

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

February 10, 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 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 January 13, 2015, Regular Meeting Minutes**

2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$ 139,241.30, including \$70,416.65 for the Banner Road Tank replacement project; and Street Light Fund vouchers totaling \$ 2,027.42.

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\* **Krazan & Associates, Inc. Services Agreement** – During construction of the new Banner Road Tank, specialty testing and inspection services will be required for areas not covered under the scope of work defined in the N.L. Olson & Associates engineering services agreement executed in 2014. Presented for Board consideration was a services agreement with Krazan & Associates, Inc. of Poulsbo (Krazan), for specific disciplines such as coatings inspection. The proposal includes an estimate totaling \$5,912.00, but includes services that may overlap with those covered under other agreements. The terms of this agreement stipulate that all work will be done on a time and materials basis, as needed. Following brief discussion regarding the need for their services and expense tracking, Commissioner Strode moved to authorize the General Manager to execute the services agreement with Krazan. Commissioner Drotz seconded, and **the motion carried unanimously.**

4.2\* **Puget Sound Energy Spring Street Easement** – Recently, the District filed a petition to vacate the southern end of Spring Street fronting two District-owned properties on both sides of the street. The advantages to vacating the street are many, including the potential for improved security, a larger workshop, and protection of Duncan Creek. As a condition of vacating the property, access to all utilities on site must be secured. Presented for Board consideration was an easement agreement with Puget Sound Energy (PSE) to ensure that their crews have access to power lines, poles, and appurtenances located within the vacated portion of the street. Granting the easement is in the best interest of the District to improve reliability of electrical service to critical operations systems, including Wells 1 and 2. Following a brief update on the Spring Street Workshop project, Commissioner Strode moved to authorize the General Manager to execute the PSE easement as presented. Commissioner Drotz seconded, and **the motion carried unanimously.**

#### 4.3 **Review of Financials**

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

4.3.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending December 31, 2014, including preliminary year-end fund account summary totaling \$670,761.90.

#### 5.0 **Miscellaneous**

5.1 **Operations Update** - All water samples submitted in the month of January were satisfactory. The District repaired pump control valves at Wells 6 and 10. We have been operating the system with the Banner Tank offline for over a month. The District produced 12,624,000 gallons in January.

5.2 **Capital Improvement Project & Developer Extension Update** – No further updates were offered.

5.3 **Administrative Update** – The General Manager reported that an offer had been made to a Customer Service Representative (CSR) candidate, and that the new person is scheduled to begin work on March 2, 2015.

5.4 **Board of Commissioner Comments** – Commissioner Drotz recently attended a Commissioners' Workshop and shared some of the highlights of the event. Board Chair Pedersen inquired and was assured that all three commissioners were registered for the American Water Works Association conference in June of 2015.

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

6.0 **Future Meeting Dates**

7.1 February 10, 2015, 5:30 p.m. – Regular Meeting, Manchester Library

7.2 March 10, 2015, 5:30 p.m. – Regular Meeting, Manchester Library

7.3 April 14, 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 6:53 p.m.



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Steve Pedersen,  
Chairman



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James E. Strode,  
Secretary



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Paul Drotz  
Commissioner