

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

September 9, 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 5:37 p.m. Commissioners James Strode and Paul Drotz were also present. District staff members in attendance were Dennis O'Connell, General Manager; and Scott Wolf, Operations Foreman. Attorney Ken Bagwell and Accounting Specialist Erin Civilla were excused. There were no public in attendance.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of August 12, 2014, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$ 56,252.28 and Street Light Fund vouchers totaling \$ 2,126.61.
 - 2.3 **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** – No public comment was offered.
- 4.0 **Regular Agenda**

- 4.1 **Spring Street Workshop Update** - Demolition of the home and tool shed at 2082 Spring Street has been completed. Staff is now grading the lot in preparation for engineering and design of the stormwater conveyance, utility installation, and construction of retaining walls, as needed. Presented for Board consideration was a plan for completing the project in multiple phases. Working concurrently with N.L. Olson & Associates engineers and varying steel building manufacturer representatives; staff will design a workshop capable of serving the District's needs well into the future. By soliciting input from our service staff and Board, we will determine core design elements, estimate costs, and then explore various financing mechanisms to achieve our goal. District labor will be utilized whenever feasible to reduce costs.

After viewing slides of one concept drawing for the new workshop, the Board offered valuable input for staff to consider. There was consensus among all Board members that staff should seek to maximize the square footage of building permissible on the lot, and that more research is needed to determine the best possible design.

No Board action was requested.

4.2 **2082 Spring Street Settlement Agreement Review** - Presented for Board review is a settlement agreement between Manchester Water District and neighboring property owners Stenton and Kelly Wilcox. The agreement was executed on June 12, 2001, and includes a covenant granted by the District regarding a large cedar tree located at the northwest corner of the property at 2082 Spring Street. The Board and staff agreed to review the document prior to finalizing design on a new workshop to be constructed on the site. After considerable discussion, the Board directed to staff to investigate the impact of removing the tree completely for the following reasons:

- The tree presents a perpetual hazard from falling limbs to staff
- Neighboring property owners have requested the tree be removed
- The tree must be removed to maximize the potential of the building site

Commissioner Strode made a motion directing the general manager to draft a letter to the Wilcox Family stating the District's intent to remove the tree, and obtain a minimum of three bids for removing the tree from local tree service companies. Commissioner Drotz seconded and **the motion carried unanimously.**

4.3 **Manchester Stormwater Park Project Update** – Kitsap County announced the winning bidder for Phase 1 of the Manchester Stormwater Park project is Northwest Cascade. The first phase of work will include construction of the park itself, and installation of new stormwater piping on the north end of Colchester Drive, and on Spring Street and Main Street. The preconstruction meeting will be held Wednesday, September 10th, and District staff will be in attendance. The projected impact to District facilities is expected to be minimal. Staff will continue to offer project updates to the Board throughout construction.

No Board action was requested.

4.4 **Review of Financials**

4.4.1 **Water Sales Data** – Staff reviewed the water sales & usage report through August, 2014. Totals for the July-August billing period were the largest in the history of the District for both consumption and revenue. The near-record setting temperatures and consistently warm summer days have resulted in abnormally high demand.

4.4.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending July 31, 2014, including the fund account summary totaling \$650,624.65.

5.0 **Miscellaneous**


- 5.1 **Operations Update** - All water quality samples submitted in August tested satisfactory. Staff repaired a service line leak on Alaska Avenue and painted the Banner Road Booster Station building. Staff also demolished the trailer and tool shed at 2082 Spring Street and began grading the property for future construction. The District produced 24,124,000 gallons in August.
- 5.2 **Capital Improvement Project & Developer Extension Update** – Staff advised the Board that a Call for Bids to replace the Banner Road Tank has been published. Bid opening is scheduled for Thursday, October 9th, at 10:00 a.m. and staff will report the results at our next meeting.
- 5.3 **Administrative Update** – Staff reminded the Board that the annual Planning Session meeting to be held October 27th is a Monday evening. The room was not available for Tuesday of that week.
- 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**

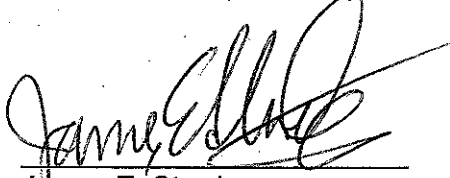
- 6.1 October 14, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 October 27, 2014, 5:30 p.m. – Special Meeting, Manchester Library
- 6.3 November 18, 2014, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* **Adjournment**

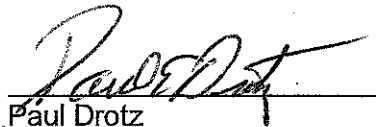
There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:37 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Paul Drotz
Commissioner

