**MANAGER'S REPORT**

**01/08/2020**

**Budget Position Report**

We did not receive the County reports in time to generate a reconciled Budget Report. The numbers presented will not vary by a great deal.

Revenues for December were $74,867.79. Expenditures were $57,469.29. So revenues exceeded expenditures by $17,398.50.

2019 was an expensive year. Revenues for the year were $856,298.25, which is $46,476.25 above the projection. Expenditures were $814,019.13, which is $153,270.13 over budget.

The bad news line items were:

Salaries & Wages We added a full time employee

Parts & Supplies Lots of broken service laterals

Software Support New billing and cash receipting modules

Insurance – Liability 25% increase

Electricity I don’t know

Vehicle Maintenance & Repair Two superannuated vehicles (now gone)

Building Maintenance Gutters and fences

Main Repair – Contractor Quite a few major breaks

Capital Replacement New truck

**Treasurer’s Report:**

County reports did not arrive in them.

**Monthly Utility Totals**

December’s billing was $59,137.18.

**Collections**

In 2019 we billed $815,371.28 and collected $795,010.91. So we collected 97% of what billed.

**Rate Study**

Screeching halt.

With the new retirement reality, my calculations are all thoroughly obsolete. I am working on catching up with the new reality.

One thing I have moved forward. I am working on getting more accurate guesstimates for the deferred projects. Brumfield is helping out with the dirt work projects. I have made contact with the coatings company that did the Reynvaan Reservoir (for North Bank), and will hit other vendors/consultants for ball park numbers for other projects. The North Bank Booster Station is pretty firm as we have the Hirschbeck Booster Station in past history.

**New Regulations**

No real news on the PFAS front except that the rhetoric is heating up. In case you haven’t heard, we are all going to die.

**Operational Issues**

Full Cost Budgeting.

**Personnel**

We have some issues to discuss in executive session.

**Highway 12 Cast Iron Pipe Replacement**

Contract documents are being prepared. We will put it out to bid, but we won’t start construction until next Spring.

**Maintenance Activity:**

Usual daily/weekly/monthly maintenance activity. See attached report.

**Contractor Repairs**

Paving past repairs.

**As-Builts**

I have not had time to pursue information about the Flo, Inc. program.

**Highway 12 Meters**

I think it is fully operational.

**New Connections**

None

**Shop Organization**

We keep looking for a window to get this job done. I am going to have to personally supervise this job if there is any hope of it getting completed.

Some time that could have been devoted to shop organization has been used up preparing the site for the new south side fence.

**Training/Certifications.**

Both Kenny and Mick attended a free class on locates. Very informative and certainly a good value.

**Safety**

We have a mini safety meeting every morning.

**Vehicles**

Service Truck: No issues.

Pickup Truck 1: No Issues

Pickup Truck 2: No issues.

I like seeing this list shortened a bit. Though the service truck is getting a bit long in the tooth, we have carved our stable down to three late-model trucks. This puts us in a great position in terms of reliability.

**Filing System**

On going.

**Fire Station**

It appears that work on the water main through the shop site has been delayed by the weather. We have our fire hydrant installation mocked up and ready to install.

**Grant Funding Pursuit**

No targeted activity in December. Things will definitely heat up after the first of the year.

One piece of information I am anxiously awaiting is committee sign-ups. Every year WASWD members are asked to volunteer for the various committees. I am very much hoping that all the work will not fall to just David Carnahan of Hartstene Pointe and myself.

Between the WASWD Board, the Executive Director (Judi Gladstone), and myself, a plan for the committee for 2020 has been hammered out. I have included a copy in your packets.

**Capital Asset Management**

This has been fully integrated into the Rate Study, or vice versa. We still have no firm strategy for water main and reservoir replacement.

**Disaster Management Planning**

I have begun reviewing the FEMA documents related to disaster management for water and waste water utilities. I will have a copy of the guidance at the meeting for your information.

**Isolation Valve Exercise Program**

On hold due to inadequate as-built information.

**Future and/or On-Hold Programs**

Email Bills

Online Bill Pay (way down the list. Customers can pay bills online through their bank)

Installation of additional isolation valves

**Shop Insulation**

I have some concerns. No action in December. Everyone seems to be home for holidays.

**Long Distance Service Laterals**

Regarding the services on Devonshire Road...The City of Montesano line that runs past those properties is a transmission line and is pre-final treatment. So it is not available for service connections. It is almost certain that those service laterals route directly across the fields rather than going out to Devonshire Road.

We installed a new pressure reducer on the line with the high pressure complaint. There was one there, but it had failed.

We need to decide what to do about this one.

Respectfully Submitted:

Reg Hearn

General Manager