

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

May 9, 2017

## REGULAR MEETING

- 1.0 Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 p.m. Commissioner James Strode was also present. Commissioner Paul Drotz was excused. District staff members in attendance were Dennis O'Connell, General Manager; Erin Civilla, Accounting Specialist; and Kyle Galpin, Operations Manager. Attorney Ken Bagwell was also present. Manchester resident Paul Gilligan was also present.
- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of April 11, 2017, Regular Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$55,745.45, and a Street Light Fund voucher totaling \$2,015.31.
  - 2.3 **Approval of District Payroll Affidavit.**

Commissioner Strode moved to approve the consent agenda as presented. Commissioner Pedersen seconded and **the motion carried unanimously.**

3.0 **Public Comment** – No public comment was offered.

### 4.0 **Regular Agenda**

- 4.1 **Spring Street Workshop Retaining Wall** – Staff presented information regarding the construction of a perimeter retaining wall at the Spring Street Workshop building site. Three types of construction methods were presented, including an ecology block wall similar to that used at the Banner Road tank site; a cantilever soldier pile design often used at major road and highway sites; and a poured-in-place concrete wall that doubles as a structural unit for the building itself. Staff presented information on each type of wall construction and explained the advantages and disadvantages of the three options. Although research was still ongoing, the following preliminary estimates for each type of wall had been submitted:

Ecology Block	Castle Walls	\$ 67,600.00
Cantilever Soldier Pile	DMI Drilling	\$110,000.00
Cast-in-Place Concrete	Sound View Construction	\$147,618.70

Following discussion regarding the pros and cons of each alternative, it was agreed that although the cast-in-place wall may be the most expensive, it allows us to construct the building using the original design without compromising size or location. Staff agreed to pursue the cast-in-place option and will advertise a formal call for bids with a target of awarding a contract in June. Attorney Ken Bagwell agreed to review the bid packet before publishing.

*No formal Board action was taken.*

- 4.2\* **Well 10 Site Survey – N.L. Olson** - In December 2016, the District purchased real property identified as Tax Lot # 4580-016-004-0002, located directly east of our Wells 10 and 11 pump station site. Presented for Board consideration was a services agreement with N.L. Olson & Associates to survey the property. In addition to boundary limits, staff has requested a topographical map of the site, including elevations. This data may prove critical for future design of a manganese removal water treatment facility. The General Manager was seeking authorization to execute the services agreement with an estimated cost of \$3,450. Commissioner Strode moved to authorize the General Manager to execute the agreement as presented. Commissioner Pedersen seconded, and the motion carried.

#### 4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through March 31, 2017 were reviewed with a total billing of \$91,411.00 to 1,536 accounts, and total consumption of 1,504,745 cubic feet.
- 4.3.2 **Income & Expense Report** – Staff presented the Income & Expense Executive Summary Report for the period ending April 30, 2017. The ending cash balance was \$1,004,695.34 for the same period.
- 4.3.3 **Operations Update** – Staff presented the Operations Update for April. The District produced 14,677,000 gallons last month. Staff performed annual system-wide flushing and also repaired a main leak on Puget Drive. Sound Construction excavated the Spring Street Workshop site to rough grade in preparation for construction of a retaining wall, and Kyle Galpin attended a project management training seminar in University Place.
- 4.3.4 **Capital Improvements and Developer Extension Updates** – Staff reported that plans have been approved for the Manders Way main extension, but work has not yet started. The Woods View project is still on hold pending sewer and septic design revisions.

5.0 **Executive Agenda**

5.1 **Administrative Update** – Staff reported that Mr. McGinley on Harper Hill Road has notified the District of another dead tree standing at the Harper Hill surplus property. Staff is soliciting input from a local arborist to assess all of the trees on the site.

5.2 **Board of Commissioners' Comments** – No further comment was offered.

6.0 **Future Meeting Dates**

6.1 June 13, 2017, 5:30 p.m. – Regular Meeting, Manchester Library

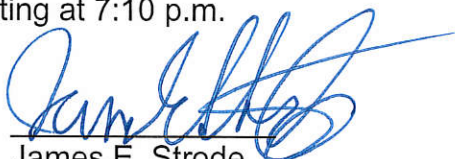
6.2 July 11, 2017, 5:30 p.m. – Regular Meeting, Manchester Library

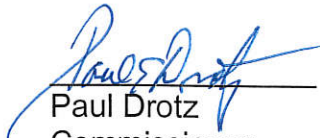
6.3 August 8, 2017, 5:30 p.m. – Regular Meeting, Manchester Library

7.0\* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:10 p.m.

  
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Steve Pedersen,  
Chairman

  
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James E. Strode,  
Secretary

  
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Paul Drotz  
Commissioner