5	*Budget Committee Meets for the first time	3rd Thursday in April	Apr. 19, 2018
6	Publish Notice/Summary Budget Hearing	5 to 30 days before Hearing	Apr. 27, 2018
7	Budget Hearing/determine Tax Levy	May Regular Board Meeting	May 10, 2018
8	Consider Resolutions to: <ul style="list-style-type: none"> <li>• Adopt budget</li> <li>• Make appropriations</li> <li>• Levy taxes by fund</li> </ul>	June Regular Board Meeting or special meeting but before June 30th	June 10, 2018
9	Submit tax certification to Assessor Office	By July 15th (date set by law)	July 6, 2018
10	Submit copy of complete budget to County Clerk	By September 30	July 6, 2018

*\*Additional meetings can be held if the budget is not approved by the Budget Committee on April 19, 2018*

**RECEIVED**  
DEC 21 2017

BY: .....

December 15, 2017

Adam Denlinger  
Seal Rock Water District  
1037 NW Grebe Street  
Seal Rock OR 97376

Subject: SDIS Safety & Security Matching Grant

Congratulations!

Your request for the 2018 SDIS Safety & Security Grant has been reviewed and your district has been awarded \$3,000 in grant funds. Please read the enclosed acknowledgement form and do the following:

- Check the appropriate box
- Sign the form
- Return the completed form to SDAO by mail, fax, or email:

**Sandy Galaway**  
PO Box 12613  
Salem, Oregon 97309  
Direct Dial: 503-375-8891  
Fax: 503-371-4781  
Email: [sgalaway@sdao.com](mailto:sgalaway@sdao.com)

Funds will be disbursed upon our receipt of your completed acknowledgement form. Thank you for being a member of SDIS and for participating in our matching safety and security grant program. If you have any questions, please contact me at the numbers/email listed above.

Sincerely,



Sandy Galaway

December 28, 2017

John Garcia, Board President  
c/o Adam Denlinger, General Manager  
Seal Rock Water District  
PO Box 190  
Seal Rock, OR 97376

RE: Project Closeout for Safe Drinking Water Revolving Loan Fund, Seal Rock Water District – Preliminary Designs (Phase IV Conceptual Design), Project Number S16002

Dear Mr. Garcia:

Thank you for your recent submission of the Project Completion Report for the above referenced project. We have determined that the project is complete and the terms and conditions related to project completion have been met, including the conditions to receive Principal Forgiveness. This letter signifies that the project has been formally closed, and the Principal Forgiveness portion of the Loan has been forgiven/discharged. We are pleased to have been a part of your project, which has been successful in strengthening the local economy.

Should you have any questions or need further assistance, please do not hesitate to contact your Regional Project Manager, Michelle Bilberry, at (503) 986-0142 or [michellebilberry@oregon.gov](mailto:michellebilberry@oregon.gov)

Sincerely,

*Edward M. Ault Program & Incentives Mgr  
for Robert Ault*

Robert Ault, Business & Community Development Manager  
Business Oregon

cc: Melissa Murphy, Business Oregon – Regional Development Officer  
File