

Distribution System:

Water Quality:

North Beach Water District collected and submitted five (5) compliance coliform bacteria water samples in January, 2013. All water samples tested negative for coliform bacteria presence.

The District did not receive any water quality calls in January, 2013.

Old Business:

Washington State Auditor

Corrine Schmid, Assistant State Auditor had scheduled an exit interview for Wednesday February 13, 2013. That interview has been canceled. The exit interview will be rescheduled for a future date.

When Corrine called to cancel the exit interview she stated that she had been authorized to answer any questions I may have about the audit. I asked if there any findings. She said no. I asked if there were any comments. She said the only comment of any consequence would be about our billing system. During the audit they found RVS to be problem that need to be addressed. Corrine did not elaborate on what the problem was but I am sure they found many of the problems we encountered

such as the many glitches resulting in billing errors and the ability of employees to delete records of sales. There are many other problems with the program that caused me to request a new billing software program last year. Corrine said the audit may not comment on the billing software because the District had already taken steps to replace it. I asked if the auditors had found evidence to support the accusations against the General Manager or the Board of Commissioners by former employees. Corrine answered no. She said they were continuing to look into one issue and that was the reason for canceling the exit interview. Corrine had requested a copy of the report of the investigation by Suzanne Michael in 2011. I informed Corrine that I did not have a copy of the report and that the report was considered attorney client-privilege. I provided Corrine with Suzanne's contact information so that she could request a copy from her. I discussed the issue with Suzanne and she said she was reluctant to provide a copy to Corrine. According to Suzanne the report would add nothing to the investigation by the Auditor and once the report was surrendered to the Auditor it would become public record.

BIAS Software Conversion

The BIAS software is loaded onto the District's computers. The conversion to BIAS software began the first week of February. The first part of the Software to be activated will be the accounting and payroll modules. The office is looking forward to the conversion. The General Manager and the Office Manager will be attending the BIAS annual conference February 25-27. I have attached a schedule of seminars for the event to the report.

2013 Meter Replacement Project

The general manager requested bids for meter appurtenances from HD Fowler, HD Supply, and Ferguson Water Works. The Bids will be evaluated and a recommended award will be presented to the Board at its March, 2013 regular meeting.

There has been no price increase announced from Neptune Meters. The general manager will be presenting a request for the purchase of meters through the purchase agreement with HD Supply for the 2013 calendar year at the March, 2013 regular meeting.

Water Main Improvements

12 new blow-offs will be installed in 2013. These new blow-offs are for the 2" main. Many of the water quality complaint in the summer months are from areas served with 2" water mains. We hope to have enough blow offs installed to keep those mains free of sediment by the end of 2014.

Wiegardt Property Purchase:

Mr. Wiegardt has signed an extension on the purchase and sales agreement. The new closing date is August 1, 2013.

The wetlands delineation was not completed due to heavy rains, I have asked the wetlands engineer, Harry Utti, to place the delineation on hold until July. I will have the delineation completed during the well drilling construction.

DWSRF Loans:

Karen Klocke completed the onsite investigation for the cultural review on January 28, 2013. The cultural review is scheduled to be complete in July, 2013. The new well will be drilled as soon as the cultural review is complete.

Department of Labor and Industries Safety and Health Inspection:

All of the Department of Labor and Industries Citation and Notice of Assessment infractions have been resolved to the Departments satisfaction. The appeal hearing on December 31, 2012 resulted in a reduction of the monetary fine from \$1,200 to \$675.00.

Safety Meeting Minutes:

North Beach Water District staff had their monthly Safety meeting on the first Monday of the month.

Surfside Water System:

Please see attached report.

End of Report

Monday, February 25th, 2013

***Pre-Conference Day at the Davenport Hotel
Elizabethan Room***

2012 Annual Reporting Prep | (Cost is \$99.00)

12:30pm -4:30pm

Presenters: David Calechman, CPA, and Stewart Ganser, CPA.

Local governments are required to submit an annual report to the WA State Auditor's Office within 150 days of fiscal year end in accordance with RCW 43.09.230. BIAS Staff, including Stewart Ganser, will address 2012 Annual Report preparation. You will learn tools to make this process more accurate and efficient. We will discuss reporting procedures and SAO compliance requirements.

Class will include:

- Templates to get you started on 2012 Annual Reporting.
- Annual Financial Report review checklist.
- Information on how to roll-up funds for 2012.
- BIAS Software and Fire Admin Software examples will be shown.
- Question and Answer Session.

