

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

June 2, 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 5:34 p.m. Commissioners James Strode and Paul Drotz were also present. District staff members in attendance were Dennis O'Connell, General Manager; Scott Wolf, Operations Foreman; and Erin Civilla, Accounting Specialist. Attorney Ken Bagwell was also present. There were no guests from the public in attendance.

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

2.1 **Approval of May 12, 2015, Regular Meeting Minutes**

2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$62,794.32, and a Street Light Fund voucher totaling \$ 2,167.43.

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 **10-Year Modeling - Comprehensive Water System Plan (CWSP)** – Recently, General Manager O'Connell met with representatives from the Washington State Department of Health Office of Drinking Water (ODW) to discuss CWSP regulations, system consolidation, and other current regulatory topics. In response to concerns expressed by numerous water districts throughout the state, the ODW is expected to extend the existing 6-year requirement of water systems to submit a revised CWSP to ten years. The formal rule change is not expected until July of 2016. However, systems currently submitting updated plans are encouraged to consider adding 10-year system modeling to their plans in anticipation of the rule change. Reducing the frequency of plan revisions has the potential to save water systems thousands of dollars in administrative and engineering costs.

Manchester Water District is currently updating our CWSP and has discussed adding 10-year modeling data to our plan with RH2 Engineering. Additional modeling will require an expanded scope of work to the current Manchester

Water District / RH2 Engineering services agreement. In the coming months, staff expects to present an expanded scope of work proposal to the Board for consideration. No formal Board action was requested.

- 4.2* **System Consolidation Grant Application** – In an effort to reduce the number of water systems operated throughout the state, the ODW is providing grant funding of up to \$30,000 per project to promote consolidation of Group A public water systems. A Group A public water system is one that serves more than 15 service connections, or serves more than 25 people per day for more than 60 days per year. Consolidation activities include, but are not limited to, developing consolidation feasibility studies and paying service connection fees. To be consolidated, two or more Group A systems must be physically connected or a change of ownership to a public entity must occur.

Within the District's service territory is the Gatewood Manor mobile home park, which qualifies as a Group A system. Currently, the park is served by its own well within park property on Mile Hill Drive. In the past, there have been requests to connect their park to our system, but the cost of doing so was prohibitive. If grant monies were available to assist with feasibility studies or even connection fees, perhaps a solution could be found to consolidate the two systems in the future. Staff was seeking authorization to apply for an ODW grant so that further research into consolidation can be done at no cost to the District. Further discussion included inquiries into the long-term planning for the Gatewood Manor property. It was also noted that the homes within the park are not currently metered. The Board directed staff to research the matter further for possible discussion during upcoming autumn planning sessions.

4.3 **Review of Financials**

4.3.1 **Water Sales Data** – Water sales data through May 31, 2015 were reviewed.

4.3.2 **Income & Expense Report** – Staff reviewed the Draft Income & Expense Executive Summary Report for the period ending May 31, 2015, including fund account summary totaling \$657,059.34.

5.0 **Miscellaneous**

- 5.1 **Operations Update** - All water samples submitted in the month of May were satisfactory. The District repaired two hydrants since last report, one on Harper Hill and another on Van Buren Street. We also repaired three service line leaks, and in continuing with our meter replacement program, converted three meters to AMR. The District produced 17,585,000 gallons in May.

5.2 **Capital Improvement Project & Developer Extension Update** – Staff reported that the Banner Road tank has been painted and the new 12-inch feed line will be installed this week. The target date for the new tank being in service is still before the end of June.

5.3 **Administrative Update** – No further comment was offered.

5.4 **Board of Commissioner Comments** – Commissioner Strode asked to be excused from the July Board meeting due to personal scheduling conflicts.

Board Chair Pedersen asked staff to consider scheduling a facilities tour in August. The Board toured all District facilities in July of 2014 and considered the meeting very beneficial. Now that the Board has visited all of the facilities, Commissioner Drotz asked if we could focus the tour on locations where current projects and capital improvement planning are being discussed. Staff will plan a facilities tour for late August.

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

6.0 **Future Meeting Dates**


7.1 July 14, 2015, 5:30 p.m. – Regular Meeting, Manchester Library

7.2 August 11, 2015, 5:30 p.m. – Regular Meeting, Manchester Library


7.3 September 8, 2015, 5:30 p.m. – Regular Meeting, Manchester Library

8.0* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:12 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Paul Drotz
Commissioner