

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

November 12, 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 5:33 p.m. Commissioners Paul Drotz and James Strode were also present. District staff present were Dennis O’Connell, General Manager; and Erin Civilla, Accounting Specialist. Scott Wolf, Operations Foreman was excused. Attorney Amanda Harvey was also present. along with three public guests.

- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of October 8, 2019, Regular Meeting Minutes**
 - 2.2 **Approval of October 30, 2019, Special Meeting Minutes**
 - 2.3 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$44,351, and a Street Light Fund voucher totaling \$1,699 was also presented.
 - 2.4 **Approval of District Payroll Affidavit**
Commissioner Strode moved to approve the consent agenda as presented. Commissioner Drotz seconded; *the motion carried unanimously.*

- 3.0 **Public Comment**
 - 3.1 Manchester resident Paul Nuchims updated the Board with information from the most recent Manchester Community Advisory Council (MCAC) meeting. The major topic of their meeting was traffic safety in and around Manchester. Jenny Bloom, Manchester Librarian, added that Kitsap County staff are considering setting up speed measuring devices at strategic locations in Manchester.

- 4.0 **Regular Agenda**
 - 4.1 **FY 2020 Budget Proposal Review** – Staff reviewed the proposed FY 2020 Income & Expense Executive Summary (Budget) presented during previous meetings and planning sessions. Revenue from water sales is projected at \$1.425,000 and revenue from new meter sales is estimated at \$147,000. The Budget also includes \$250,000 in capital improvement projects and \$95,000 in proposed capital outlay. As in previous years, the proposed FY 2020 Budget has been drafted using existing rate structure and resources. Staff solicited input from the Board and addressed any questions or concerns.

No formal Board action was requested.

4.2 **FY 2020 Rate Modeling** – Staff presented the District’s current Schedule of Fees & Charges, including the tiered rate structure for Board review. Staff solicited Board input on whether to modify the rates, and if so, in what manner. Historically, the District has alternated between raising the base rate and commodity rates each year. In January of 2019, a \$1.00 per month increase to the District’s base rate was implemented, without modification to any rate tier. Staff presented rate models including varying percentage increases and their impact to a 2,000 cubic foot water bill., The impacts were measured against the U.S. Bureau of Labor Statistics Consumer Price Index (CPI) for the period ending August 31, 2019. Staff will present additional data during the next scheduled planning session to be held on November 20, 2019.

No formal Board action was requested.

4.3 **Spring Street Workshop Project Update** – Staff continues to make improvements to the workshop site and is focusing their efforts on closing out all remaining permits. Additional landscaping was performed, and revisions were made to the storm water collection and conveyance system.

4.4 **Review of Financials & Operations**

4.4.1 **Water Sales Data** – Water sales data through October 31, 2019 was reviewed with a total billing of \$115,609 to 1,556 services, and total consumption of 2,133,171 cubic feet.

4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending October 31, 2019 was presented. The total fund balance at the end of this reporting period was \$775,869.29.

4.4.3 **Operations Update** – The Operations Update for the period ending October 31, 2019 was presented. Staff installed one new service this month bringing the total number of new service installations year-to-date to 16. Staff repaired one service line leak on Banner Road and removed a defective circulating pump from Banner Road tank. Service Technician’s Apprentice Caleb Carlson completed training and acquired his Class B Commercial Driver’s License. All water quality samples submitted in October were satisfactory. The District produced 14,921,000 gallons during this reporting period.

4.4.4 **Capital Improvements and Developer Extension Update** – There were no further updates to developer extension projects in October.

5.0 **Executive Agenda**

5.1 **Administrative Update** – No further update was offered.

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

6.0 **Future Meeting Dates**


6.1 November 20, 2019, 5:30 p.m. – Planning Session, Operations Complex

6.2 December 10, 2019, 5:30 p.m. – Regular Meeting, Manchester Library

6.3 January 14, 2020, 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 7:00 p.m., Commissioner Drotz seconded; *the motion carried unanimously.*



Steve Pedersen, Chairman



James Strode, Secretary



Paul Drotz, Commissioner