

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

April 26, 2016

SPECIAL MEETING

- 1.0 Board Chair Steve Pedersen called the special meeting of the Manchester Water District (District) Board of Commissioners (Board) to order at 5:35 p.m. Commissioners Paul Drotz and James Strode were also present. District staff members in attendance were Dennis O'Connell, General Manager; Kyle Galpin, Operations Manager; and Erin Civilla, Accounting Specialist. Attorney Ken Bagwell was also present. No guests from the general public were in attendance.
- 2.0 **Spring Street Workshop Financials** – Staff presented a detailed expense report for the Spring Street Workshop (Workshop) project dating back to the original purchase of the property in 1999. To date, the District has invested \$82,306.58 in the project. This cost includes property acquisition offset by rental revenue from 1998 to 2014, demolition costs, permitting fees and engineering services. Progress on the project includes vacating Spring Street, site clearing and rough grade.
- 3.0 **Workshop Stormwater Update** – Staff presented an estimate from Caseco Associates, Inc. for \$59,647.00 for installation of the stormwater conveyance system as designed by N.L. Olson & Associates. The system includes over 300 feet of piping, a filter, catch basins, and an energy dissipater outfall into nearby Duncan Creek. As of the meeting, no other contractors had responded to District requests for estimates. The estimate was presented for informational purposes only and no formal Board action was requested at this special planning meeting. The Board directed staff to continue to solicit additional bids for consideration at future meetings.
- 4.0 **Wells 1 & 2 Electrical Power Supply** – Staff presented a proposal by Black Wire Electric in concert with Puget Sound Energy (PSE) to upgrade the electrical power supply to the site. Currently, the Field Operations building is supplied by a single-phase service from a power pole at Hemlock Street. Wells 1 and 2 are supplied by a pole at the southern end of Spring Street on District property. The power supplied to the wells is a 230 volt, three-phase delta system commonly referred to as a “hot leg” system. Each of the two power supplies has its own meter and is billed separately. In recent years, Wells 1 and 2 have had multiple service interruptions due to an imbalance of power supplied and unbalanced phase loading. PSE is concerned that the additional load of a new workshop may exacerbate the problem.

Proposed is a completely new 480 volt, three-phase power supply to the entire Field Operations Complex at the southern end of Spring Street. Black Wire Electric would transform and route the power as needed to the wells, office building, and new workshop. District staff would construct a power supply shed adjacent to the power pole to house all of the new switchgear. PSE service planners and engineers believe that this would be a more reliable system and reduce unscheduled service interruptions to Wells 1 and 2. An additional benefit would be the capacity to add compatible plugs and service connections for the District-owned 150kw mobile generator. The Board directed staff to revisit the issue at our next regular meeting.

5.0 **Workshop Plan Review** – Staff presented slides and information from previous regular meetings and planning sessions describing various concepts and ideas for the new workshop building itself. A final design has yet to be determined. Before soliciting bids for construction of the foundation and lockable shell building, staff was sought further input from the Board on specific elements they would like to see incorporated into the building. Conversation then turned to redefining expectations for completion of the project. It is now expected that the project will not be completed in 2016, and we may need additional funds for unanticipated costs, such as extensive power supply upgrades. Staff agreed to report regularly on future project expenditures and anticipated budget impacts.

Mr. Bagwell explained the concept of bid splitting and why the District will need to solicit bids for the complete building as a single project. Staff then added that in order to provide a complete building design, N.L. Olson & Associates could design the west perimeter retaining wall, along with a modified foundation to maximize allowable square footage on the lot. Staff agreed to meet with N.L. Olson & Associates to discuss the proposal further.

6.0 **Action Plan** – Based on Board input from previous sessions and the current status of the project, staff presented an example action plan for the project that included the following:

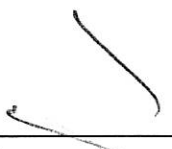
- Upgrade electrical power supply to the entire property as a separate project
- Approve stormwater installation
- Design structural retaining wall and foundation
- Contract building design
- Solicit building bids as one project
- Install required fire hydrant and planters
- Add security gate after building
- Add generator switchgear in future

7.0 **Future Meeting Dates**

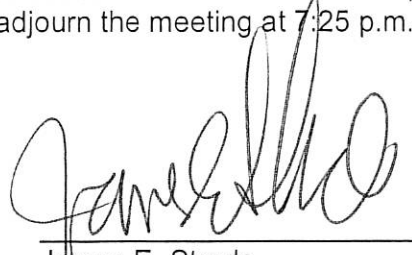
- 7.1 May 10, 2016, 5:30 p.m. – Regular Meeting, Manchester Library
- 7.2 June 14, 2016, 5:30 p.m. – Regular Meeting, Manchester Library
- 7.3 July 12, 2016, 5:30 p.m. – Regular Meeting, Manchester Library

8.0* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:25 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Paul Drotz
Commissioner