

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

January 8, 2019

## REGULAR MEETING

- 1.0 **Call to Order** – Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:32 p.m. Commissioner James Strode was also present. Commissioner Drotz was excused. District staff members in attendance were Dennis O’Connell, General Manager; Erin Civilla, Accounting Specialist; and Scott Wolf, Operations Foreman. Attorney Ken Bagwell and Jenny Bloom of the Manchester Library were also present.

Commissioner Strode noted that although not on the agenda, the first order of business should be the election of officers on the Board as we begin the new year. Following brief discussion, Commissioner Strode moved to keep the current officer roles the same for 2019. Board Chair Pedersen seconded, and the motion carried. For 2019, the Board officers will be as follows:

Steve Pedersen	Board Chair
James Strode	Secretary
Paul Drotz	Commissioner

- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*

- 2.1 **Approval of December 11, 2018, Regular Meeting Minutes**  
2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$165,424.63, including a progress payment to Chinook Contractors in the amount of \$111,341.36 for construction of the Spring Street Workshop. A Street Light Fund voucher totaling \$1,896.15 was also presented.  
2.3 **Approval of District Payroll Affidavit**

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

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

## 4.0 Regular Agenda

- 4.1 **Commissioners’ Workshop & Conference Information** - Staff presented information on the annual Washington Association of Sewer & Water Districts (WASWD) Commissioners’ Workshop to be held January 26<sup>th</sup> in Tukwila. In the past, the Board has attended this workshop and staff was seeking input on whether this they would like to register again this year. Following brief discussion, the Board decided not to attend the event this year, and will revisit the issue next January.

Staff also presented information on the American Water Works Association (AWWA) ACE 2019 Annual Conference to be held in Denver, Colorado in June. This event is a national conference with speakers and vendors from all over the country. The Board last attended this event in June of 2015 when it was held in Anaheim, California. The Board deferred deciding on whether to attend this event until the coming months.

*No formal Board action was taken.*

- 4.2 **2019 General Manager's Work Plan** - The General Manager (GM) presented his annual work plan for 2019. The plan included goals and objectives for capital improvement projects, administrative goals, and professional growth objectives of each staff member during 2019. The GM also informed the Board that Service Technician Don Hoskinson may be retiring in 2019 after 38 years of service with the District. Staffing strategies were discussed to fill the position once vacated.

*No formal Board action was taken.*

- 4.3 **Project Update – Spring Street Workshop** – Staff informed the Board that all new roof trusses would be installed following the collapse of the trusses in December. Staff also reported that natural gas service has been installed to both the new workshop and the Field Operations office. Overall progress on the project continues at an acceptable pace, despite challenges with the weather and framing delays.

*No formal Board action was taken.*

#### 4.4 **Review of Financials & Operations**

- 4.4.1 **Water Sales Data** – Water sales data through December 31, 2018 was reviewed with a total billing of \$90,997 to 1,546 services, and total consumption of 1,384,570 cubic feet.
- 4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending December 31, 2018 was presented. The total fund balance at the end of this reporting period was \$982,934.95.
- 4.4.3 **Operations Update** – The Operations Update for the period ending December 31, 2018 was presented. Staff installed one new service in December, bringing the total new services year-to-date to 24. Production meters on both Well 1 and Well 2 were replaced, and staff completed their annual physical inventory of parts on hand. All water samples collected tested satisfactory. The District produced 15,095,000 in December, bringing our total production for the year to 225,654,000 gallons.
- 4.4.4 **Capital Improvements and Developer Extension Update** – There were no additional updates offered.

## 5.0 Executive Agenda

- 5.1 **Administrative Update** – No further update was offered.
- 5.2 **Board of Commissioners' Comments** – With so many projects ongoing, such as the Spring Street Workshop, Well 10 manganese treatment, and further development of wireless communications installations at the California tanks sites, Board Chair Pedersen requested staff plan for a Board tour of the facilities in 2019. Staff agreed and will plan a tour later in the year after further progress is made on these projects.

## 6.0 Future Meeting Dates

- 6.1 February 12, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 March 12, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 April 9, 2019, 5:30 p.m. – Regular Meeting, Manchester Library

## 7.0\* Adjournment

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:27 p.m., Commissioner Pedersen seconded; *the motion carried unanimously.*



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Steve Pedersen, Chairman

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James Strode, Secretary



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Paul Drotz, Commissioner