Please Join BIAS for No-Host Dinner Monday Evening

Spokane Club – The Library

1002 W Riverside, Spokane, WA 99201

509.838.8511

Street Parking Available

Schedule

Tuesday, February 26th, 2013

	Grand Pennington Ballroom		
7am – 8am	Registration/Breakfast		
8am – 8:15am	Special Guest – Opening Address Davenport Hotel		
8:15am – 9:00am	BIAS Opening Address Mark Felchlin, President		
	Grand Pennington Ballroom		
9:10am – 10:40am	Fraud and Internal Controls Sarah Walker, CPA, WA State Auditor’s Office		
10:40am - 11:00am	Break		
	Grand Pennington Ballroom	Elizabethan Room A	Elizabethan Room B
11:00am – 12:30pm	2012 Annual Reporting Presenter Duane Walz WA State Auditor’s Office	Retirement Reporting Issues - Employers Presenters Eleanor Conway & Debbie Callar WA State Dept. of Retirement	Cash Receipting/Invoicing BIAS Software
12:30pm – 1:30pm	Lunch		
1:30pm – 2:45pm	“Tips For a Successful Audit” Presenter Debbie Pennick, CPA WA State Auditor’s Office	Payroll BIAS Software	Financials “Coding for Success” BIAS Software
2:45pm – 3:00pm	Break		
	Grand Pennington Ballroom		Grand Pennington Ballroom
3:00pm – 4:15pm	Round Table Discussion Cities, Towns, and Water Districts		Round Table Discussion Special Purpose Districts including Fire
4:30pm	Davenport Hotel Guided Tour (Limited to 30 people) – Sign-up at Registration.		
	Marie Antoinette Room		
6:00pm	Client Appreciation Dinner Awards and Appreciation <i>Business Social Attire</i>		

Schedule

Wednesday, February 27th, 2013

Grand Pennington Ballroom			
7:30am – 8am	Breakfast		
	Grand Pennington Ballroom		Elizabethan Room
8:00am – 9:00am	“Communicating Financial Information to Non-Financial People” Presenter Rob Moody, CPA Talbot, Korvola, & Warwick, LLP		“Money for Rural Projects” Presenter Rick Rose US Dept. of Agriculture
9:10am – 10am	“Use Tax & Other Pesky DOR Issues” Presenter Kari Mull WA State Dept. of Revenue		“Funding Your Dream Utility, Part Deux” Presenter Dave Jepsen Anderson-Perry & Associates
10am – 10:15am	Break		
	Elizabethan Room A	Grand Pennington Ballroom	Elizabethan Room B
10:15am – 11:10pm	“Understanding Federal Grant Compliance” Presenter Rob Moody, CPA Talbot, Korvola, & Warwick, LLP	Financials for Fire Districts BIAS Software	“Determining Affordability & Utility Rate Studies” Presenter Andy O’Neil Rural Community Assistance Corp.
11:20pm – 12:15pm	“Taming the Beast: Hot Topics & Recent Developments in Public Records Retention” Presenter Scott Sackett WA State Archives Consultant	“Fire Districts and the WA State Auditor’s Office” Presenter Tina Watkins, CPA Fire District Specialist & Audit Manager WA State Auditor’s Office	Utilities Trend Reporting BIAS Software
12:15 – 1:00pm	Lunch		
	Grand Pennington Ballroom		
1:00pm – 3pm	Microsoft Tools and BIAS BIAS Software		
3pm	Cool Water Quilt Giveaway By Lori Hein Must be Present to Win		



SURFSIDE HOMEOWNERS ASSOCIATION WATER SYSTEM REPORT FEBRUARY, 2013

Report on Water System Activities for January 2013

Water Production January, 2012:

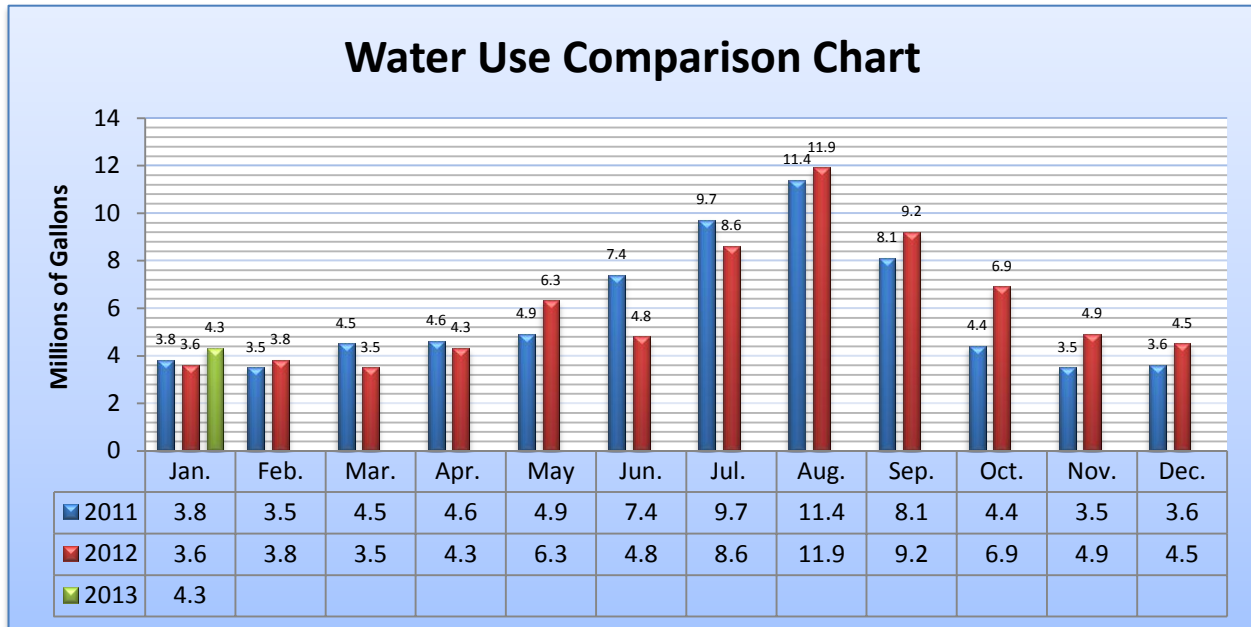
Pumped 4.3 million gallons from wells.

