

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

April 8, 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 5:30 p.m. Commissioner James Strode was also present, and the third commissioner position remained vacant as of this meeting. Attorney Ken Bagwell was present, along with District staff members Dennis O'Connell, General Manager; Erin Civilla, Accounting Specialist; and Scott Wolf, Operations Foreman. There were no public in attendance.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of March 11, 2014, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$28,227.20, and Street Light Fund vouchers totaling \$2,106.90.
 - 2.3 **Approval of District Payroll Affidavits.**

Commissioner James Strode moved to approve the consent agenda as presented. Board Chair Pedersen seconded, and **the motion passed unanimously.**

- 3.0 **Public Comment** – No public comments were offered.

4.0 Regular Agenda

- 4.1 **District Newsletter Update** – Presented for Board consideration was our annual water quality report for reporting year 2013. More commonly referred to as our Consumer Confidence Report, this year we plan to incorporate water use efficiency data and a newsletter to be included with bills sent to all District customers.

In 2013, the District produced 192,501,375 gallons, and billed our customers for 180,848,755 gallons. The difference between the two figures is equal to 6.1 percent of our total production and is considered unaccounted for water. For a distribution system of our size and complexity, an unaccounted for water loss of 10 percent or less is considered acceptable. Losses in the system may be due to leaks, metering inaccuracies, or unreported water loss events, such as firefighting.

In 2004, the District billed 2,981 accounts for a total of 217,701,002 gallons, or an average daily per capita consumption of 71 gallons per day (gpd). In 2013, the average per capita consumption was just 55 gpd. The reduced per capita consumption can be attributed to multiple factors, including increased use of water-saving toilets and appliances, and consumer education about conservation. This reduction in per capita consumption exceeds goals established by the District and is in full compliance with the Water Use Efficiency Rule of 2007.

Our Water Quality Report includes all reporting data from 2013. Of the 126 bacteriological samples taken in 2013, only one tested positive for coliform bacteria. Repeat samples taken tested satisfactorily and no further action was required. The District's water quality continues to meet or exceed all federal and state standards for drinking water.

After review of the newsletter draft, the Board asked for minor clarifications on water loss explanations and additional language regarding the Public Works Trust Fund. Staff will edit the draft accordingly and publish the newsletter/water quality report in our March-April and April-May billing cycles to include all District customers.

- 4.2* **2082 Spring St. Demolition Proposals** – Presented for Board consideration was a list of four proposals for the demolition and removal of all existing structures at 2082 Spring Street. The District owned property is being prepared for construction of a new Field Operations workshop and garage. The scope of work includes permitting, demolition, and hauling of a mobile home and tool shed currently on site. The site has already been inspected and all hazardous material removed. Staff is seeking authorization for the General Manager to execute a services agreement with the lowest qualified bidder, or instruct the Operations Foreman to conduct the work utilizing District staff and rented equipment.

After brief discussion, the Board directed staff to complete the demolition utilizing District staff.

4.3 **Review of Financials**

4.3.1 **Water Sales Data** – Staff reviewed the water sales & usage report through March, 2014.

4.3.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending February 28, 2014, including the fund account summary totaling \$575,928.46.

5.0 **Miscellaneous**

- 5.1 **Operations Update** – All water samples submitted in March were satisfactory. The District replaced one service line on Nokomis Road. We also installed a new water service on Olympic Court. Our annual system-wide flushing program began on March 31st and will run through the month of April. The District produced 13,052,000 gallons in March. Also, we have received and our new Wacker BS-50 Rammer Compactor, which replaces our previous Wacker, the District had purchased over 20 years ago.
- 5.2 **Capital Improvement Project & Developer Extension Update** – Staff reported that work has resumed on the Minnesota Right-of-Way project in Manchester Heights. Meken Construction is currently working on an off-site septic system, but may build as many as 14 new homes on the site in 2014.

5.3 **Administrative Update** – Manager O’Connell reported that Erin Civilla, Accounting Specialist, has successfully completed her new hire orientation period. The Board congratulated Erin and thanked her for her efforts.

5.4 **Board of Commissioner Comments** – After experiencing power failures at his home nearby, Chair Pedersen asked staff if there were any issues with power outages at our facilities recently. Staff explained that they have been working with Puget Sound Energy engineers to improve reliability of power supplied to Wells 1 and 2 located at 2081 Spring Street. The wells have voltage monitoring protection systems in place to prevent damage to motors and controls in the event of phasing, or voltage variances between phases in excess of 5-percent. These protection relays have shut down both wells in the area repeatedly over the past couple of years. After further discussion, staff agreed to update the board on any developments regarding power supply issues.

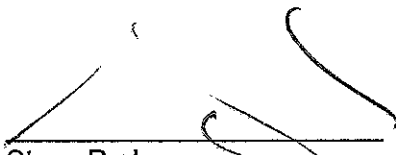
5.5 **Executive Session Option** – No executive session was requested or called.

6.0 **Future Meeting Dates**

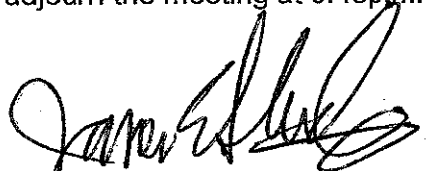
- 6.1 May 13, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 June 10, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 July 8, 2014, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 6:48p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary
