



General Manager's Report

Report on Water System Operations for:

Metering Period:

Billing Period:

Activity Period:

| October, 2016 | | |
|---------------|----------|------------|
| 08/03/2016 | - THRU - | 09/01/2016 |
| 09/16/2016 | - THRU - | 10/16/2016 |
| 10/01/2016 | - THRU - | 10/31/2016 |

(MG= Million Gallons) (Mg/L= milligrams per liter) (Ug/L= micrograms per liter) (MCL= Maximum Contaminant Level) (cf.= Cubic Feet)

| | | | |
|---|--------|---------------|----|
| Total Water Pump From All Wells in Metering Period (TWP) | -----> | 6.5012 | MG |
| Total Water Sold in Metering Period | -----> | 7.4276 | MG |
| Total Filter Plant Backwash Water in Metering Period | -----> | 0.0377 | MG |
| Total Water Main Flushing Water in Metering Period | -----> | 0.0000 | MG |
| Total Other Authorized Water Use in Metering Period | -----> | 0.0000 | MG |
| Total Authorized Consumption in Metering Period (TAC) | -----> | 7.4653 | MG |
| Total Distribution System Leakage in Metering Period (DSL) | -----> | -0.9641 | MG |
| Percentage of DSL in Metering Period | -----> | -14.8% | % |
| 12 Month Running Total of TWP | -----> | 84.4179 | MG |
| 12 Month Running Total of TAC | -----> | 83.8708 | MG |
| 12 Month Running Total of DSL | -----> | 0.5471 | MG |
| 12 Month Average of Percentage of DSL | -----> | 0.6% | % |

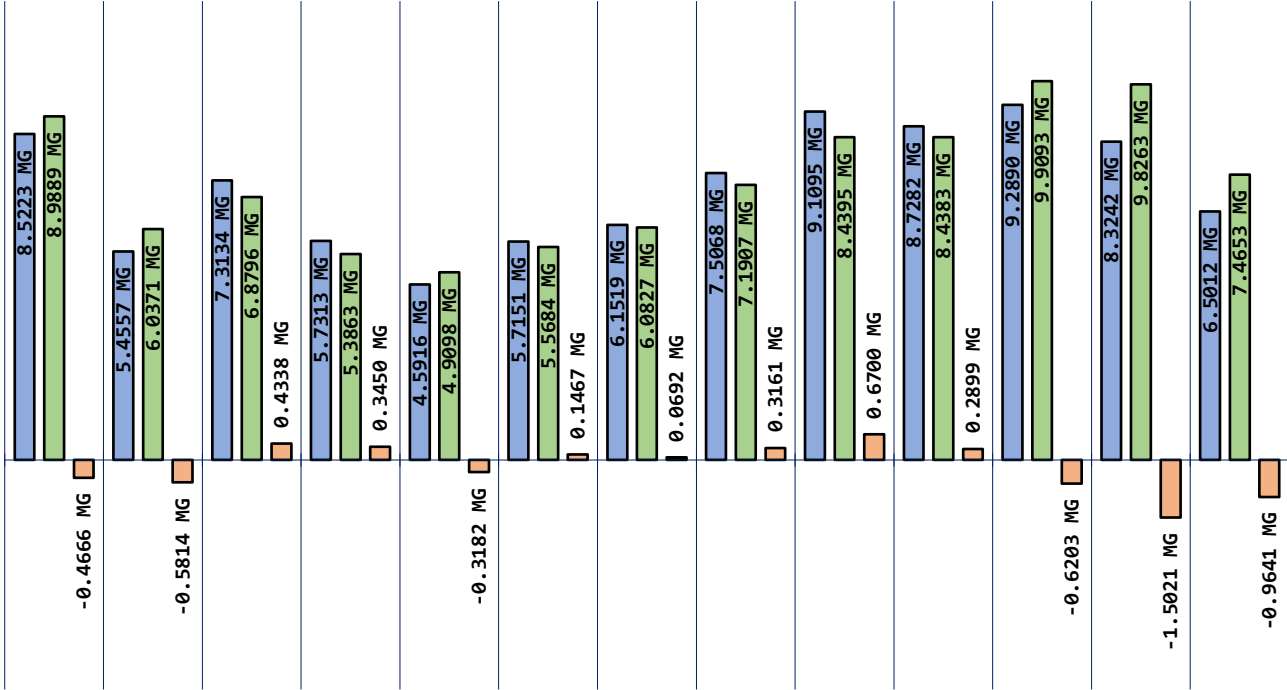
| | | | |
|--|-----------------------------------|---------------------------|-------------------|
| 2,587 | Residential Accounts | Paid Base Rates Totaling: | 103,007.44 |
| 106 | Commercial Accounts | Paid Base Rates Totaling: | 7,702.40 |
| 721,600 | cf. Residential Consumption | at \$0.0289 per c.f. | 20,854.24 |
| 268,500 | cf. Commercial Consumption | at \$0.0289 per c.f. | 7,759.65 |
| 4 | Fire-Flow Accounts | Paid Base Rates Totaling: | 477.58 |
| 5,450 | Surfside Contract + 453.60 | Reimbursements = | 5,903.60 |
| Other Billings: -----> | | | 549.85 |
| Total Amount Billed in Billing Period -----> | | | 146,254.76 |

| | | |
|---|--------|------------|
| Total Accounts Past Due in Billing Period | -----> | 270 |
| Total Accounts Past Due Longer than 60 days in Billing Period | -----> | 94 |
| Total Accounts Locked Off for being past due in Billing Period | -----> | 32 |
| Total Number of Properties with Liens | -----> | 29 |
| Total Number of Water Main Locates Completed in Activity Period | -----> | 47 |
| Total Number of Water Quality Complaints in Activity Period | -----> | 15 |
| Total Number of Customer Service Calls in Activity Period | -----> | 55 |
| Total Number of Customer Valves Installed in Activity Period | -----> | 2 |
| Total Number of Service Meters Replaced in Activity Period | -----> | 0 |