Treated 3.9 million gallons.

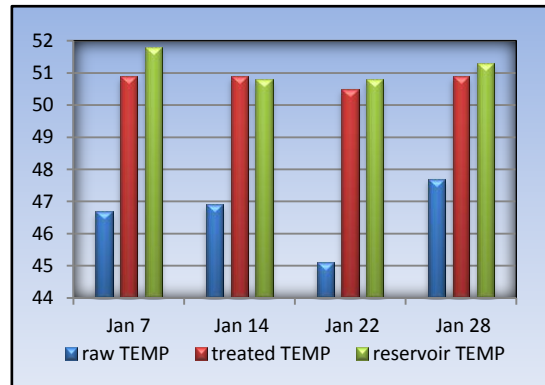
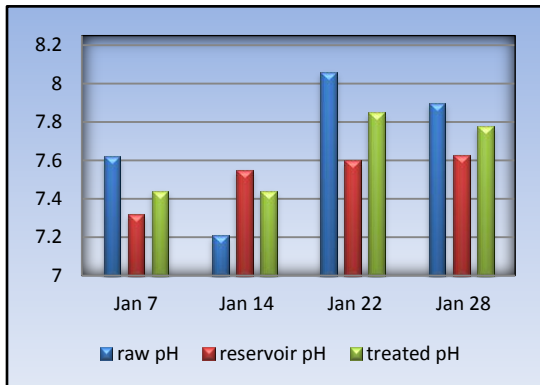
Used .45 million gallons backwashing filter and flushing water mains.

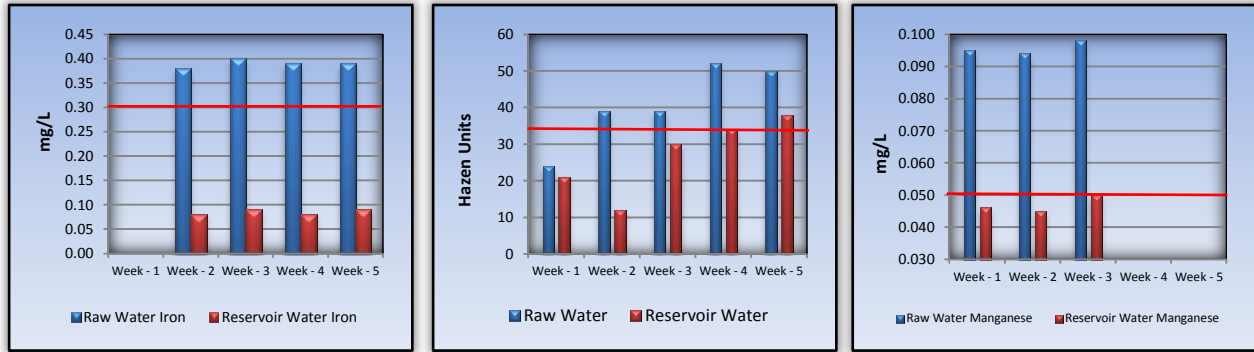
Pumped 3.9 million gallons into the distribution system.

All DOH mandated water samples for January were submitted for analysis and tested negative for contaminants.



