

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

September 25, 2018

## SPECIAL MEETING

**1.0 Call to Order** - Board Chair Steve Pedersen called the special meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:43 p.m. Commissioners Paul Drotz and James Strode were also present. District staff members in attendance were Scott Wolf, Operations Foreman; and Erin Civilla, Accounting Specialist. General Manager Dennis O'Connell and Attorney Ken Bagwell were excused. There were no public guests in attendance.

**2.0 2018 Accomplishments** – Accounting Specialist Erin Civilla, lead the presentation with a review of the District's accomplishments in 2018. Some of these include:

- Spring Street Workshop Retaining Wall
- Contract Signed – Spring Street Workshop Building Construction
- Contract Signed – Engineering Services for Well 10 Manganese Removal
- Contract Signed – New Vent Covers for California Tanks
- New 2018 Chevrolet Silverado Flatbed Pickup Truck Purchased
- Two Vehicles Sold

2018 has been a productive year for Staff. Many of the goals set in the budget and planning sessions were met.

**3.0 2019 Projected Fund Balance** – Looking at current and past sales trends, Staff put together a projected YE 2018 Fund Balance, which will carry-forward and be the starting number for crafting the 2019 Budget. The Projected Year-End Fund Balance is as follows:

<b>TOTAL PROJECTED REVENUE</b>	<b>\$2,958,755</b>
Projected Operating Expense (Other than Ongoing Capital Projects)	\$1,383,339
Spring Street Workshop	\$591,051
Well 10 Manganese Removal Engineering	\$175,058
California Tanks Vent Replacement	\$55,000
LED Street Light Conversion	\$13,000
<b>TOTAL PROJECTED EXPENSE</b>	<b>\$2,217,448</b>
<b>2018 DEBT SERVICE</b>	<b>\$102,558</b>
<b>2018 YEAR-END PROJECTED RETAINED EARNINGS</b>	<b>\$638,749</b>

Staff discussed each project and will bring more information on each component of the

budget to future planning sessions.

- 4.0 Human Resources Changes** – Human Resources Changes – Staff brought to the Board’s attention that they will be presenting Human Resource policy changes at a future planning session. The two major changes will focus on the District’s internal sick leave accrual policy, and the State of Washington’s Paid Family and Medical Leave that will start requiring contributions in 2019.

Both Staff and the Board agreed that Human Resource discussion should be saved for when the General Manager is present.

**5.0 Future Meeting Dates**

- 5.1 October 9, 2018, 5:30 p.m. – Regular Meeting, Manchester Library
- 5.2 October 23, 2018, 5:30 p.m. – Planning Session, Field Operations Office

**6.0 Adjournment**

There being no further business to come before the Board, the ommissioners moved to adjourn the meeting at 7:15 p.m.

  
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Steve Pedersen, Chairman

  
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James Strode, Secretary

  
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Paul Drotz, Commissioner