

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

February 11, 2020

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 5:32 p.m. Commissioners Paul Drotz and Bob Ballard were also present. District staff present were Dennis O’Connell, General Manager; Erin Civilla, Accounting Specialist; and Scott Wolf, Operations Foreman. Attorney Ken Bagwell was present, along with Manchester residents Joe Guariz and Paul Nuchims.

- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of January 14, 2020, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$39,402.91, and a Street Light Fund voucher totaling \$1,700.42 was also presented.
 - 2.3 **Approval of District Payroll Affidavit**

Commissioner Drotz moved to approve the consent agenda as presented. Commissioner Ballard seconded; **the motion carried unanimously.**

- 3.0 **Public Comment** – Mr. Nuchims advised the Board on topics discussed at a recent meeting of the Manchester Community Advisory Council (MCAC). The Board was also advised that the MCAC will be holding an open house meeting in early March.

- 4.0 **Regular Agenda**
 - 4.1* **Resolution 2020-01- Public Records Act Disclosure Policy** – Pursuant to Chapter 42.56.040 RCW, the District must establish policy and procedures for accessing public records when requested. The rules defined within the policy are intended to assist District staff by ensuring that the public has fair and proper access to public records prepared, owned, used, or retained by the District. Presented for Board consideration was Resolution 2020-01, which revised existing policy to more accurately reflect current practices and state and federal laws. Within the policy, the General Manager is named as the Public Records Officer and will be responsible for fulfilling public records requests. The policy also establishes the definition of a public record, guidelines for submitting requests, and timelines for fulfilling requests. Once adopted, all District staff will receive training in the policy and understand procedures for responding to public records requests. Staff reminded the Board that this policy will be reviewed along with the Open Government training required of elected officials every four years. Following discussion, Commissioner Drotz moved to adopt Resolution 2020-01 as presented. Commissioner Ballard seconded and **the motion carried unanimously.**

 - 4.2 **“Follow the Money” – Financial Review** - Staff presented information on how money is routed through the District. Discussion covered how payments are received and expenses are paid, the various reporting methods used to convey financial information,

and how the voucher system is utilized to pay District bills via funds held with the Kitsap County Treasurer's Office.

Staff also explained the monthly Water Sales Data Report with emphasis on the difference between amount billed to customers and the amount collected during the same reporting period. The Water Sales Data Report is intended to indicate trends in consumption from month to month, and year by year, while the Income & Expense Report shows what was actually collected from customers.

The presentation was intended to assist decision-makers in understanding the various reports provided to them and the role of the Kitsap County Treasurer's Office in the daily operations of the District.

No formal Board action was requested.

4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through January 31, 2020 was reviewed with a total billing of \$122,134 to 1,842 services, and total consumption of 1,921,128 cubic feet.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending January 31, 2020 was presented. The total fund balance at the end of this reporting period was \$832,362.87.

4.3.3 **Operations Update** – The Operations Update for the period ending January 31, 2019 was presented. Staff installed one new service last month and repaired a broken service saddle on Olympiad Drive. All water quality samples submitted in January were satisfactory. The District produced 13,595,000 gallons for this reporting period.

4.3.4 **Capital Improvements and Developer Extension Update** – None

5.0 **Executive Agenda**

5.1 **Administrative Update** – No further update was offered.

5.2 **Board of Commissioners' Comments** – Board Chair Pedersen asked if staff planned on representing the District at the MCAC open house in March. Staff stated that they plan on attending and will report back on the event at the next regular Board meeting.

6.0 **Future Meeting Dates**

6.1 March 10, 2020, 5:30 p.m. – Regular Meeting, Manchester Library

6.2 April 14, 2020, 5:30 p.m. – Regular Meeting, Manchester Library

6.3 May 12, 2020, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* **Adjournment**

There being no further business to come before the Board, Commissioner Drotz moved to adjourn the meeting at 7:05 p.m., Commissioner Ballard seconded; **the motion carried unanimously.**

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|  _____ Steve Pedersen Board Chair |  _____ Paul Drotz Secretary |  _____ Bob Ballard Commissioner |
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