Water Quality: For January:

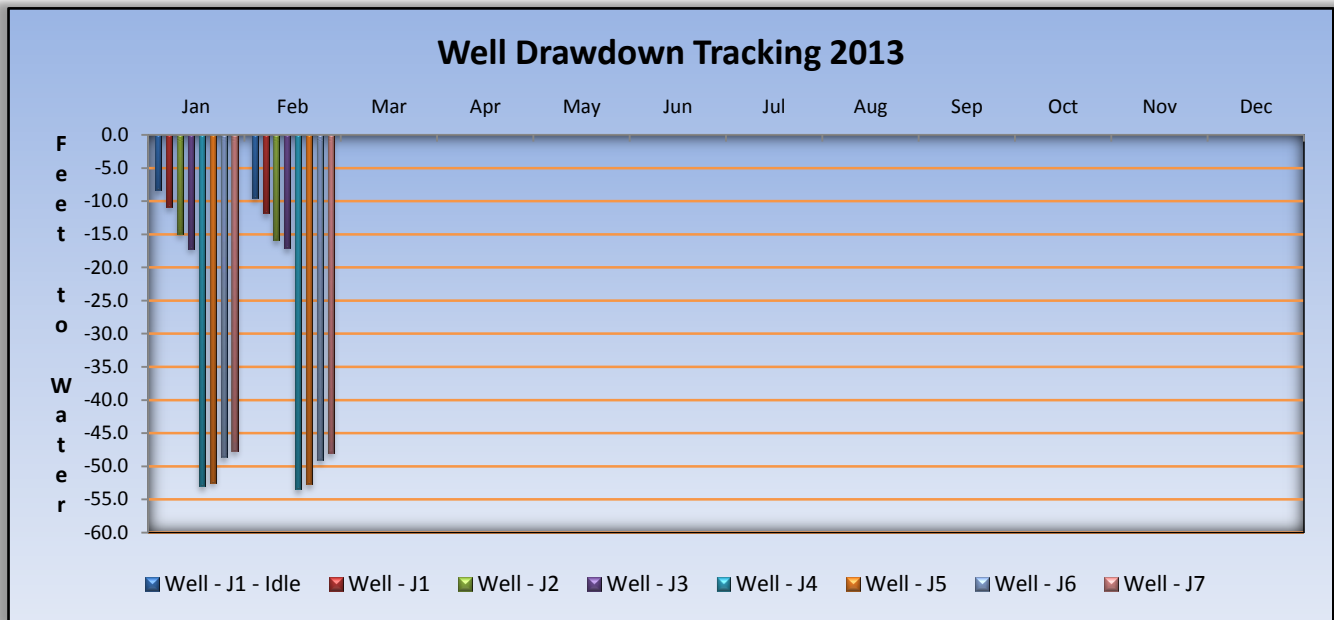




The red line in the chart represents the MCL for iron and manganese. The filters are removing approximately 95% of the iron in the raw water and lowering the iron levels to well below the MCL. The filters are removing approximately 50% of the manganese in the raw water and lowering the manganese levels to just below the MCL.

The color of the raw (well) water is regularly above the recommended level of 30hu (Hazen Units) The 30hu level is for aesthetic purposes only. Color in water does not pose a health concern. The color levels increased in January to an average of 42hu in the raw water and 28hu in the reservoir. The last two weeks of January saw the largest jump in color.

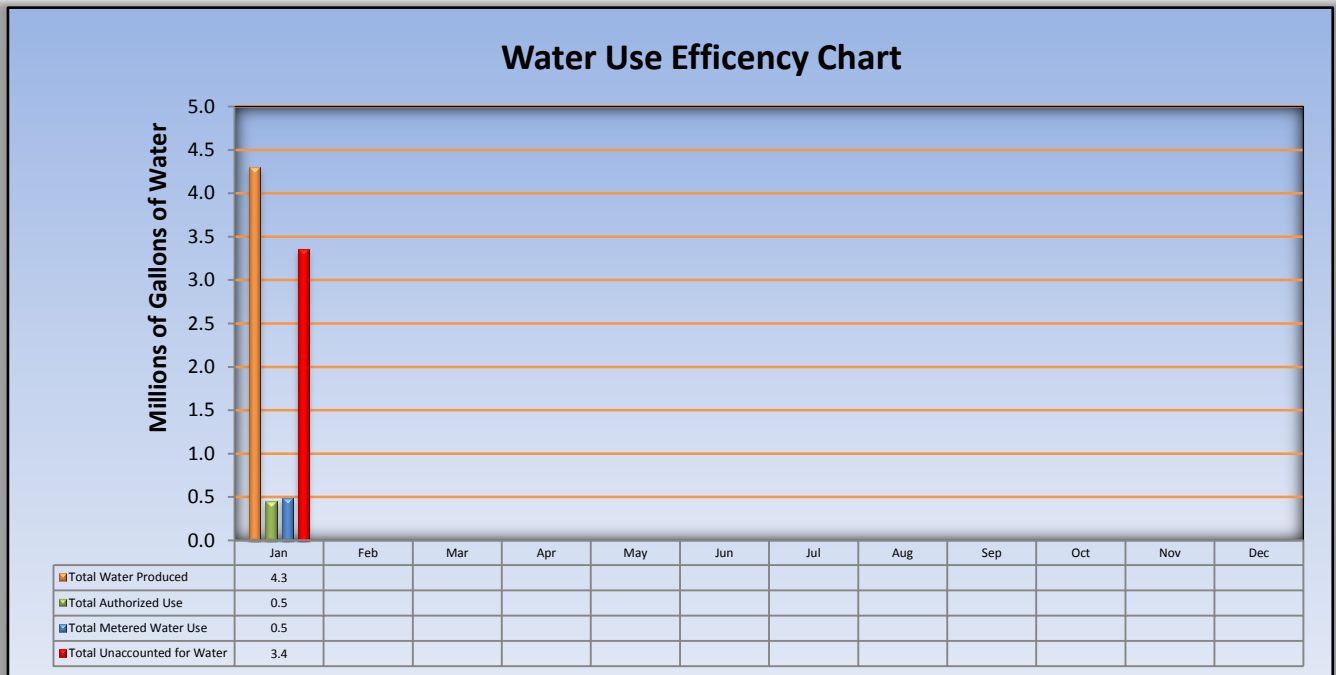
Water Wells:



