

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

August 12, 2014

REGULAR MEETING

- 1.0 Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:35 p.m. Commissioners James Strode and Paul Drotz were also present, along with Attorney Ken Bagwell. District staff members in attendance were Dennis O'Connell, General Manager; Erin Civilla, Accounting Specialist; and Scott Wolf, Operations Foreman. Local resident Joe Guariz was also present.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of July 8, 2014, Regular Meeting Minutes**
 - 2.2 **Approval of July 22, 2014, Special Meeting Minutes (Facilities Tour)**
 - 2.3 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$ 33,464.88 and Street Light Fund vouchers totaling \$ 2,126.61.
 - 2.4 **Approval of District Payroll Affidavits.**

Commissioner Paul Drotz moved to approve the consent agenda as presented. Commissioner James Strode seconded, and **the motion carried unanimously.**

- 3.0 **Public Comment** – Joe Guariz informed the Board of an effort by community members to recover and preserve the original Manchester Elementary School flagpole. The pole is located at 2190 California Avenue, which is the original location for the school. The current homeowner at the site has agreed to allow the pole to be removed for preservation purposes, and has asked the Port of Manchester (Port) for assistance. Mr. Guariz asked if water district staff could assist with the project working under the existing interlocal agreement with the Port. After examining pictures of the pole and considerable discussion, the Board agreed to allow District staff to pursue the matter further. General Manager O'Connell stated that he would contact other entities, such as Puget Sound Energy, to request assistance. O'Connell expressed concern about the safety of school children and others walking near the pole considering its estimated age and condition. He also agreed that the pole could be stored at the District's Field Operations yard, if successfully lowered, until a permanent home is selected by local community groups. The Board asked staff to report back on any progress at the next meeting.

4.0 Regular Agenda

- 4.1* **Resolution 2014-06 - Inadvertent Discovery Plan** – The District operates in an area known to include historic and culturally significant locales for Native American tribes, early logging settlements, and American military operations. During the course of duties performed by District employees and contractors on behalf of the District, the inadvertent discovery of significant archaeological, cultural, or historic material may occur without warning or intent. This is also true for the potential discovery of human remains.

State and Federal laws prohibit the intentional destruction of archaeological material or human remains. The Washington State Department of Archaeological and Historic Preservation (DAHP) requires the District to establish and maintain an Inadvertent Discovery Plan (Plan) for all work performed in certain areas, such as the Banner Road Tank replacement site. Included in their requirement is recommended language for action to be taken in the event of a discovery. Much of that language is included in Resolution 2014-06 Exhibit A, which would establish policy for District staff and their assigns, and contractors working on behalf of the District, in the event of an inadvertent discovery on any site or project throughout the District's service territory. Furthermore, the Plan would be included in all future capital improvement project contracts and specifications, and become policy for District staff on all projects and sites. After brief discussion concerning the process for identifying archaeological material, Commissioner Strode moved to adopt Resolution 2014-06 as presented. Commissioner Drotz seconded, and **the motion carried unanimously.**

- 4.2 **Online Bill Pay Option Implementation** – On July 14 of this year, the District began accepting online bill payments through Transaction Express. Modifications and upgrades were made to the District website at www.manchesterwater.org to link a “Pay Your Bill” graphic on the website homepage to Transaction Express, followed by a series of simple instructions to submit a payment. The cost of this additional payment option is already included in the Transaction Express fees established to accept credit card payments. The District previously accepted Visa, MasterCard, and Discover Card payments at our office and over the telephone, and we now accept online payments via our website. Allowing customers this option reduces the number of payments made in person or via telephone allowing staff more time to help others. Online payments can also be made at any time of day or night, offering more convenience. Customers will be notified of this option through bill messaging and word of mouth. As an indicator of its potential popularity, the District received eight online payments before the option was even announced to the public. As of this writing, we have received 22 online payments in less than 20 business days.

No Board action was requested.

- 4.3 **Manchester Stormwater Park Project Update** – Phase 1 of the Kitsap County Manchester Stormwater Park construction and system upgrades project has been advertised and bids have been accepted. Work is expected to begin around mid-September. The design plans do not include any major conflicts with existing District facilities and mains. However, some individual service line road crossings may be damaged or relocated during this phase of the project. District staff will be on site as needed to assist the contractor. It is anticipated that this phase of the project will be completed by spring of 2015. During our autumn planning sessions, staff expects to present preliminary plans for Phase 2, which may include more significant conflicts with District mains and appurtenances. Resultant budgetary impacts will need to be considered as we prepare for FY 2015. Board Chair Pedersen asked staff to track all expenses associated with this project to assist in future planning efforts.

No Board action was requested.

4.4 **Review of Financials**

- 4.4.1 **Water Sales Data** – Staff reviewed the water sales & usage report through July, 2014.
- 4.4.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending June 30, 2014, including the fund account summary totaling \$623,822.39.

5.0 **Miscellaneous**

- 5.1 **Operations Update** - All water sample analyses submitted in the month of July were satisfactory. The District repaired one main leak at the intersection of Colchester and Yukon Harbor. We also pressure washed and applied corrosion inhibiting paint, where needed, to the reservoir at Sedgwick. The District produced 27,248,000 gallons in July, with our peak demand day occurring July 12, at 1,152,000 gallons.
- 5.2 **Capital Improvement Project & Developer Extension Update** – There were no updates to report.
- 5.3 **Administrative Update** – General Manager O’Connell reported that the bid packet for the Banner Road Tank replacement project is nearly complete. Staff will advertise the call for bids in the Seattle Daily Journal of Commerce, Kitsap Sun, and Port Orchard Independent newspapers.

O’Connell also advised the board that our November regular business meeting has been rescheduled for November 18, one week later than originally scheduled, in observance of Veterans’ Day.

O’Connell also asked Board members to consider which date or dates they would like to schedule autumn planning session meetings. There will be further discussion on scheduling at our September regular business meeting.
- 5.4 **Board of Commissioner Comments** – No additional comment was offered.
- 5.5 **Executive Session Option** – No executive session was requested or called.

6.0 **Future Meeting Dates**

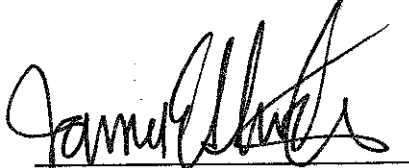
- 6.1 September 9, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 October 14, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 November 18, 2014, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* **Adjournment**

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



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Paul Drotz
Commissioner