

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

November 13, 2018

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 5:30 p.m. Commissioners Paul Drotz and James Strode were also present. District staff members in attendance were Dennis O’Connell, General Manager; Scott Wolf, Operations Foreman; and Erin Civilla, Accounting Specialist. Attorney Ken Bagwell was excused. Four Manchester residents were also present.

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

2.1 **Approval of October 9, 2018, Regular Meeting Minutes**

2.2 **Approval of October 30, 2018, Special Meeting Minutes**

2.3 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$158,182.98, including a \$90,324.00 progress payment on the Spring Street Workshop. A Street Light Fund voucher totaling \$1,896.30 was also presented.

2.4 **Approval of District Payroll Affidavit**

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

3.0 **Public Comment** – Manchester resident Paul Nuchims updated the Board on topics discussed at the most recent Manchester Citizens’ Advisory Committee (MCAC) meeting.

4.0 Regular Agenda

4.1 **FY 2019 Budget Expense** – Pursuant to strategic planning during previous Board meetings and planning sessions, staff presented projected expenses for the FY 2019 Budget. Expense projections were developed using previous income, retained earnings and human resources expense forecasts already presented. Those projections were presented as follows:

| | |
|--------------------------------|---------------------|
| 2018 Balance Forward | \$ 638,749 |
| Water Sales | \$ 1,400,000 |
| Street Light Billing | \$ 27,000 |
| Investment Income | \$ 1,000 |
| Satellite System Management | \$ 2,500 |
| Port of Manchester | \$ 10,000 |
| Communications Leases | \$ 40,000 |
| Jobbing Labor | \$ 500 |
| New Meter Sales (20) | \$ 176,400 |
| Miscellaneous Revenue | \$ 5,000 |
| TOTAL PROJECTED REVENUE | \$ 2,301,149 |

The total human resources expense for FY 2019 is projected to be \$ 817,000. When deducted from the projected revenue, staff estimated a remaining balance of \$ 1,484,149 available for all operating, administrative, capital improvement and reserve funding in FY 2019. Using the information provided, staff will present a total budget summary during future planning sessions and regular business meetings of the Board.

No formal Board action was requested.

4.2 **Spring Street Workshop Project Update** – Staff presented a project update on the Spring Street Workshop. Chinook Contractors has been making significant progress on the building. Puget Sound Energy has further improvements planned for the power supply to the site, and Cascade Natural Gas will be installing service to both the new workshop and the Field Operations office building.

4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through October 31, 2018 was reviewed with a total billing of \$109,260 to 1,550 services, and total consumption of 2,036,552 cubic feet.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending October 31, 2018 was presented. The total fund balance at the end of this reporting period was \$1,201,351.80.

4.3.3 **Operations Update** – The Operations Update for the period ending October 31, 2018 was presented. Staff replaced a service line that was leaking under the new asphalt on Colchester Drive. A directional boring contractor was hired to install a new conduit crossing under the roadway and staff installed the new service line and an additional future service line through the conduit. Staff also completed wiring in the recently remodeled Well 5 shed. All water samples submitted in October were satisfactory. The District produced 15,971,000 gallons in the same period.

4.3.4 **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** – No further comment was added.


6.0 Future Meeting Dates

- 6.1 November 27, 2018, 5:30 p.m. – Planning Session, Field Operations Office
- 6.2 December 11, 2018, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 January 8, 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 6:45 p.m., Commissioner Drotz seconded; *the motion carried unanimously.*



Steve Pedersen, Chairman

James Strode, Secretary

Paul Drotz, Commissioner