We track the water levels in the wells during pumping and when wells are idle. J-1 Idle tells us what the static water level at rest. We then measure the drawdown of all the wells during pumping cycles. Zero feet on the above chart equals the top of the casing. We measure the depth to water from the top of the casing on each well. Surfside's deep wells show very little signs

of reduced yield. We monitor the wells closely so that we can address any reduced yield before it becomes a major problem.

Water Use Efficiency:

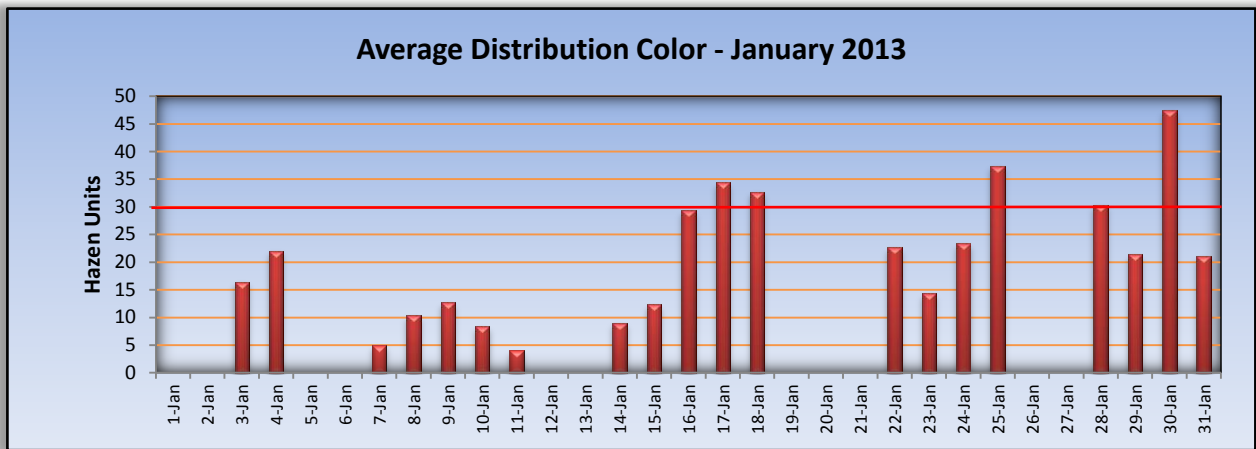
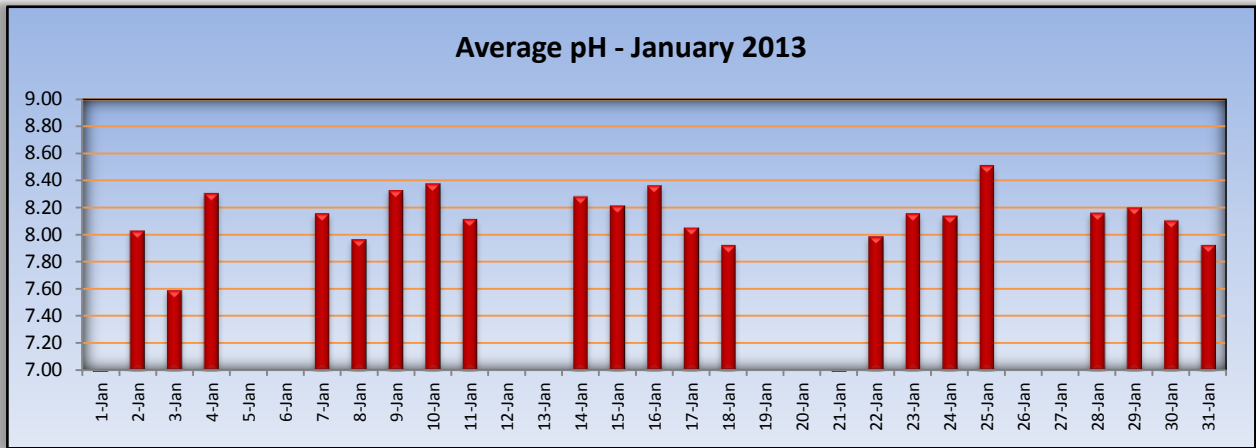
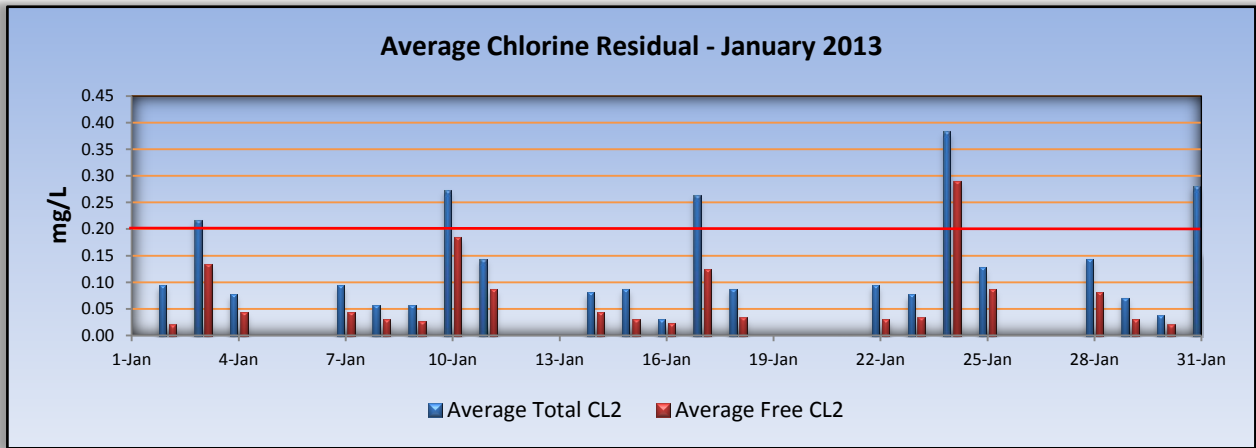