Water Use Efficiency Chart #1

■ Total Water Pumped (TWP)
 ■ Total Water Consumed (TAC)
 ■ Distribution System Leakage (DSL)

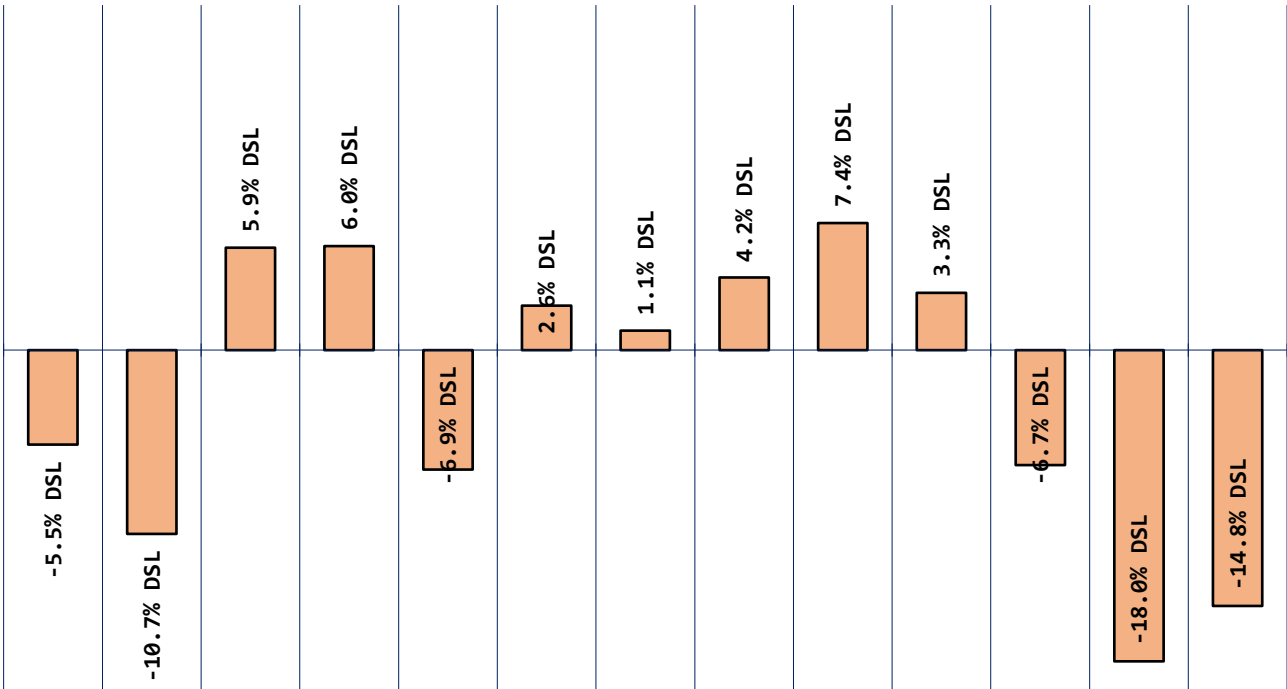
Sep-15 Oct-15 Nov-15 Dec-15 Jan-16 Feb-16 Mar-16 Apr-16 May-16 Jun-16 Jul-16 Aug-16 Sep-16



