

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

February 11, 2014

REGULAR MEETING

- 1.0 Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:31 p.m. Also present was Commissioner Kyle Galpin. Commissioner James Strode was excused. Staff members present included Dennis O'Connell, General Manager; Ken Bagwell, Attorney; Scott Wolf, Operations Foreman; and Erin Civilla, Accounting Specialist. Public guests present were Paul and Janice Gilligan, and Joe Guariz.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of January 14, 2014, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$29,433.63, and Street Light Fund vouchers totaling \$2,195.92.
 - 2.3 **Approval of District Payroll Affidavits.**

Commissioner Kyle Galpin moved to approve the consent agenda as presented. Board Chair Pedersen seconded, and **the motion passed unanimously.**

3.0 **Public Comment** – No public comments were offered.

4.0 **Regular Agenda**

- 4.1 **Jason Morgan – Wyoming Main Extension** – Board Chair Pedersen announced that Item 4.1 would be tabled temporarily pending Mr. Morgan's arrival at the meeting. Mr. Jason Morgan requested Board consideration of a modified main extension on E. Wyoming Street, east of California Avenue E. The District's Developer Extension Manual specifies that "all water main extensions shall be Class 52 ductile iron unless otherwise approved by the District and as indicated on the plans." (Dev. Ext. Manual, p. A-15) The manual also states that "applicants should generally assume in single family detached residential areas, 8-inch diameter mains". Citing reasons relating to the cost of the water main extension, Mr. Morgan is requesting a deviation from standard design specifications. In his initial proposal to staff, he requested that single 1-inch water lines be run to each of three individual lots with meters set at each lot frontage on E. Wyoming Street. Staff denied his request as drawn, explaining that we do not allow 1-inch main extensions, but do offer a developer payback agreement to recover costs associated with extending the full-size water main. Mr. Morgan has requested an audience with the Board to discuss his proposal in further detail.

Staff withholds recommendation pending further discussion.

- 4.2 **Resolution 2014-03 - Electronic Communications Policy Revision** – Presented for Board review was Manchester Water District Policy Manual Appendix 200 – Electronic Communications and Software. In summary, the policy limits the use of District communications equipment to District related research, commerce, and communications. Any activity performed using District owned equipment is not private and may be subject to review and public disclosure. This is a revision and update of existing Policy 600, last revised in July, 2001.

In addition to the policy revision, the District distributed tablet computers to each Board member for the purpose of retrieving and responding to District related emails. Staff will not send District related messages to email addresses that may be linked to Board members' private email accounts. This policy is intended to protect Board members' privacy and ensure that all District communications are available for public disclosure in the future.

Attorney Bagwell recommended additional language is added to the policy further explaining the potential impact of metadata and current discovery law. Board Chair Pedersen moved to table Resolution 2014-03 until the March 11 meeting so that additional language may be added and Commissioner Strode could be present and offer his input on the matter.

No further action was taken.

- 4.3* **Resolution 2014-04 – Surplus Property** – Presented for Board consideration was Resolution 2014-04. In May of 2013, the Board adopted Resolution 2013-05 declaring the District's 2003 Chevrolet S-10 Extended Cab Truck, Vehicle Identification Number 1GCCS19X338237360, as surplus and for sale to the highest bidder. The minimum bid amount specified was \$6,000.00, based on Kelly Bluebook estimated value. In subsequent weeks, a legal notice of intent to sell was published, and advertisements ran on popular Internet classified sites. Staff received no response and the truck remains as District surplus property. Resolution 2014-04 would lower the minimum bid price for the same vehicle to \$4,000.00 and allow staff to advertise the vehicle for sale with a lower minimum bid requirement. If the vehicle fails to sell via sealed bid process, staff will offer the truck at a public auction to be held on March 19, 2014, at Stoke's Auction in Port Orchard, with no reserve price. After brief discussion further reviewing the bid process, Commissioner Galpin moved to adopt Resolution 2014-04 as presented. Board Chair Pedersen seconded, and **the motion passed unanimously.**

4.4 **Review of Financials**

- 4.4.1 **Water Sales Data** – Staff reviewed the water sales & usage report through January, 2014.
- 4.4.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending December 31, 2013, including the fund account summary totaling \$542,861.30.

5.0 **Miscellaneous**

- 5.1 **Operations Update** – All water samples submitted in January were satisfactory. The District repaired one service leak on Locker and also repaired the Air / Vacuum release valve located on Patricia Street. The District produced 13,467,000 gallons in January.
- 5.2 **Capital Improvement Project & Developer Extension Update** – There were no project updates to report.
- 5.3 **Administrative Update** – Manager O’Connell reported that all utilities to the District rental property at 2082 Spring Street have been disconnected. The structures on site are being prepped for demolition. O’Connell also suggested that the Board plan on a facilities tour later in the year to visit various job sites and projects throughout the District. Board Chair Pedersen supports the idea and will discuss it further at future meetings.
- 5.4 **Board of Commissioner Comments** – No additional comment was offered.
- 5.5 **Executive Session Option** – Attorney Bagwell requested a brief executive session to discuss potential arbitration. Board Chair Pedersen called the executive session to order at 6:23 p.m. The executive session was adjourned at 6:30 with no further action taken or requested.

6.0 **Future Meeting Dates**

- 6.1 March 11, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 April 8, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 May 13, 2014, 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 6:35 p.m.



Steve Pedersen,
Chairman

James E. Strode,
Secretary



Kyle Galpin,
Commissioner