The above chart is provided for the first time this month. This chart represent our water use accounting that we must provide the Department of Health. The total water produced is the amount of water pumped from the wells each month. The authorized use includes water used to backwash the filters, water used to flush mains, and other uses for maintaining the water system. The total metered water use is the amount of water that is recorded by our new meters. January’s reading included 398 residential service meters and 6 commercial meters. The total unaccounted for water is the Total water Produced less the authorized use and total metered water use. We have a lot of unaccounted for water at this time. As we install the rest the meters the unaccounted for water will reduced to less than 10% of the total water produced.

Water Quality in Distribution:

Chlorine (Cl₂) disinfection effectivity is best when the water is neutral (Ph of 7.2). As water becomes more acidic (lower pH) or alkaline (higher pH) more chlorine will be needed to achieve the same chlorine disinfection effectivity.

The chlorine (CL₂) residual is being maintained at a low level. We continually to adjust the CL₂ feed rate to maintain the minimum effective free chlorine residual in the distribution system. The goal is .2 Mg/L or less of free CL₂. The free CL₂ is well below the .2 Mg/L threshold.



Color in the distribution system was elevated the last two weeks of January.

Operations and Maintenance -

In January the water crew installed one new service. There were no water quality issues reported to the water department in January.

Most of the work completed in January was maintenance and clean-up from WMR, J- Wellfield, and MIP projects. One of the highlights of the clean-up was the sale of scrape iron, brass, and copper. I have not received a final accounting of the income but it should exceed \$3,000 for all of the scape metal.

The crew removed the last of the asbestos cement pipe scrape from the warehouse. They also replace the siding on the east wall of the warehouse. The old siding had large holes and dry rot.

A contractor fell a large tree at the J Wellfeild in December. One of the storms in November damaged the root system and the tree was in danger of falling onto well number 4. The crew cleaned up the tree and burned the branches along with other forest debris that had accumulated after recent storms.

J-Well Field Improvements -

No Progress on the J-Well Field during January. We have six kiosks left to build. The water level transducers will be installed after the kiosks are complete. Tom Kennedy has volunteered to build the kiosks. Tom is wintering in warmer climates and will be back to complete the job in April.

Water Main Replacement (WMR) -

We will beginning the WMR for 2013 in February.

Meter Installation Project -

We will begin the MIP for 2013 in June.

Maintenance Bldg. Feasibility Study -

There was no progress on the Maintenance Building Feasibility Study in January. The next phase is to complete a wetlands delineation study. The heavy rains have delayed the completion of the wetlands delineation study.

Reserve Study - Work on the reserve study has started. Jason Wong from Schwindt Company has stated work on the study. He is scheduled to make his site visit on February 21 and 22. The water planning committee will have monthly meetings with the water system manager and periodic meetings with Schwindt & Company until the reserve study is complete.

