

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

January 13, 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. Genevieve Tatara of Southworth was also in attendance.
- 2.0* **Election of Officers** – Every January, the Board elects officers from its members to fill designated roles for the current calendar year. After brief discussion, the Board elected Commissioner Pedersen as Board Chair, Commissioner Drotz as Vice Chair, and Commissioner Strode as Secretary for 2015.
- 3.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 3.1 **Approval of December 9, 2014, Regular Meeting Minutes**
 - 3.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$ 38,247.51 and Street Light Fund vouchers totaling \$ 2,027.42.
 - 3.3 **Approval of District Payroll Affidavits.**

Commissioner James Strode moved to approve the consent agenda as presented. Commissioner Paul Drotz seconded, and **the motion carried unanimously.**
- 4.0 **Public Comment** – No public comment was offered.
- 5.0 **Regular Agenda**
 - 5.1* **Vacating Spring Street** - As part of the Spring Street Workshop project, it has been proposed that the District petition Kitsap County to vacate the cul-de-sac at the southern end of Spring Street. The District already owns the property on either side of the street, and vacating that portion of the road would allow for the installation of a security gate across both properties. Vacating the road would also increase the allowable square footage for a new workshop on the west side of the property, formerly known as 2082 Spring Street. Staff requested authorization for the General Manager to petition Kitsap County for vacation of

the south end of Spring Street. After further discussion and clarification regarding the process, Commissioner Strode moved to authorize the General Manager to petition the Kitsap County Department of Community Development to vacate the southern end of Spring Street in front of the addresses of 2081 and 2082 Spring Street East. Commissioner Drotz seconded, **and the motion carried unanimously.**

5.2* **Resolution 2015-01 – Surplus Vehicle** – As described in the FY 2015 Budget, the District will replace one of its service vehicles in 2015. The primary vehicle used for meter reading and customer service functions is eight years old and due for replacement. Resolution 2015-01 declares one 2007 Chevrolet Colorado as surplus, and will allow staff to advertise the truck for sale. According to Kelly Bluebook and NADA estimates, the minimum bid for this truck should be \$7,500.00. Sale of the truck will be done via sealed bid, and will be advertised in local newspapers and popular Internet sites. If the minimum bid is not offered, the requirement will be waived and the truck sold at public auction. All proceeds from the sale of the vehicle will be received by the District as miscellaneous revenue. Commissioner Strode moved to adopt Resolution 2015-01 as presented. Commissioner Drotz seconded, **and the motion carried unanimously.**

5.3* **Resolution 2015-02 – Surplus Property** - Recently, the District converted one of its standard body trucks to a flatbed style for hauling larger objects. The truck bed conversion left the District with surplus equipment, including the standard truck bed and associated pipe rack. The market value of these items may be greater than their value as scrap metal. Resolution 2015-02 declares the equipment as surplus and would allow for the sale of the equipment at public auction. All proceeds from the sale would be received as miscellaneous revenue. Commissioner Strode moved to adopt Resolution 2015-02 as presented. Commissioner Drotz seconded, **and the motion carried unanimously.**

5.4 **Review of Financials**

5.4.1 **Water Sales Data** – Water sales data through December 31, 2014, was reviewed. In total, the District billed customers for 24,715,399 cubic feet in 2014, or nearly 185 million gallons of water.

5.4.2 **Income & Expense Report** – Staff reviewed the Income & Expense Executive Summary Report for the period ending November 30, 2014, including the fund account summary totaling \$688,754.38.

6.0 **Miscellaneous**

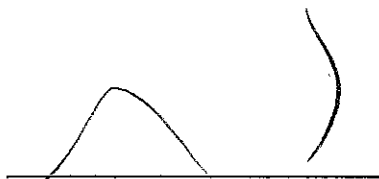
- 6.1 **Operations Update** - All water samples submitted in December were satisfactory. In spite of staff shortages this month, staff completed end-of-year physical inventory tasks and various facilities maintenance work. The District produced 12,951,000 gallons in December.
- 6.2 **Capital Improvement Project & Developer Extension Update** – No further updates were offered.
- 6.3 **Administrative Update** – The General Manager reported that there were over 170 resumes submitted for the Customer Service Representative position recently advertised. Staff will be evaluating all submissions and beginning interviews in the coming days.
- 6.4 **Board of Commissioner Comments** – Board Chair Pedersen asked staff to research training opportunities through the District's insurance carrier and other resources. He encouraged management to seek out supplemental training for employees and commissioners alike.
- 6.5 **Executive Session Option** – No executive session was requested.

7.0 **Future Meeting Dates**

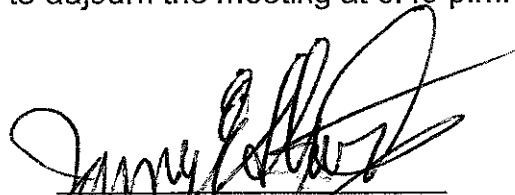
- 7.1 February 10, 2015, 5:30 p.m. – Regular Meeting, Manchester Library
- 7.2 March 10, 2015, 5:30 p.m. – Regular Meeting, Manchester Library
- 7.3 April 14, 2015, 5:30 p.m. – Regular Meeting, Manchester Library

8.0* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 6:40 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Paul Drotz,
Commissioner