

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

PURSUANT TO GOVERNOR INSLEE'S SAFE START PROCLAMATION, MEETING WAS CONDUCTED VIA VIDEO/TELECONFERENCE

April 13, 2021

REGULAR MEETING

1.0 **Call to Order** – Board Secretary Paul Drotz called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:32 p.m. Commissioner Bob Ballard were also present, and Board Chair Pedersen joined the meeting shortly thereafter. District staff present were Dennis O'Connell, General Manager, and Scott Wolf, Operations Foreman. Attorney Ken Bagwell was also present. Erin Civilla, Accounting Specialist; was excused. Meeting notices included the video/teleconference access number and pass code; however, there were no public guests included by telephone or video.

2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*

2.1 **Approval of March 9, 2021, Teleconference Meeting Minutes**

2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$13,796.70.

2.3 **Approval of District Payroll Affidavit**

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

3.0 **Public Comment** – No comment was offered.

4.0 **Regular Agenda**

4.1 **Newsletter & Consumer Confidence Report Draft Review** – Presented for Board review and approval was the Spring 2021 Annual Newsletter and Consumer Confidence Report (CCR). As required by regulation, the CCR contains information regarding water quality sampling and results for reporting year 2020. It is composed annually and published through direct mailing to each account, the District website, and available to any interested party.

The newsletter is published for informational purposes only to inform District ratepayers of current events regarding their service. The newsletter also includes water use efficiency data, billing information and in this case, an employee profile.

Staff solicited input from the Board regarding newsletter content, layout and overall presentation. Board Chair Pedersen asked if we could add a message from the commissioners thanking all ratepayers and staff for their cooperation during the COVID-19 pandemic. Staff agreed to add in a message and resubmit the newsletter to the Board for approval prior to publication.

No formal Board action was taken on item 4.1.

- 4.2 **Alaska Avenue Vista Developer Extension Project** – Staff presented information regarding a 13-lot development proposed on the east side of Alaska Avenue north of Center Street. The project includes just under 500-feet of water main extension. At the connection point to existing main on Alaska Avenue, staff will replace an old section of asbestos-cement pipe with new ductile iron pipe, connection tee, and service valve. Construction on the development is scheduled for late summer, pending project approval from the Kitsap County Department of Community Development. Staff will also add an isolation valve at the southeast corner of Alaska Avenue and Alki View Court in anticipation of a Kitsap County stormwater pipe replacement that will serve the new development. The additional valve will allow work on the development to occur without repeated service outages to area customers.

No formal Board action was requested for item 4.2.

4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through March 31, 2021 was reviewed with a total billing of \$123,481 to 1,848 services, and total consumption of 13,568,526 cubic feet.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending March 31, 2021 was presented. The total fund balance at the end of this reporting period was \$950,483.36.
- 4.3.3 **Operations Update** – The Operations Update for the period ending March 31, 2021 was presented. Staff repaired a 2-inch road crossing on Southworth Drive last month. Progress continues on the Spring Street Workshop with shelving and cabinets added to the mezzanine and they have begun migrating inventory to the new shop. The crew also installed two new services in March, bringing our year-to-date total to three. All water quality samples submitted in March were satisfactory. The District produced 14,269,000 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** – No additional comments were offered.

6.0 **Future Meeting Dates**

- 6.1 May 11, 2021, 5:30 p.m. – Regular Meeting, Video Teleconference
- 6.2 June 8, 2021, 5:30 p.m. – Regular Meeting, Video Teleconference
- 6.3 July 13, 2021, 5:30 p.m. – Regular Meeting, Video Teleconference

7.0* **Adjournment**

There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 6:31 p.m., Commissioner Drotz seconded; **the motion carried unanimously.**

Steve Pedersen
Board Chair

Paul Drotz
Secretary

Bob Ballard
Commissioner