End of Report

JANUARY
WORK ORDER REPORT

WMR

Cost in Material	0.00
Labor Hrs	0.00
Ft. Installed	0

JWP

Cost in Material	0.00
Labor Hrs	0.00

NEW SERVICES

Cost in Material	242.49
Labor Hrs	7.50
# of New Services	1

M&O

Cost in Material	2757.10
Labor Hrs	502.50

MIP

Labor Hrs	
# of Installed Setters	
# of Installed Meters	
# of Decommissioned	

SERVICE CALLS

Cost in Material	0.00
Labor Hrs	0.00
# of Service Calls	

MAIN BREAKS	#1	#2	#3	#4	TOTAL
Cost in Material	0.00				0.00
Labor Hrs	0.00				0.00
Date					
Time of Break					
Repair Time					

LOCATES

# of Locates	11
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WATER MAIN REPLACEMENT					
Project No.	Date	Mat. Cost	Labor Hrs	Ft.	REPORT
Total		0.00	0.00	0	

JANUARY
WORK ORDER REPORT

MAINTENANCE & OPERATION				
Project no.	Date	Mat. Cost	Labor Hrs	REPORT
MO-039	2-Jan	2757.10	36.00	341ST & I ST MAIN INSTALL
MO-040	3-Jan		37.00	341ST & I ST MAIN INSTALL
MO-041	4-Jan	454.09	35.00	341st & I ST MAIN INSTALL
MO-042	7-Jan	616.81	35.00	341st & I ST MAIN INSTALL
MO-043	8-Jan	1602.11	37.00	341st & I ST MAIN INSTALL
MO-044	9-Jan		22.00	JOB PLANNING & CLEAN UP
MO-045	10-Jan	300.30	25.00	GRAVEL & CLEAN UP
MO-046	10-Jan		6.00	INVENTORY & ROUTINE
MO-047	11-Jan		17.50	CLEAN UP
MO-048	14-Jan	300.30	16.00	341ST & J PL GRAVEL/RESTORATION
MO-049	15-Jan	200.20	13.50	341ST & J PL GRAVEL/RESTORATION
MO-050	16-Jan	40.04	24.00	MISC. MAINTENANCE & CLEANING
MO-051	17-Jan		20.50	MISC. MAINTENANCE & CLEANING
MO-052	18-Jan		16.00	MISC. MAINTENANCE & CLEANING
MO-053	22-Jan	279.56	24.00	REPAIR ON WAREHOUSE
MO-054	23-Jan		24.00	BURNING, RECYCLE
MO-055	24-Jan		18.00	BURNING, RECYCLE
MO-056	25-Jan		24.00	BURNING, RECYCLE, DUMP, MAINTENANCE @ WAREHOUSE
MO-057	28-Jan		24.00	MISC. MAINTENANCE & CLEANING, STOCK MATERIALS
MO-058	29-Jan		24.00	MISC. MAINTENANCE & CLEANING
MO-059	30-Jan		24.00	MISC. MAINTENANCE & REPAIR, EQUIPMENT RENTAL, LOCATED MAIN, CUT ROAD
Total		2757.10	502.50	

J WELL FIELD PROJECT				
Project no.	Date	Mat. Cost	Labor Hrs	REPORT
Total		0.00	0.00	

NEW SERVICE				
Project no.	Date	Mat. Cost	Labor Hrs	REPORT
09-03-01	15-Jan	242.49	7.50	32002 G PLACE
Total		242.49	7.50	

SERVICE CALLS				
Project no.	Date	Mat. Cost	Labor Hrs	REPORT
Total		0.00	0.00	

MAIN BREAK				
Project no.	Date	Mat. Cost	Labor Hrs	REPORT
Total		0.00	0.00	



Pacific County

Department of Community Development
PO Box 68, South Bend, WA 98586

COLIFORM BACTERIA ANALYSIS

Date Sample Collected <u>11</u> / <u>8</u> / <u>2013</u> Month Day Year	Time Sample Collected <u>8:33</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	County <u>Pacific</u>
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Type of Water System (check only one box)
 Group A Group B Other _____

Group A and Group B Systems - Provide from Water Facilities Inventory (WFI):
 ID# 86470
 System Name: Seaside HOA

Contact Person: Gil Gonzalez
 Day Phone: (360) 783-2393 Cell Phone: (360) 783-2393
 Eve. Phone: (602) 665-2896 FAX: (602) 665-5469

Send results to: (Print full name, address and zip code)
Seaside HOA
31402 H St.
Ocean Park, WA 98640

SAMPLE INFORMATION

Sample collected by (name): April Reynolds

Specific location where sample collected: <u>30203 H St. - outside Laurel garage on East side of house</u>	Special instructions or comments:
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Type of Sample (must check only one box of #1 through #4 listed below)