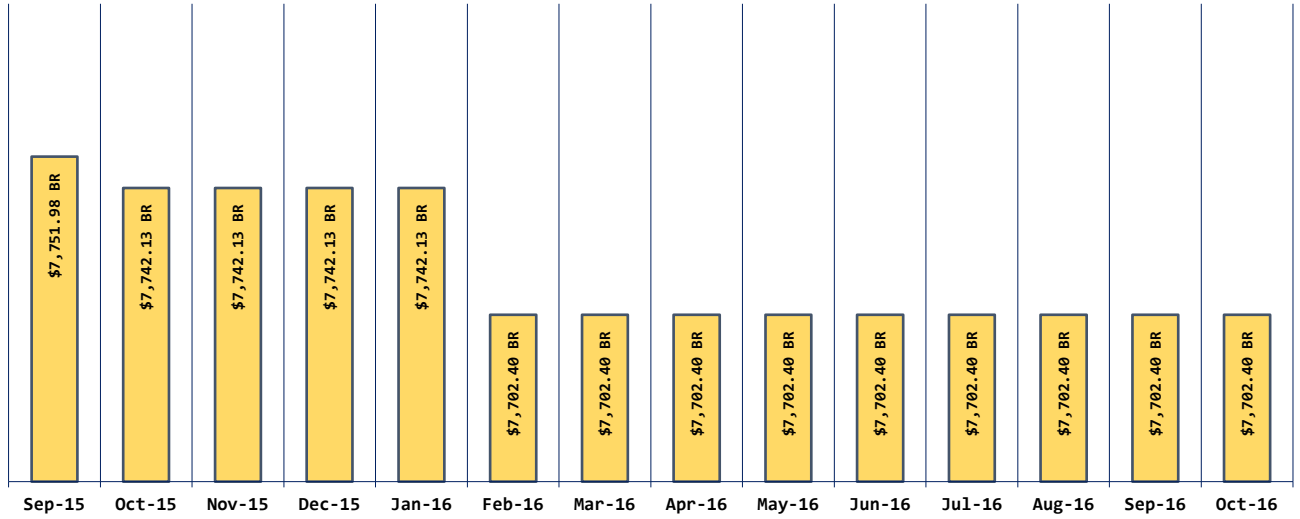
Water Use Efficiency Chart #1

■ % DSL Monthly

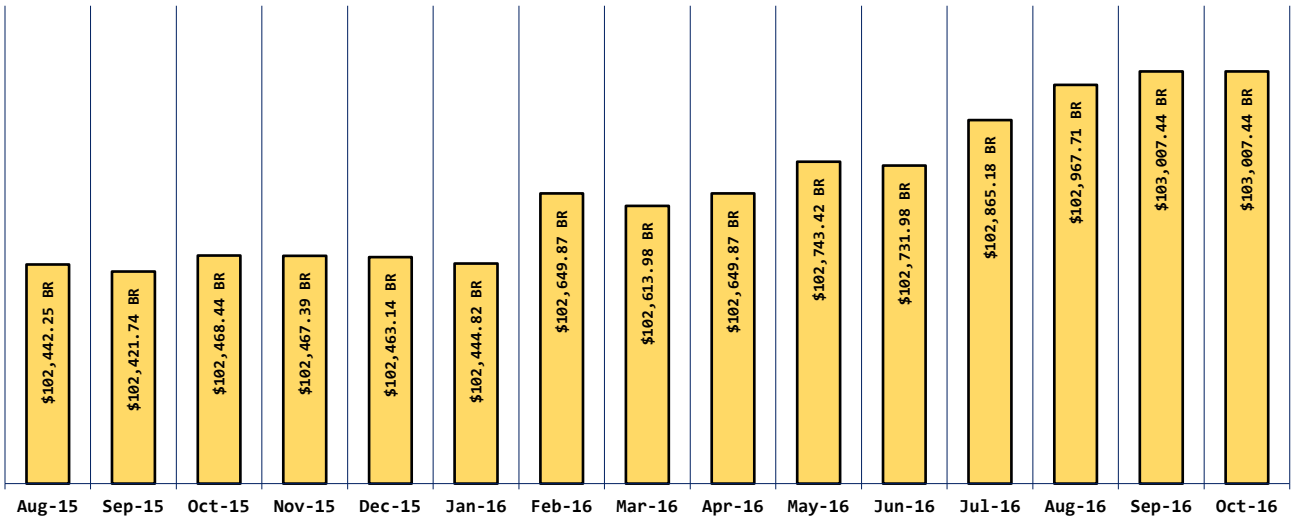
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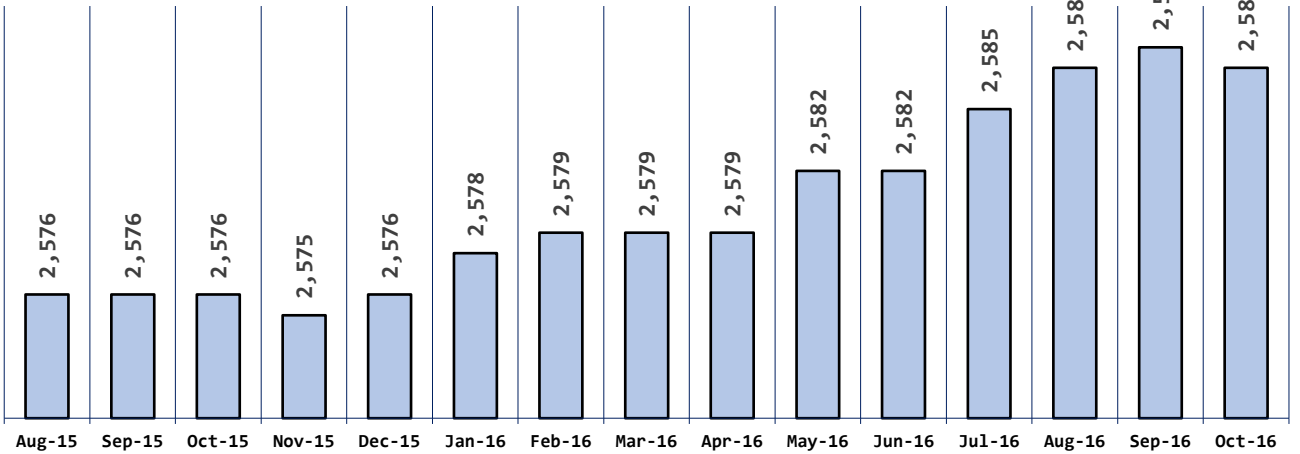
Commercial Base Rates Billed



