

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

February 13, 2018

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 5:30 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 January 9, 2018, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$54,991.29, and a Street Light Fund voucher totaling \$2,178.30.
 - 2.3 **Approval of District Payroll Affidavit**

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

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

4.0 **Regular Agenda**

- 4.1 **Spring Project Update** – Staff presented an update on multiple projects currently underway. The information was provided as a means of keeping the Board informed on the status of several capital improvement and facilities upgrade projects, including reservoir repairs, main replacements, and the Spring Street Workshop. A summary of current project status was as follows:
Comprehensive Water System Plan – Awaiting financial chapter and state certification
 - Spring Street Workshop – Retaining wall complete. Awaiting revised drawings to create bid packet for building.
 - Well 10 Manganese – Pilot study schedule for late February.
 - Monte Bella Main Extension – Staff will install 160 feet of new main in February.
 - Colchester Sewer Main Extension – Kitsap County project to begin in March.
 - California Avenue Paving – Kitsap County project scheduled for late 2018.

- Hydrant Survey Work – Staff will be surveying all District fire hydrants in support of South Kitsap Fire & Rescue project.

No formal Board action was requested.

- 4.2 **Xpress Bill Pay Update** – Staff presented a demonstration of the newly implemented Xpress Bill Pay system (Xpress) through a series of slides. The system has been online since January 31st and response has been very positive. Using an employee’s water bill as an example, staff presented slides depicting screen shot images of the Xpress registration process, bill search, and payment process. Xpress offers customers the ability to view their account balance, consumption, and make payments online at their convenience. Xpress also offers options such as paperless billing and auto-pay services. Once a payment is received using Xpress, it is posted to their account automatically. This feature reduces staff time and increases efficiency.

Staff reported that in the brief period that Xpress has been available, more than 30 customers have already registered to use the service. Staff has advertised the Xpress Bill Pay option on the District’s website and will continue to notify customers about the service through bill messaging and in the upcoming annual newsletter.

No formal Board action was requested.

4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through January 31, 2018 were reviewed with a total billing of \$113,651 to 1,815 services, and total consumption of 1,891,391 cubic feet.

- 4.3.2 **Income & Expense Report** – The Income and Expense Report for the period ending January 31, 2018 was presented. The total fund balance at the end of this reporting period was \$1,131,326.60.

- 4.3.3 **Operations Update** – Operations Foreman Scott Wolf presented the Operations Update for the period ending January 31, 2018. Staff installed two new services this reporting period and all water samples submitted were satisfactory. Staff also installed a new sodium hypochlorite bulk storage tank at the Garfield Pump Station. The new tank is double-walled and includes its own spill containment capacity. The District produced 14,119,000 gallons in January.

- 4.3.4 **Capital Improvements and Developer Extension Updates** – Staff reported that the Spring Street Workshop retaining wall has been completed. The next phase of the workshop project is to advertise for the construction of a lockable shell building by the end of March. There was no activity to report on developer extensions.

5.0 Executive Agenda

- 5.1 **Administrative Update** – Staff reported that Erin Civilla will be attending the annual BIAS Billing Software Conference in Spokane later in the month. The 2007 Colorado pickup truck previously declared as surplus has sold through public bidding for \$5,100.
- 5.2 **Board of Commissioners' Comments** – Commissioner Drotz reminded the Board that he will not be present at the March meeting due to a personal scheduling conflict.
- 5.3 **Executive Session** – Board Chair Pedersen called an executive session to order at 6:49 p.m. to discuss personnel matters. It was estimated that the session would last 20-minutes. The regular meeting was called back to order at 7:10 p.m. and no Board action had been taken.

6.0 Future Meeting Dates

- 6.1 January 27, 2018, 9:00 a.m. – Commissioners Workshop, Tukwila
- 6.2 February 13, 2018, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 March 13, 2018, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* Adjournment

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

Steve Pedersen,
Chairman

James E. Strode,
Secretary

Paul Drotz
Commissioner