

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

## PURSUANT TO GOVERNOR INSLEE'S STAY HOME – STAY HEALTHY ORDER MEETING WAS HELD VIA VIDEO/TELECONFERENCE

October 27, 2020

### SPECIAL MEETING

**1.0 Call to Order** – Board Chair Steve Pedersen called the special meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:36 p.m. Attending via video/teleconference were Commissioners Steve Pedersen, Bob Ballard, and Paul Drotz. District staff present included Dennis O'Connell, General Manager; Erin Civilla, Accounting Specialist, and Scott Wolf, Operations Foreman. Attorney Ken Bagwell was excused. Meeting notices included the videoconference access number and pass code; however, there were no public guests included by telephone or video.

**2.0 Projected FY 2020 Income & Expense** – Staff presented spreadsheets projecting fourth quarter revenue and expense totals for 2020. Staff projected that water sales for the year would exceed \$1,460,000, and along with \$77,000 in wireless communication lease revenue would contribute to an overall total of \$2,523,794. Total expense for the year is projected to be \$1,754,776. Staff projected a net surplus of \$769,018. Using this projected balance forward at the end of FY 2020, staff can then begin to build a budget for FY 2021.

Staff advised the Board that as in previous years, staff will prepare a FY 2021 Budget that builds on existing resources that do not include any changes to current rate structure and new service connection fees. Staff will also solicit input from the Board during regular meetings and planning sessions as we move toward adoption of a budget for the coming year.

Staff then outlined specific goals for 2021 which included further implementation of the District's asset management program, a third party review of the District's salary administration program, updates to our meter reading software and data collection device, and new paint and flooring in the administrative office. Operations and maintenance objectives for 2021 include completion of the Spring Street Workshop mezzanine and exterior recoat of Sedgwick tank. Both of these projects were scheduled for completion in 2020; however, staffing challenges and restrictions related to the COVID-19 pandemic significantly impacted operations in 2020. New projects slated for 2021 include securing financing and soliciting bids for manganese treatment at Well 10, installation of an intertie with West Sound Utility District on Nevada Avenue in the Manchester Heights area, addition of generator switchgear at the Field Operations Complex, and extensive beautification of the California Tank site front footage. Complete summaries of each objective will be included in the FY 2021 Budget document.

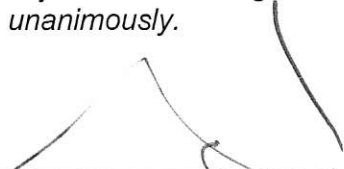
Each of these goals was discussed and staff reminded the Board that there will be opportunity to exchange ideas at subsequent meetings prior to the planned budget adoption in December.

## 6.0 Future Meeting Dates

- 6.1 November 10, 2020, 5:30 p.m. – Regular Meeting, Video / Teleconference
- 6.2 November 24, 2020, 5:30 p.m. – Special Meeting, Video / Teleconference
- 6.3 December 8, 2020, 5:30 p.m. – Regular Meeting, Video / Teleconference

## 7.0\* Adjournment

There being no further business to come before the Board, Commissioner Drotz moved to adjourn the meeting at 6:44 p.m., Commissioner Ballard seconded; *the motion carried unanimously.*



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Steve Pedersen  
Board Chair



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Paul Drotz  
Secretary



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Bob Ballard  
Commissioner