Residential Base Rates Billed

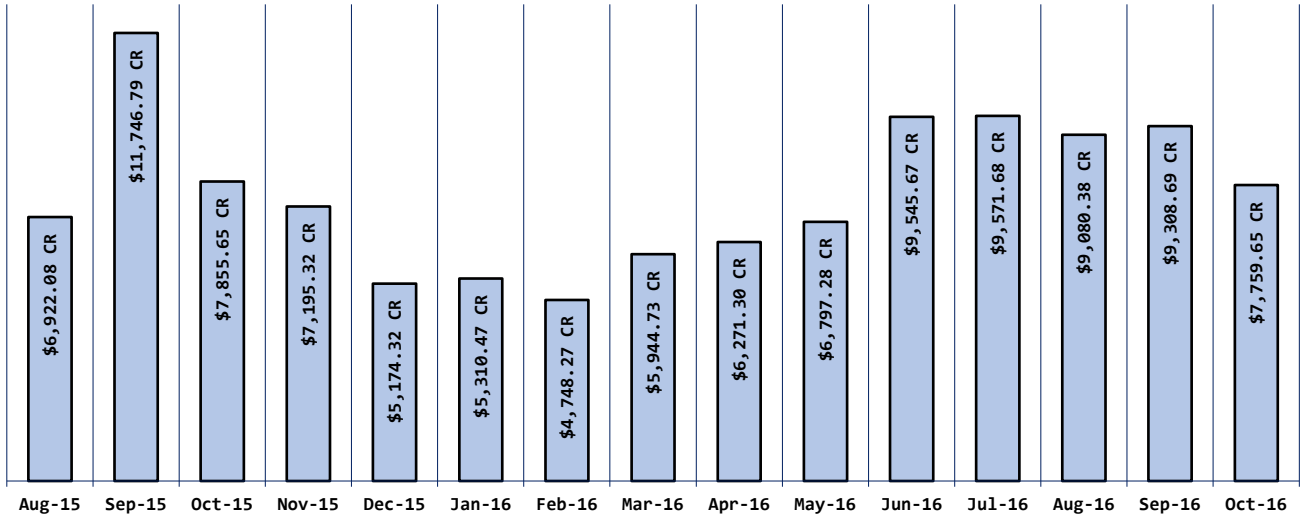


Number of Accounts By Month

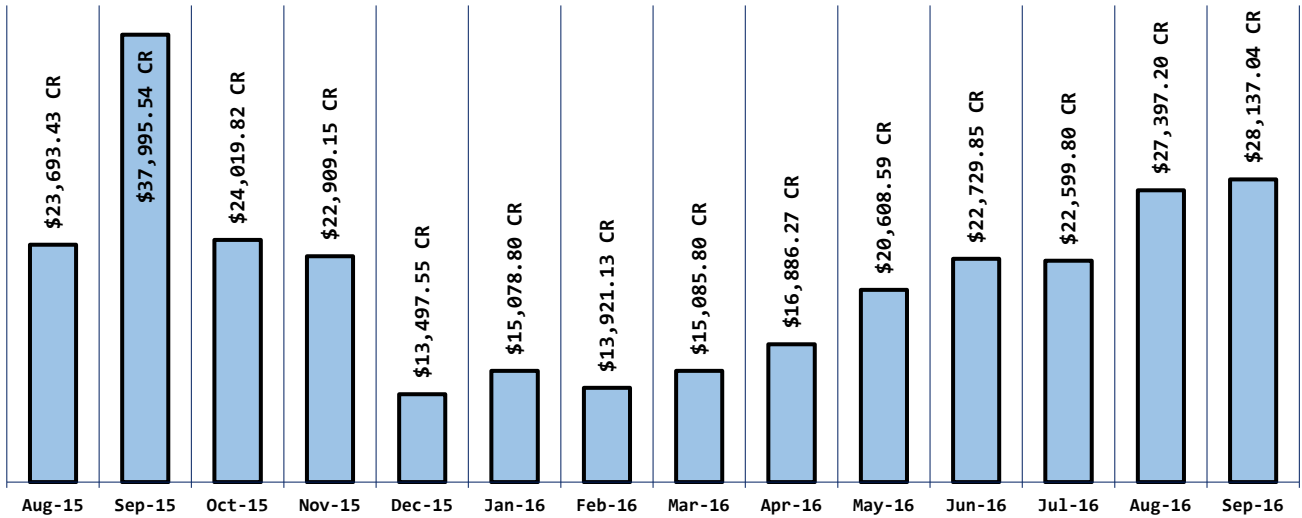


■ Residential Accounts

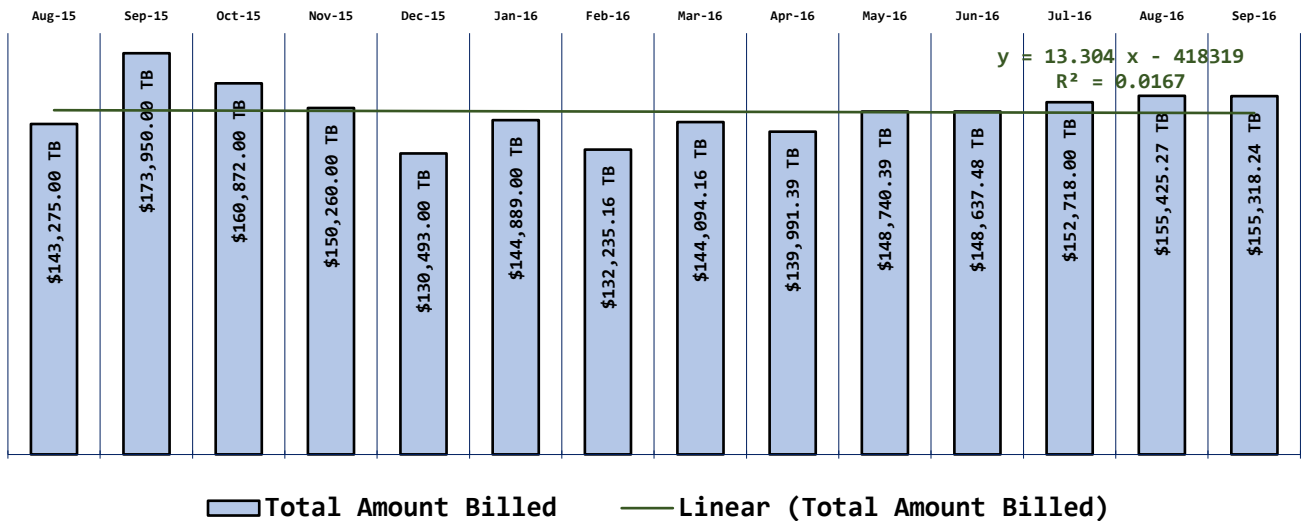