<p>1. <input checked="" type="checkbox"/> Routine Distribution Sample Chlorinated: Yes <input checked="" type="checkbox"/> No _____ Chlorine Residual: Total <u>0.6</u> Free <u>0.4</u></p>	<p>2. Repeat Sample (after unsatisfactory routine) <input type="checkbox"/> Distribution System <input type="checkbox"/> Source Groundwater Rule (GWR) (Population of 1,000 or less) Unsatisfactory routine lab number: _____ Unsatisfactory routine collect date: _____ / _____ / _____ Chlorinated: Yes _____ No _____ Chlorine Residual: Total _____ Free _____</p>
<p>3. Raw Water Source Sample <input type="checkbox"/> E. coli - GWR source sample <input type="checkbox"/> Fecal - Surface, GWI, some springs <input type="checkbox"/> Other <u>S</u> _____ <small>Public systems must provide source number from WFI</small></p>	

4. Sample Collected for Information Only
 Investigative _____ Construction / Repairs _____ Other _____

LAB USE ONLY	DRINKING WATER RESULTS	LAB USE ONLY
<input type="checkbox"/> Unsatisfactory Total Coliform Present and <input type="checkbox"/> E. coli present <input type="checkbox"/> E. coli absent <input type="checkbox"/> Fecal coliform present <input type="checkbox"/> Fecal coliform absent		<input checked="" type="checkbox"/> Satisfactory

Replacement Sample Required:
 Sample too old (>30 hours) TNTC _____
 Improper Container Turbid culture

Bacterial Density Results: Plate Count _____ /ml. E. coli _____ /100ml.
 Total Coliform _____ /100ml. Fecal Coliform _____ /100ml.

Method Code: MICR- <u>2720</u>	Date and Time Received <u>11/8/13 9:00</u>
Date Analyzed: <u>11/8/13</u>	Date Reported <u>11/9/13</u>
Sample Number (DOH number plus five digits) <u>137-11794</u>	Lab Use Only <u>W13C02530</u>



Pacific County
 Department of Community Development
 PO Box 68, South Bend, WA 98586

COLIFORM BACTERIA ANALYSIS

Date Sample Collected <u>11/5/13</u> Month Day Year	Time Sample Collected <u>9:40</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	County <u>PACIFIC</u>
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Type of Water System (check only one box)
 Group A Group B Other _____

Group A and Group B Systems – Provide from Water Facilities Inventory (WFI):
 ID# 864709
 System Name: SURF SIDE H.O.A.
 Contact Person: G.I. Gonzalez

Day Phone: (360) 783 2393 Cell Phone: (360) 783 3838
 Eve. Phone: (360) 665 2896 FAX: (360) 665 6785

Send results to (Print full name, address and zip code)
SURF SIDE H.O.A.
31402 H STILLET
OCEAN PARK WA 98640

SAMPLE INFORMATION

Sample collected by (name):
G.I. Gonzalez

Specific location where sample collected: <u>341st + J PLACE</u>	Special instructions or comments: <u>SPIGOT / COLO</u>
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Type of Sample (must check only one box of #1 through #4 listed below)

<p>1. <input type="checkbox"/> Routine Distribution Sample Chlorinated: Yes ___ No ___ Chlorine Residual: Total ___ Free ___</p>	<p>2. Repeat Sample (after unsatisfactory routine) <input type="checkbox"/> Distribution System <input type="checkbox"/> Source Groundwater Rule (GWR) (Population of 1,000 or less) Unsatisfactory routine lab number: _____ Unsatisfactory routine collect date: _____ Chlorinated: Yes ___ No ___ Chlorine Residual: Total ___ Free ___</p>
<p>3. Raw Water Source Sample <input type="checkbox"/> E. coli – GWR source sample <input type="checkbox"/> Fecal – Surface, GWI, some springs <input type="checkbox"/> Other <u>S</u> _____ <small>Public systems must provide source number from WFI</small></p>	

4. Sample Collected for Information Only
 Investigative ___ Construction / Repairs Other ___

LAB USE ONLY	DRINKING WATER RESULTS	LAB USE ONLY
<input type="checkbox"/> Unsatisfactory Total Coliform Present and <input type="checkbox"/> E. coli present <input type="checkbox"/> E. coli absent <input type="checkbox"/> Fecal coliform present <input type="checkbox"/> Fecal coliform absent		<input checked="" type="checkbox"/> Satisfactory

Replacement Sample Required:
 Sample too old (>30 hours) TNTC _____
 Improper Container Turbid culture

Bacterial Density Results: Plate Count _____ /ml. E. coli _____ /100ml.
 Total Coliform _____ /100ml. Fecal Coliform _____ /100ml.

Method Code: MICR- <u>2720</u>	Date and Time Received <u>11/11/13</u>
Date Analyzed: <u>11/5/13</u>	Date Reported <u>11/16/13</u>
Sample Number (DOH number plus five digits) <u>137-11822</u>	Lab Use Only <u>MR [unclear]</u>