

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

June 10, 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. 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; and Erin Civilla, Accounting Specialist. Scott Wolf, Operations Foreman, was excused. Public in attendance were Dan Fallstrom and Joe Guariz.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of May 13, 2014, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$ 21,871.99 and Street Light Fund vouchers totaling \$ 2,126.61.
 - 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.

At this time, General Manager O'Connell requested a modification to the agenda sequence to review items 4.2 and 5.0 before beginning item 4.1. These minutes reflect the items as they appeared on the agenda.

- 4.0 **Regular Agenda**

- 4.1 **Commissioner/Employee Training Presentation** – Recent court rulings and news media coverage have emphasized the importance of understanding the complexity of certain laws pertaining to expectations of public officials and District staff. Ken Bagwell, attorney for the District, presented training materials and discussed several topics regarding rules of conduct and responsibilities of elected officials and employees of special purpose districts. Included was a review of the Washington State Public Records Act, Open Public Meetings Act, electronic communications, and records retention rules. The training is required by law every four years, and within 90 days of swearing in for any new commissioner. Mr. Bagwell presented PowerPoint slides and engaged the Board and staff in discussion regarding District-specific concerns. The recent appointment of Commissioner Drotz and District staffing changes made this training both timely and consistent with the Board's commitment to serve the community effectively.

No Board action was requested.

4.2 Review of Financials

- 4.2.1 **Water Sales Data** – Staff reviewed the water sales & usage report through May, 2014.
- 4.2.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending April 30, 2014, including the fund account summary totaling \$602,077.93.

5.0 Miscellaneous

- 5.1 **Operations Update** – All but one coliform bacteria analysis submitted in the month of May was satisfactory. The positive coliform sample tested was absent of E- coli, and eight additional repeat samples all tested satisfactory. Staff repaired one service line on Southworth Dr. and a 2-inch PVC line on Montana that provides water to three customers. Staff also installed one new service on Monte Bella. The District produced 15,005,000 gallons in the month of May.
- 5.2 **Capital Improvement Project & Developer Extension Update** – There were no updates to report.
- 5.3 **Administrative Update** – Staff requested input from the Board regarding a preferred date and time for a facilities tour in July or August. Board members will consult their schedules and report back.
- 5.4 **Board of Commissioner Comments** – No additional comments were offered.
- 5.5 **Executive Session Option** – No executive session was requested or called.

6.0 Future Meeting Dates

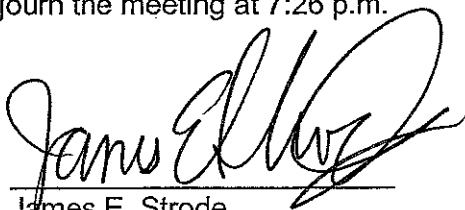
- 6.1 July 8, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 August 12, 2014, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 September 9, 2014, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* Adjournment

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:26 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary

Paul Drotz
Commissioner