Commercial Consumption Rate Billed



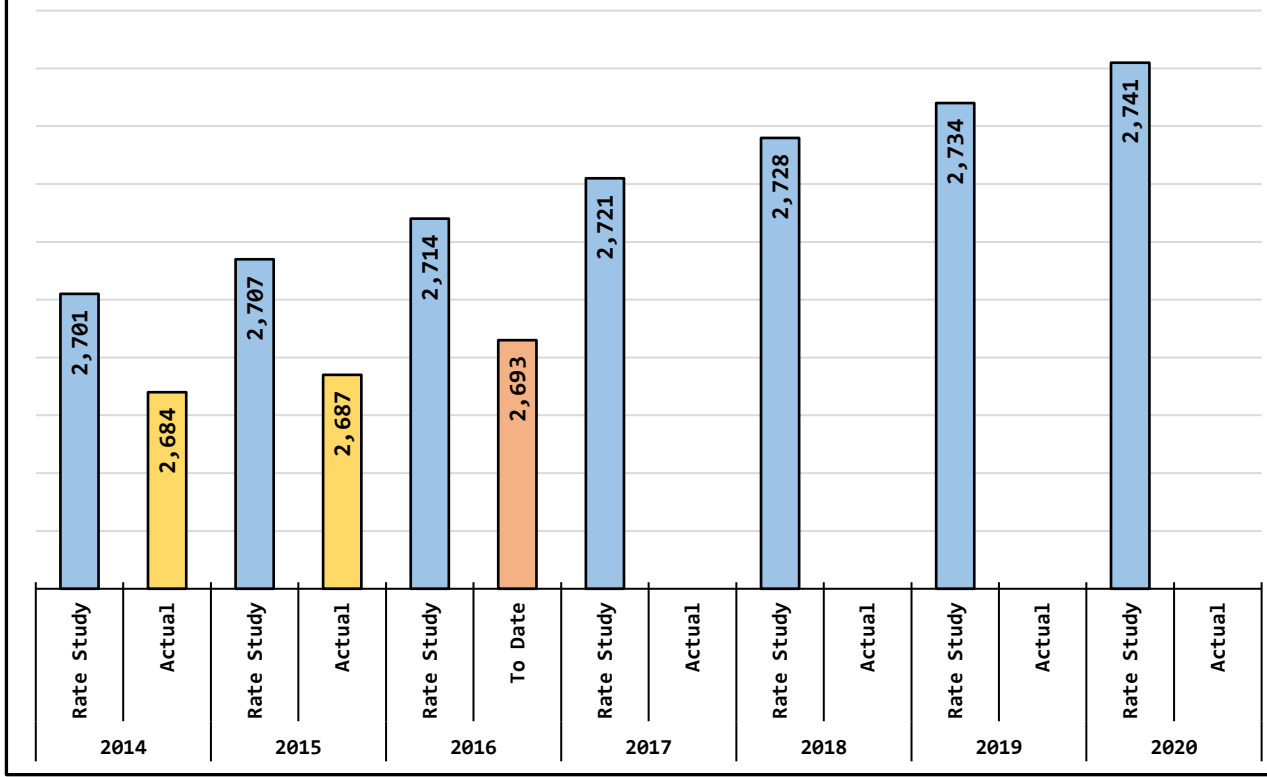
Residential Consumption Rate Billed



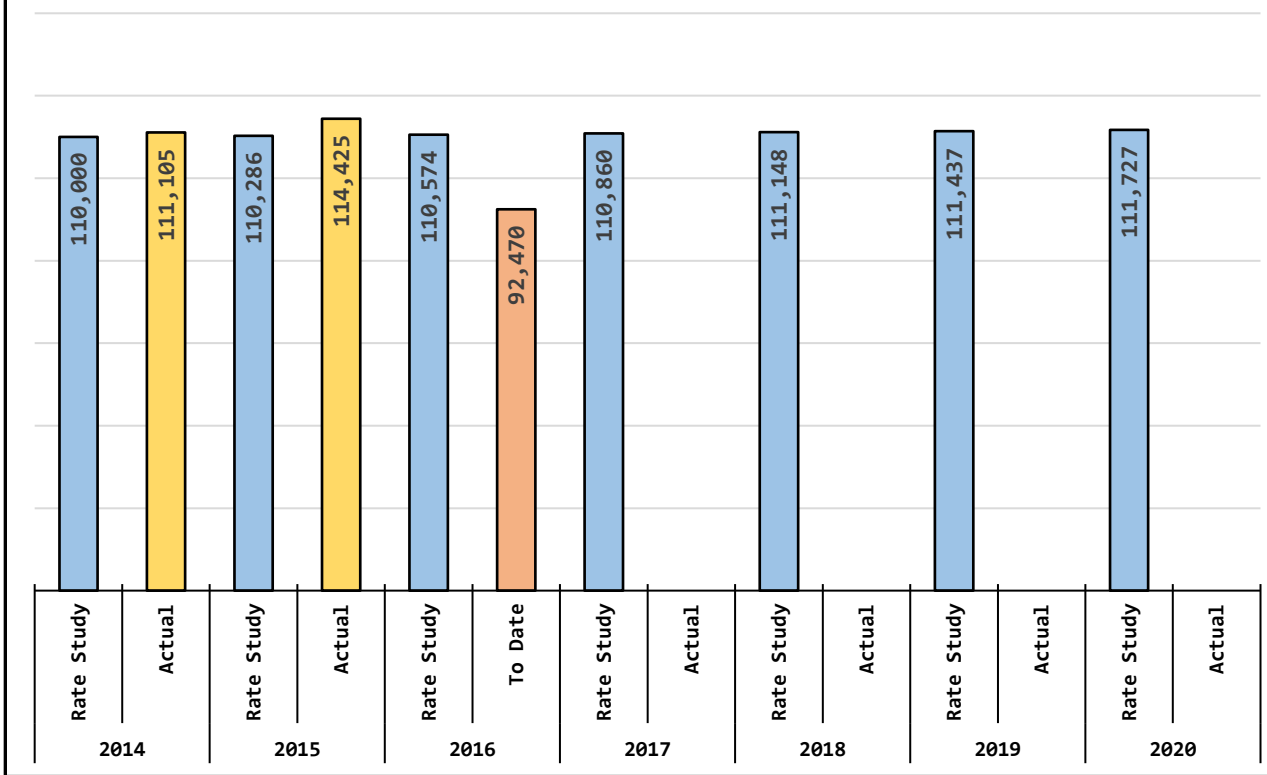
