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## Seal Rock Water District

General Manager's Report:  
 Board Meeting December 8, 2016

*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 FUNDED IMPROVEMENTS:**

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District staff and engineer hosted a final inspection tour with representatives from USDA-RD to discuss Phase-3 project closeout steps. USDA visited several locations to verify that the work was completed to design specification and to confirm the District and Engineer are satisfied with the work product and prepared to accept final certification.

District engineer noted a number of minor cleanup items needing to be completed to bring the project to completion, such as; road right-of-way clean up and landscaping. Additionally, USDA representatives recommended that the District not accept the project as complete until the District receives a complete set of as-builts from the contractor. The contractor is completing as-builts with the expectation of delivery by December 2<sup>nd</sup>. Additionally, the contractor intends to continue to use the staging area located at Hwy-101 and Estate Drive for future project work.

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

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USDA's funding package included replacing several segments of aged distribution system currently in the closeout process. Additionally, the Preliminary Engineering Report approved by USDA-RD and accepted as part of the Letter of Conditions included the replacement of 2-PRV's (Pressure Reducing Valves) along with master meters, and the installation of an Automated Meter Integration (AMI) System. District staff is working with engineers to develop design specifications and contract documents to begin this work in the spring of 2017.

Many of the District's meters are known to be substandard. In these cases, the meters are old, inaccurate, in poor repair, or otherwise past their useful life. Meters that are in poor condition tend to read "low", meaning that the meter registers less water passing through the meter than has actually been the case. When this happens, the District is unable to account for the water used at the residence and the water becomes "lost" or unaccounted. This results in lost revenue, higher user rates, and a poor understanding for the consumer as to their actual water usage patterns.

The District's current water meter reading practices while sufficient can be time consuming. By transitioning to AMI technology meters, the District will eliminate manual meter reading, will reduce re-read requests due to erroneous meter readings, and will ultimately reduce the operating costs of the water system by reducing the amount of man-hours required to read and process meter recordings. AMI meters allow real-time monitoring of water usage to each customer. Used in conjunction with master system flowmeters, AMI meters can provide the District with the information to pinpoint and locate active leaks and errors in the recordings.

AMI technology also allows on-demand water supply adjustments and variable billing rates to encourage customers to use water in off-peak periods. District staff hopes to provide the Board with options for the installation of the AMI system as information becomes available.

### **Update on Engineering Budget Status:**

The table below summarizes the project budget to date. The table indicates the original budget (Total Contract Amount) for each task and the sum total equaling \$882,784.00. As shown, the Total Billed amount is \$797,681.85, or around 90% of the overall budget.

Phase Description	Total Contract Amount	Total Hours Worked	Total Billed	% Complete	Contract Remaining
1.0 Project Management and Administration	\$ 56,120.00	381.95	\$ 48,575.90	87%	\$ 7,544.10
2.0 Data Acquisition and Surveying Services	\$ 47,016.00	255.25	\$ 47,106.00	100%	\$ (90.00)
3.0 Environmental Reporting and Regulatory	\$ 147,912.00	795.45	\$ 147,912.00	100%	\$ -
4.0 Design Services	\$ 203,616.00	1793.5	\$ 202,853.60	100%	\$ 762.40
5.0 Contract Documents Services	\$ 52,488.00	495	\$ 52,488.00	100%	\$ -
6.0 Bid Phase Services	\$ 32,592.00	321.9	\$ 32,027.35	98%	\$ 564.65
7.0 Construction Management Services	\$ 145,760.00	1279.5	\$ 128,326.40	88%	\$ 17,433.60
8.0 Construction Observation/Inspection	\$ 134,244.00	1255.35	\$ 122,244.95	91%	\$ 11,999.05
9.0 Project Closeout Services	\$ 43,616.00	16	\$ 1,083.00	2%	\$ 42,533.00
10.0 Specialty Engineering Support	\$ 8,420.00	51.5	\$ 7,505.50	89%	\$ 914.50
11.0 Reimbursables	\$ 11,000.00	1.5	\$ 7,559.15	69%	\$ 3,440.85
<b>Total:</b>	<b>\$ 882,784.00</b>	<b>6,646.90</b>	<b>\$ 797,681.85</b>	<b>90%</b>	<b>\$ 85,102.15</b>

### • **SOURCE WATER SUPPLY DISRUPTION:**

District field operations staff was alarmed out late on Sunday November 27th due to upstream pressure loss at the District's pump station located along South Bay Road in Toledo. District staff notified Toledo before midnight that the pressure loss was in the Toledo distribution system. The District was pumping at the time the alarm came in but immediately stopped to conserve water in the Toledo system. Toledo crews later reported that a section of South Bay Road had settled due to recent heavy rains, subsequently rupturing a portion of the Toledo system, requiring the system to be shut down until repairs could be completed. District staff was in contact with Toledo CM and I'm pleased to report that the repair effort was completed shortly after noon on the following day.

District storage reservoirs were near full capacity at the time of the break, and staff notified the City of Newport of the potential need to bring on the emergency intertie. District customers were not affected by this service disruption; this includes the District's South Bay Road customers.

At the request of Oregon Health Authority (OHA) the City of Toledo collected a bacti-sample from the affected area. District staff waited for the analytical results before placing the system back in service sometime in the afternoon of Wednesday November 30th.

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

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- Attended source water meeting to discuss Water Right permit next steps.
- Attended weekly meetings with engineers and contractor to discuss Phase-3 project status.
- Facilitated District personnel staff/safety meeting.
- Hosted Phase-3 USDA-RD project close out tour.
- Attended review discussions with ch2m engineers regarding final Phase-IV conceptual design in preparation for preliminary engineering report (PER) and the Environmental Report (ER).
- Attended Mid-Coast Integrated Water Resources Coordinating Committee meeting and technical working group meeting in Newport.
- Met with representatives from Chase Parks Grants consulting services to discuss potential grant/funding opportunities.
- Worked with Business Oregon IFA to coordinate a one-stop and a funding cultivation exercise hosted at the District office.
- Met with FEMA mitigation grant representatives to discuss project qualifications for a possible FEMA eligible mitigation grant funding.
- Researched possible Grant funding opportunities through OWRD's project qualification process for grant funding through SB-1069.
- Samples from Beaver Creek were taken to perform laboratory bench testing analyses to develop specifications for the purchase of membrane filters.
- Met with CERT area representatives to discuss options for storing emergency response supplies at District facilities.
- Staff worked with USDA representatives and Bond Counsel to review and complete closing documents for Phase-3 funding.
- Met with several areas Special Road District representatives to review site restoration efforts impacted by Phase-3 improvements.
- Field operation crews, have taking preventive action against having to deal with extreme cold-weather conditions by visiting District pump stations in preparation for this year's first winter weather event.