

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

May 12, 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 5:34 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 April 14, 2015, Regular Meeting Minutes**

2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$200,509.29, including \$145,387.40 for the Banner Road Tank replacement project; and Street Light Fund voucher totaling \$ 2,167.43.

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\* **Newsletter / Consumer Confidence Report Review** – Presented for Board consideration was the Spring 2015 Edition of the District Newsletter, Consumer Confidence Report (CCR), and Water Use Efficiency Report. The data included is for calendar year 2014. As required by the state, a copy of the CCR will be mailed to all District customers as a bill stuffer with the end-of-May and end-of-June billing cycles. By combining the CCR with a brief newsletter and our water use efficiency data, ratepayers are kept informed of water quality and efficiency data, and updates on major capital improvement projects. The newsletter is also formatted so that the District meets all public notification and regulatory compliance requirements.

This year, staff focused our newsletter on current drought conditions reported in local media, but not impacting the District. As stated in the newsletter, the District will always encourage customers to conserve, but we also want them to enjoy spring and summer activities, such as swimming and gardening. The

newsletter also provides information on the new Banner Road Tank construction project.

The 2014 Water Use Efficiency report reflects an overall distribution system loss of 5.9-percent and an average daily consumption per capita of 55 gallons per day. This is a slight improvement over 2013 for system operations with the same consumption rate as the previous year.

Staff requested authorization from the Board to publish the newsletter as presented. After brief discussion, Commissioner Strode moved to authorize publication of the newsletter / report as presented. Commissioner Drotz seconded and **the motion carried unanimously.**

- 4.2 **Intro to Advanced Metering Analytics** – In 2005, the District began a meter replacement program utilizing Automated Meter Reading (AMR) technology. An AMR meter transmits data to a receiver carried by the meter reader. The receiver is commonly referred to as a handheld device. The advantages of AMR technology are many, including the ability to retrieve a meter read by simply driving by the transmitting meter. This eliminates the time consuming tasks of removing the meter box lid, reading the meter dial, and recording the read. Since 2005, the District has installed 535 AMR units totaling 16-percent of all District meters.

In the decade since 2005, technological advancements have progressed even further. Through partnerships with wireless service providers, water meters now have the ability to transmit data directly to a water district office, eliminating the need for direct meter reading altogether. Staff presented information to the Board on this advanced meter reading technology, sometimes referred to as Advanced Metering Analytics, or AMA meters. Representatives for manufacturers of AMA meters will be present at the upcoming AWWA Conference and the Board was encouraged to explore this technology further. No formal Board action was requested.

- 4.3 **AWWA Conference Packets** – Staff distributed travel and information packets to the Board regarding the AWWA Convention beginning June 7<sup>th</sup>. Staff reviewed the travel itinerary, lodging, and program options during the convention. Although the Board will meet one more time before departure, the information presented at this meeting was to allow attendees ample opportunity to address any concerns they may have. No formal Board action was requested.

#### 4.4 **Review of Financials**

4.4.1 **Water Sales Data** – Water sales data through April 30, 2015 were reviewed.

4.4.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending April 30, 2015, including fund account summary totaling \$592,169.39.

#### 5.0 **Miscellaneous**

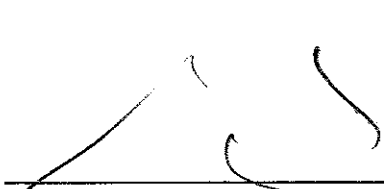
- 5.1 **Operations Update** - All water samples submitted in the month of April were satisfactory. Staff completed its annual system-wide flushing for 2015, with program modifications made due to Banner Road Tank construction. The District repaired one main leak on Locker Road and replaced a pressure reducing valve for a customer on Daniels Loop. We also installed two new meters on Sedgwick Road and installed one pre-service. The District produced 11,234,000 gallons in the month of April.
- 5.2 **Capital Improvement Project & Developer Extension Update** – Staff reported that Banner Road Tank construction is progressing on schedule with a target online date of June 21, 2015.
- 5.3 **Administrative Update** – The Seasonal Worker position opening has been advertised and staff expects to select a candidate by early June. This position will be contracted through August, with actual open and closing dates to be negotiated at the time of hiring.
- 5.4 **Board of Commissioner Comments** – Attorney Bagwell reminded staff to advertise the upcoming convention attendance by the Board noting that no formal action will be taken outside of an open public meeting.
- 5.5 **Executive Session Option** – No executive session was requested.

6.0 **Future Meeting Dates**

- 7.1 June 2, 2015, 5:30 p.m. – Regular Meeting, 8185 E Daniels Loop, Ste. 111
- 7.2 July 14, 2015, 5:30 p.m. – Regular Meeting, Manchester Library
- 7.3 August 11, 2015, 5:30 p.m. – Regular Meeting, Manchester Library

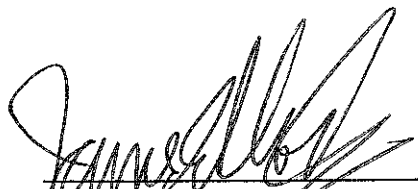
8.0\* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:15 p.m.



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Steve Pedersen,  
Chairman



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James E. Strode,  
Secretary



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Paul Drotz  
Commissioner