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Seal Rock Water District

General Manager's Report:
 Board Meeting February 16, 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:**

District engineer and staff are working with USDA 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 have been reviewed by the engineer and staff. Final pay request reflects approximately \$17,000 in liquidated damages.

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

District staff continues 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.

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 is scheduled to visit the City of Gresham to tour the city's recently installed AMI System. This event is scheduled for February 21st.

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
Total:	\$ 882,784.00	6,646.90	\$ 797,681.85	90%	\$ 85,102.15

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

- Attended source water meeting to discuss Water Right permit next steps with GSI Water Solutions.
- Attended weekly meetings with engineers and contractor to discuss Phase-3 project close out.
- Facilitated District personnel staff/safety meeting and attended the Annual SRWD Employee appreciation luncheon.
- Hosted meeting with USDA-RD representatives to discuss scope for AMI project.
- 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.
- Hosted Business Oregon IFA one-stop and a funding cultivation exercise on February 14th at the District office.
- Met with FEMA mitigation grant representatives to discuss project qualifications and HMGP grant eligibility.
- Attended funding conversation with the District's financial consultant in preparation for the One-Stop meeting.
- Attended the OWRD water project grants and loans (SB-839) informational webinar on February 7th.
- Served on the interview panel for the SRFD candidate interview process.
- Attended SDAO annual Conference in Portland.