

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

April 9, 2019

## REGULAR MEETING

- 1.0 **Call to Order** – 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 Drotz and Strode were also present. District staff members in attendance were Dennis O’Connell, General Manager; and Scott Wolf, Operations Foreman. Accounting Specialist Erin Civilla was excused. Attorney Ken Bagwell and four public guests were also present.
  
- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of March 12, 2019, Regular Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$208,729, including a progress payment to Chinook Contractors in the amount of \$77,818 for the Spring Street Workshop, and payment to Pape’ Machinery for a John Deere backhoe in the amount of \$81,205. A Street Light Fund voucher totaling \$1,905 was also presented.
  - 2.3 **Approval of District Payroll Affidavit**  
Commissioner Strode moved to approve the consent agenda as presented. Commissioner Pedersen seconded; *the motion carried unanimously.*
  
- 3.0 **Public Comment** – No public comment was offered.
  
- 4.0 **Regular Agenda**
  - 4.1 **Annual Water Quality Report & Newsletter** - Presented for Board consideration was a draft of the 2019 Annual Water Quality Report & Newsletter. Staff solicited input from the Board regarding edits and revisions before submitting the final version to Databar, Inc. for printing. The Water Quality Report must be available to all District customers by July 1, 2019. Typically, the District includes a copy of the report and newsletter with each bill in the May and June billing cycles. Copies will also be available at the District office and online at the District’s website. In addition to the water quality and conservation data, the newsletter features a front-page tribute to Don Hoskinson, Lead Service Technician, who will be retiring after 38 years of service at the end of May.

*No formal Board action was taken.*

- 4.2 **Spring Street Workshop Project Update** – Staff reported that Chinook Contractors has been working on final details of the Spring Street Workshop building construction. The building has been painted and the utility room and restroom work is complete. Staff presented a progress report and review of work to be done on the overall project, which includes landscaping, fencing and security gate installation, and repaving. Manchester resident Joe Guariz asked if an open house was planned to show the building to the community. Staff agreed that an open house is a great idea, and when further progress has been made, staff will organize an event and invite the public.

*No formal Board action was taken.*

- 4.3 **Capital Outlay Update** – As projected in the District’s 2019 Budget, staff has purchased a new medium-duty service truck to replace an older model in the fleet. Staff has also purchased a used forklift to make receiving and handling of bulk items safer and more efficient.

Staff is currently using a newer model backhoe on loan from Pape’ Machinery in Fife. The 2014 John Deere machine has very low hours and is equipped with a fully enclosed cab, four-wheel drive, an extendable rear bucket boom and hydraulic thumb attachment for the backhoe. This machine is intended to replace the 1993 Case 580 Super K. Funding will come from the District’s Heavy Equipment Replacement Fund designated specifically for the purchase of such equipment. Staff will report back to the Board following the demonstration period for the machine.

*No formal Board action was requested.*

#### 4.4 **Review of Financials & Operations**

- 4.4.1 **Water Sales Data** – Water sales data through March 31, 2019 was reviewed with a total billing of \$115,192 to 1,826 services, and total consumption of 1,794,780 cubic feet.
- 4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending March 31, 2019 was presented. The total fund balance at the end of this reporting period was \$689,257.89.
- 4.4.3 **Operations Update** – The Operations Update for the period ending March 31, 2019 was presented. Staff has installed four new services year-to-date. The crew rented a large manlift to install a new vent shroud at Sedgwick Tank. The crew also utilized the manlift to refurbish the tank level indicator and trim several surrounding trees. The crew drained and cleaned Cedar Street Tank. It was noted that the interior coating of the tank was in excellent condition. All water samples collected tested satisfactory. The District produced 14,718,000 gallons of water in March.
- 4.4.4 **Capital Improvements and Developer Extension Update** – There were no additional updates offered.

## 5.0 Executive Agenda

- 5.1 **Administrative Update** – No further update was offered.
- 5.2 **Executive Session** – The General Manager requested an executive session to discuss personnel issues. Board Chair Pedersen called the executive session to order at 6:20 p.m. At 6:40 p.m., the executive session adjourned with no Board action taken.
- 5.3 **Board of Commissioners' Comments** – No further comment was offered.

## 6.0 Future Meeting Dates

- 6.1 May 14, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 June 11, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 July 9, 2019, 5:30 p.m. – Regular Meeting, Manchester Library

## 7.0\* Adjournment

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:45 p.m., Commissioner Pedersen seconded; *the motion carried unanimously.*

  
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Steve Pedersen, Chairman

  
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James Strode, Secretary

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Paul Drotz, Commissioner