

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

October 13, 2015

REGULAR MEETING

1.0 Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:32 p.m. Commissioners Paul Drotz and James Strode were also present. District staff member in attendance was Dennis O'Connell, General Manager. Excused from the meeting were Scott Wolf, Operations Foreman; and Erin Civilla, Accounting Specialist. Attorney Ken Bagwell was also present. No guests from the general public were present.

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

2.1 **Approval of September 8, 2015, Regular Meeting Minutes**

2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$ 52,643.74, and a Street Light Fund voucher totaling \$ 2,180.43.

2.3 **Approval of District Payroll Affidavits.**

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

3.0 **Public Comment** – No public comment was offered.

4.0 **Regular Agenda**

4.1 **FY 2016 Revenue Projections** – During the next 12 weeks, staff will coordinate with the Board to develop strategies and financial planning for fiscal year 2016. Planning will be done during regular monthly business meetings and at least two additional special meetings will be conducted for the sole purpose of strategic planning.

The first step in determining goals and objectives for 2016 is determining revenue estimates for the coming year. Projected revenue combined with capital reserves are the foundation for defining financial strategies to be developed in the coming weeks. Staff presented slides including projected revenues for 2016 of \$1,936,000. This figure is based on the District's current rate structure, along with an estimate of the total fund balance at the end of 2015. Using this dollar amount, staff will develop the FY 2016 budget which will include the cost of capital improvement projects, capital outlay expense, and projected total operating expenses for the year. The next phase in the budget planning process

will be presented at a special meeting scheduled for October 27th at the Field Operations Complex.

No formal Board action was requested.

- 4.2 **Manchester Stormwater Project Phase III** – Staff presented current plans for Phase III of the Manchester Stormwater improvements scheduled to begin in the spring of 2016. Impacts to the District will include replacement of the Madrone PRV vault, relocation or replacement of one fire hydrant on Madrone, and the possible relocation of several meter boxes on the south side of Main Street, west of Spring Street. Staff will consider these potential costs when developing the FY 2016 budget. As currently designed, no main replacement or relocation is anticipated.

No formal Board action was requested.

- 4.3 **Spring Street Workshop Update** – Staff presented updates on site preparation for the new Spring Street Workshop. Staff has met with service planners from Cascade Natural Gas and Puget Sound Energy to discuss District needs and available options for serving the planned workshop. Staff also presented updates on the Site Development Activity Permit (SDAP) and fire protection requirements for the site.

No formal Board action was requested.

4.4 **Review of Financials & Operations**

- 4.4.1 **Water Sales Data** – Water sales data through September 30, 2015 were reviewed.

- 4.4.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending September 30, 2015, including the fund account summary totaling \$696,845.00.

- 4.4.3 **Operations Update** – For the month of September, the District produced 14,523,000 gallons. Staff installed two new services this reporting period. Staff also repaired two service line leaks in September and replaced 128 feet of 6-inch steel water main on Locker Road with new ductile iron pipe. Staff also assisted Nordland Construction with the rehabilitation of Pomeroy Park on behalf of the Port of Manchester.

- 4.4.4 **Capital Improvements and Developer Extension Updates** – No further updates were offered.

5.0 **Executive Agenda**

5.1 **Administrative Update** – Staff advised the Board that Tonya Rothe, our new Customer Service Representative started this week and may be introduced to the Board at the next regular business meeting.

5.2 **Board of Commissioners' Comments** – Commissioner Strode reported that a property owner adjacent to our Well 12 test well site on Sedgwick Road has expressed interest in purchasing the property. He will contact staff later in the week to confirm the name of the owner. Staff will investigate the history of the property and report back to the Board at a future meeting.

Commissioner Drotz asked to be excused from the November 10th business meeting. He will be out of town that week, but expects to be at our special meeting scheduled for October 27th.

5.3 **Executive Session Option** – No executive session was requested.

6.0 **Future Meeting Dates**


6.1 October 27, 2015, 5:30 p.m. – Regular Meeting, Manchester Library

6.2 November 10, 2015, 5:30 p.m. – Regular Meeting, Manchester Library


6.3 November 24, 2015, 5:30 p.m. – Special Meeting, Field Operations Complex

7.0* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:08 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary

Paul Drotz
Commissioner