Total Amount Billed By Month



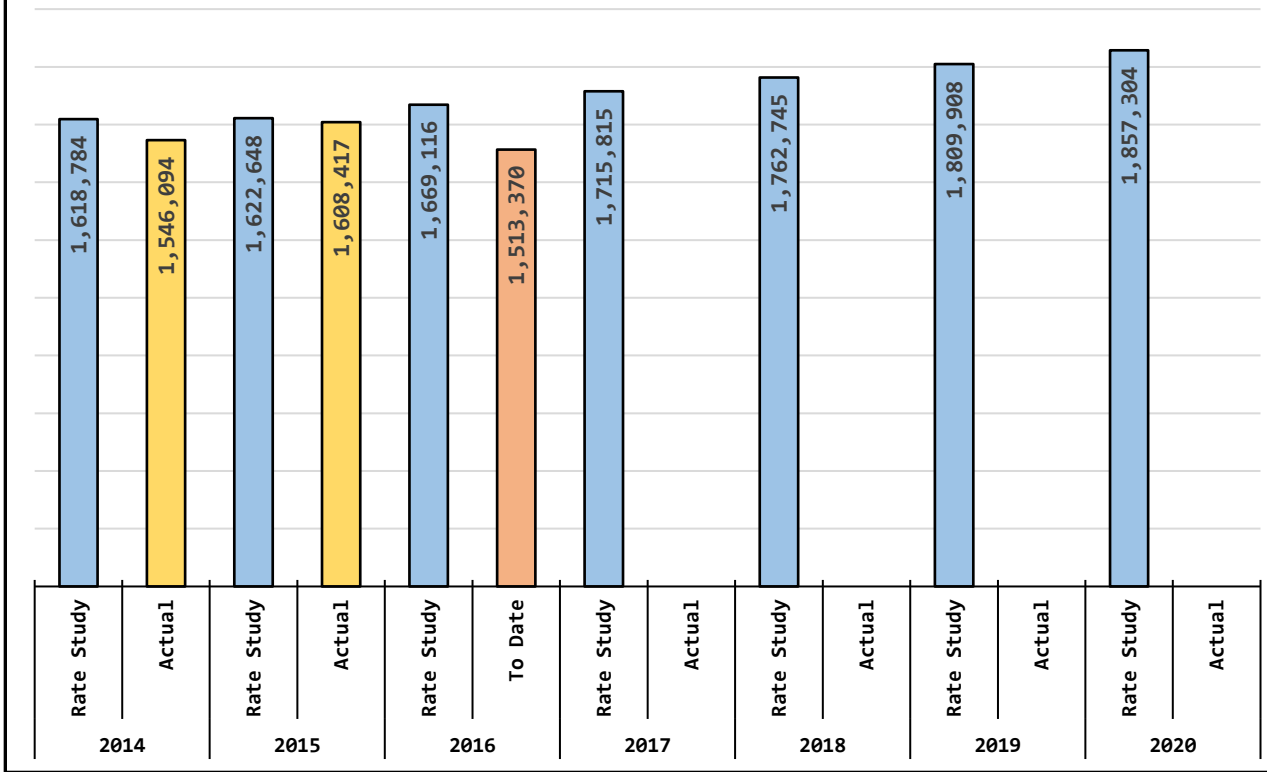
Rate Study to Actual Comparison - Accounts



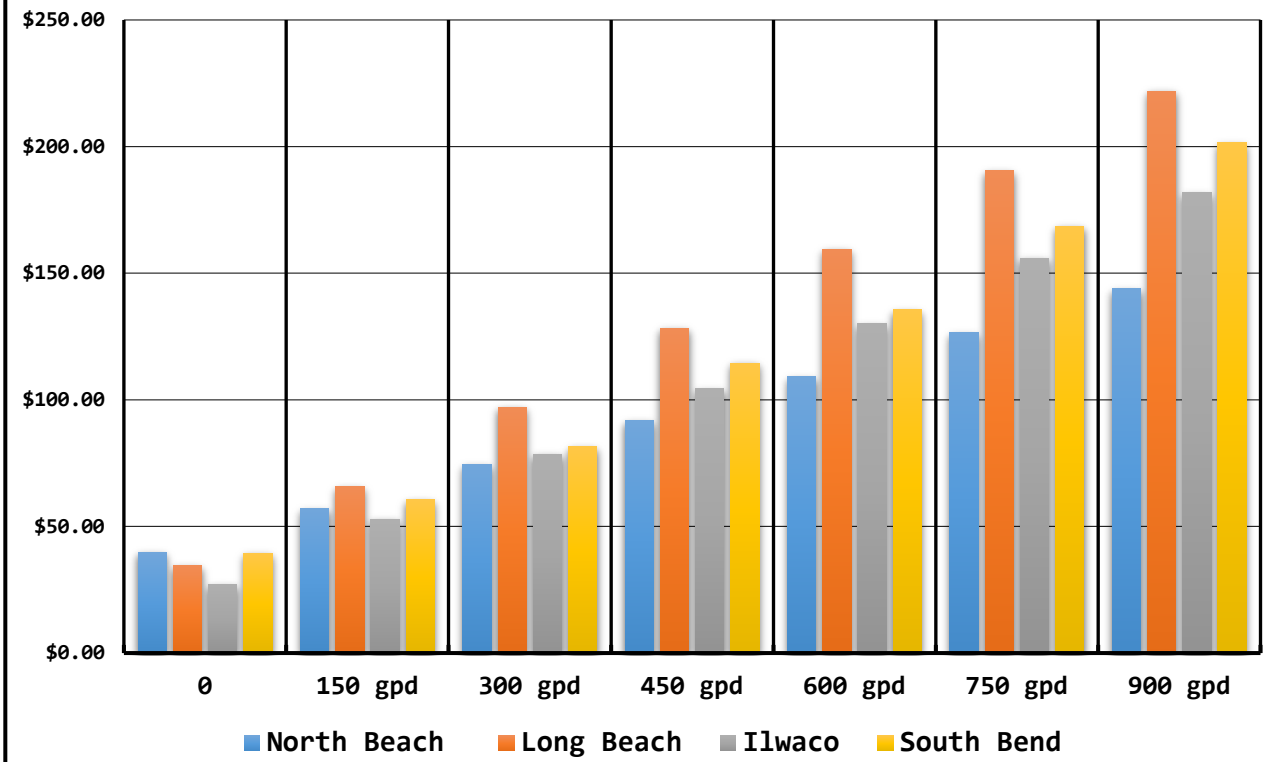
Rate Study to Actual Comparison - Usage (CF)



