



PO Box 190 · 1037 NW Grebe Street · Seal Rock, Oregon 97376  
 Phone: 541.563.3529 · FAX 541.563.4246 · Email: [info@srwd.org](mailto:info@srwd.org)

## Seal Rock Water District

General Manager's Report:  
 Board Meeting January 12, 2017

*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 engineer are in the process of completing final certification with MOCON Corp for the completion of Phase-3 Schedule 1 & 2. The contractor has submitted project as-builts which are being reviewed by the engineer and staff before accepting final completion. 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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District staff is working with engineers to develop design specifications and contract documents in preparation for installing the Automated Meter Integration (AMI) System tentatively scheduled to begin 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.

District engineer and staff will visit other agencies during the month of January to evaluate conditions of AMI systems currently in operation.

**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>

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

- 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 and attended the Annual SRWD Employee appreciation luncheon.
- Hosted Phase-3 USDA-RD project walkthrough with engineer and contractor.
- Attended review discussions with ch2m engineers regarding Beaver Creek source water sampling results.
- Attended Mid-Coast Integrated Water Resources Coordinating Committee meeting and technical working group meetings in Newport.
- Worked with Business Oregon IFA to coordinate a one-stop and a funding cultivation exercise scheduled for February at the District office.
- Met with FEMA mitigation grant representatives to discuss project qualifications for a possible FEMA eligible mitigation grant funding.
- Completed FEMA HMGP application to fund the raw water supply line portion of Phase-4 improvements.
- Staff worked with USDA representatives and Bond Counsel to review and complete closing documents for Phase-3 funding.
- Met with several area Special Road District representatives to review site restoration efforts impacted by Phase-3 improvements.
- GM will be completing Jury Service for the month of January.
- Attended funding conversation with the District's financial consultant in preparation for the One-Stop meeting.
- District staff working with the District's auditor completed the June 30, 2016 audit report along with Management Discussion and Analysis letter.