

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

January 12, 2016

REGULAR MEETING

- 1.0 Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:36 p.m. Commissioners James Strode and Paul Drotz were also present. District staff members in attendance were Dennis O'Connell, General Manager; and Erin Civilla, Accounting Specialist. Kyle Galpin, Operations Manager was excused. Attorney Ken Bagwell was also present. Joe Guariz was the only public guest in attendance.
- 2.0 **Oath of Office – Paul Drotz** – Attorney Bagwell administered the oath of office to Commissioner Drotz for a full six-year term as Commissioner Position 3.
- 3.0* **Election of Officers** – Commissioner Strode moved to maintain the current officers for 2016, with Commissioner Pedersen serving as Board Chair and Commissioner Strode as Board Secretary. Commissioner Drotz seconded and **the motion carried unanimously.**
- 4.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 4.1 **Approval of December 8, 2015, Regular Meeting Minutes**
 - 4.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$ 43,958.91 and a Streetlight Fund voucher totaling \$ 2,182.18.
 - 4.3 **Approval of District Payroll Affidavits.**

Commissioner Strode moved to approve the consent agenda as presented. Commissioner Drotz seconded and **the motion carried unanimously.**
- 5.0 **Public Comment** – No public comment was offered.
- 6.0 **Regular Agenda**
 - 6.1
 - 6.2
 - 6.3 **Review of Financials & Operations**

- 6.3.1 **Water Sales Data** – Water sales data through December 31, 2015 were reviewed with a total of \$82,667 for this billing cycle.
- 6.3.2 **Income & Expense Report** – Staff presented the Income & Expense Executive Summary Report for the period ending December 31, 2015, including the fund account summary totaling \$790,502.52.
- 6.3.3 **Operations Update** – Staff presented the Operations Update, and for this reporting period, the District produced 13,591,000 gallons.
- 6.3.4 **Capital Improvements and Developer Extension Updates** – No further updates were offered.

7.0 **Executive Agenda**

- 7.1 **Administrative Update** – No additional comment was offered.
- 7.2 **Board of Commissioners' Comments** – Board Chair Pedersen asked staff to research membership costs for the Washington Association of Sewer and Water Districts (WASWD) and to provide further information on the upcoming Commissioners' Workshop in January, sponsored by WASWD.
- 7.3 **Executive Session Option** – The General Manager requested a 15-minute executive session to discuss personnel issues. Board Chair Pedersen called the executive session to order at 7:10 p.m. At 7:25 p.m., Board Chair Pedersen adjourned the executive session with no Board action taken, and the regular meeting was called back to order.

7.0 **Future Meeting Dates**

- 7.1 January 12, 2016, 5:30 p.m. – Regular Meeting, Manchester Library
- 7.2 February 9, 2016, 5:30 p.m. – Regular Meeting, Manchester Library
- 7.3 March 8, 2016, 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 7:29 p.m.

Steve Pedersen,
Chairman

James E. Strode,
Secretary

Paul Drotz
Commissioner