Rate Study to Actual Comparison - Revenue/Rates



NBWD Rate Comparison



09.16.2016

General Manager Report November, 2016

To
Board of Commissioners

From
William Neal,
General Manager

DWSRF Project Status:

The Electrical Work at the Wiegardt Wellfield is complete with the exception of setting the meter base and pulling secondary feeders to the PUD vault. Once the meter base is set the electricians will ask for an electrical inspection. When the electrical inspection is complete the PUD will set the transformer and we will have power.

Most of the building modifications at the South Wellfield Treatment Plant are complete. The exterior doors have flaws and will be replaced. The replacement doors will arrive by the end of November.

Most of the pipe fitting in the South Wellfield Treatment Plant is complete. The delivery date for the filter has been moved back to the second week in December. The manufacture has agreed to ship the valve bank early, by Thanksgiving, so that the Contractor can continue with the pipe fitting until the filter arrives.

We have asked the Contractor to move the location of the safety eyewash and shower unit to a location out of traffic flow.

Project Images:



North Beach Water District

Tel 360.665.4144
Fax 360.665.4641

25902 Vernon Ave.
Ocean Park, WA 98640

www.northbeachwater.com





Other Projects:**The NWF Fence Project:**

The notice to proceed has been delivered to the Contractor. They are scheduled to begin construction the first week in December.

North Wellfield Treatment Plant:

Coast Garage Door, Seaside Oregon, will be replacing the door on the west side of the NWF Treatment Plant. Delivery of the garage door has been significantly delayed. The door is expected in November. No delivery date has been provided.

Emond Easement:

The easements have been drawn up and will be presented to the Board at the November 21, 2016 Board Meeting.

New Office and Facilities Building Status:

The Board has a Resolution to consider this month accepting the project as complete.

Loomis Lake Crossing Project:

There will be a public hearing before the November Board Meeting to take comments relating to the Determination of Nonsignificance for the Project. During the Board meeting the Commissioners will consider a resolution to approve the DNS.

Used Compressor:

King County Water District 125 invited District's to bid on a surplus air compressor. The air compressor is a 1988 Grimmer Schmidt.

The compressor is trailer mounted and has a V* 5.0 liter gas engine. The District modified the compressor to provide filtered cold and warm air as well as unfiltered cold air.

The compressor has 300 hours on a rebuilt engine and 1000 hours on the compressor.

The District currently relies on a 1972 Ingersoll Rand Air compressor with over 5,000 hours.

The minimum bid was \$2,000. Our bid of \$2,100 was the low bid.

End of Report



Board Report:

Resolution 28-2016
 "ADOPTING A NEW JOB DESCRIPTION FOR ADMINISTRATIVE ANALYST AND AMENDING EXISTING JOB DESCRIPTIONS FOR OFFICE MANAGER AND BILLING CLERK"

Resolution 28-2016 is recommended by the General Manager for approval by the Board by of Commissioners. R 28-2016 will create a new position entitled Administrative Analyst and amend the job descriptions for the Office Manager and the Billing Clerk.

The position of Administrative Analyst will provide a needed back-up for the billing clerk position and will be instrumental in implementing the District's Cross-Connection Control Program. The Administrative Analyst will also be trained by the District's geographic information system (GIS) mapping vendor to optimize and maintain the District's GIS mapping program.

Resolution 29-2016
 "ESTABLISHING RULES FOR THE CONDUCT OF ITS MEETINGS, PROCEEDINGS, AND BUSINESS"

In 2015 the Board amended the job descriptions for the field crew. The amendments were part of a program to attract and retain high quality employees. The amendments revised the tier wage rates to be more in consonance with what other local municipalities pay employees doing similar work. In 2015 the Board did not amend the job description for the Office Manager and Billing Clerk. The recommended amendments to the the Office Manager and Billing Clerk job description revises the tier wage rates to bring them more in consonance with what other local municipalities pay billing clerks and office managers. R 28-2016 amends the Office Manager and Billing Clerk job descriptions tier wage rates only. All other conditions of the job descriptions remain unchanged.

Resolution 30-2016
 "ADOPTING A DETERMINATION OF NONSIGNIFICANCE FOR THE LOOMIS LAKE WATER MAIN CROSSING"

Resolution 31-2016
 AMENDING RESOLUTION 30-2014 "RULES, REGULATIONS, RATES"

Resolution 32-2016
 AMENDING THE "DISTRICT'S EMPLOYEE MANUAL"

Office Manager:

| Tier | Current Rate | Proposed Rate |
|------|--------------|---------------|
| 1 | \$3,378 | \$3,200 |
| 2 | \$3,468 | \$3,312 |
| 3 | \$3,561 | \$3,428 |
| 4 | \$3,651 | \$3,548 |
| 5 | \$3,743 | \$3,672 |
| 6 | \$3,832 | \$3,837 |

| Tier | Current Rate | Proposed Rate |
|------|--------------|---------------|
| 7 | \$3,924 | \$4,010 |
| 8 | \$4,053 | \$4,190 |
| 9 | \$4,161 | \$4,379 |
| 10 | \$4,343 | \$4,576 |
| 11 | N/A | \$4,782 |
| 12 | N/A | \$5,021 |

Resolution 33-2016
 "ACCEPTING THE COMPLETION OF A PUBLIC WORKS CONTRACT - HELLIGSO CONSTRUCTION CO. FOR THE CONSTRUCTION OF THE NEW OFFICE AND FACILITIES BUILDING"

North Beach Water District

| | | |
|--------------------------------------|---|-------------------------|
| Tel 360.665.4144 Fax 360.665.4641 | 25902 Vernon Ave. Ocean Park, WA 98640 | www.northbeachwater.com |
|--------------------------------------|---|-------------------------|



Billing Clerk:

| Tier | Current Rate | Proposed Rate |
|------|--------------|---------------|
| 1 | \$11.86 | \$12.00 |
| 2 | \$12.18 | \$12.42 |
| 3 | \$12.51 | \$12.85 |
| 4 | \$12.82 | \$13.30 |
| 5 | \$13.13 | \$13.77 |
| 6 | \$13.45 | \$14.39 |

| Tier | Current Rate | Proposed Rate |
|------|--------------|---------------|
| 7 | \$13.78 | \$14.89 |
| 8 | \$14.10 | \$15.41 |
| 9 | \$14.20 | \$15.95 |
| 10 | \$15.09 | \$16.51 |
| 11 | N/A | \$17.09 |
| 12 | N/A | \$17.86 |

Resolution 29-2016 is recommended by the General Manager for approval by the Board by of Commissioners. R 29-2016 will establish rules for the conduct of the District's meetings, proceedings, and business. Recent changes in the Open Public Meetings Act and how those changes relate to other relevant statutes regarding procedural matters of the District provides impetus for the Board to adopt comprehensive rules regarding procedural matters for meetings, hearings, and other District business. The Board reviewed this policy in depth at the October regular meeting. The edits discussed at that meeting have been incorporated in R 29-2016. I have provided a red line copy of the policy for use in comparing the changes. This policy has been reviewed and approved by the District's attorney.

Resolution 30-2016 is recommended by the General Manager for approval by the Board by of Commissioners. R 30-2016, is required to proceed with the Loomis Lake Water Main Crossing project. Mike Olden, project engineer, prepared an Environmental Checklist for the project. The Determination of Nonsignificance has been mailed to the appropriate local governments and agencies for review and comment. The Notice of Determination of Nonsignificance has been properly advertised for review and comment by the public and a public hearing will be held this evening to receive verbal comments from the public. The approval of the DNS is a required step in the design and approval of the Loomis Lake Water Main Crossing project.

Resolution 31-2016 is recommended by the General Manager for approval by the Board by of Commissioners. R 31-2016 will

compensate for actual and projected revenue shortfalls. The FCS Group, in a 2014 Rate Study, recommended rate structure that was designed to recover the District's full cost of operation and provide for its long term financial stability. Based on revenue performance in 2015 and projected performance in 2016 and 2017, The District will experience a \$100,000 shortfall from FCS Groups projected revenue. Currently, the residential and commercial commodity rate is due to increase from \$2.89 per 100 cubic feet to \$3.11 per 100 cubic feet on January 1, 2016. R 31-2016 will increase the residential commodity rate to:

\$3.25 per 100 cubic feet on January 1, 2017
\$3.40 per 100 cubic feet on January 1, 2018
\$2.60 per 100 cubic feet on January 1, 2019
\$3.80 per 100 cubic feet on January 1, 2020.

And increase the commercial commodity rate to:

\$3.50 per 100 cubic feet on January 1, 2017
\$3.80 per 100 cubic feet on January 1, 2018
\$4.10 per 100 cubic feet on January 1, 2019
\$4.50 per 100 cubic feet on January 1, 2020.

The above recommended rate adjustment will compensate for lack of growth projected in the 2014 FCS Group Rate Study. Additionally, the recommended rate adjustment will have a minimal effect on the vast majority of the District's rate payers and will start to provide a more equitable rate structure between our residential and commercial ratepayers.

Resolution 32-2016 is recommended by the General Manager for approval by the Board by of Commissioners. R 32-2016 will amend the District's Employee Manual to provide a "Compensation in lieu of health benefits" policy. The District provides medical benefits that include dental and vision to its employees at a cost of approximately \$630.00 per month. Employees who have medical coverage as a veteran or through a spouses' plan do not need the coverage offered by the District. R 31.2016 will create a policy that allows employees with medical coverage to receive all or part of the savings by the District as compensation in lieu of coverage. The Washington State Auditor states that local governments can adopt a "Compensation in lieu of Benefits" policy provided the plan is available to all employees and the District must have proof of other insurance provided by the requesting employee. Brent Dillie recommended and provided an "Election of Cash In-Lieu of

Group Medical Insurance" form that will include all information the District must receive from the applying employee and all of the information the District must provide the applying employee.

Resolution 33-2016 is recommended by the General Manager for approval by the Board by of Commissioners. R 33-2016 will bring the contract with Helligso Construction to a close. R 33-2016 will state the date the Board accepts the project as complete and begin the warranty period. Once the Board accepts the project as complete the final paperwork with the Department of Labor and Industries can be started and the countdown for release of retainage can begin. R 33-2016 also officially states the number of days the District will assess Helligso Construction for liquidated damages. Helligso Construction reached substantial completion on April 19, 2016 (the day we began moving in to the building). That was 51 days past the date allowed in the Contract. 51 X \$50.00 is \$2,550.00.