

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

March 10, 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 5:33 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 resident Joe Guariz.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of February 11, 2020, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$66,190.63, including \$19,004.15 for a new tractor, and a Street Light Fund voucher totaling \$1,700.42 was also presented.
 - 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 **Bid Opening – Sedgwick Tank Recoat** - On February 4, 2020, the District published a Call for Bids to recoat the exterior of the Sedgwick Road Tank. The 500,000-gallon tank is located at 8500 SE Sedgwick Road and was originally constructed in 1976. Following the Nisqually earthquake in 2001, significant repairs were done to the tank foundation and structural steel. The interior of the tank was inspected in 2013 by contract divers and no significant defects were found.

The deadline for submitting bids to recoat the exterior of the tank was March 9, 2020, at 4:00 p.m. During the meeting, staff opened 10 bids submitted and read the proposals aloud. The bid proposals were as follows:

Cascade Industrial Services	\$ 46,210.55
Industrial Coatings limited	\$ 50,031.00
Quality Coating Enterprises	\$ 58,500.00
Purcell P&C, LLC	\$ 61,479.00
National Industrial Painting, Inc.	\$ 65,400.00
Long Painting Company	\$ 68,615.50
HCI Industrial & Marine Coatings	\$ 74,544.01
Coating Applicators	\$ 83,004.30
Coastal Services, Inc.	\$ 92,650.00
Penington Paint Company	\$108,898.44

Following the meeting, staff will review the lowest three bids to ensure that each bid submitted is complete and each contractor is qualified. The contract will then be awarded to the lowest qualified bidder. A listing of all bids will be prepared and provided to each bidder upon request.

No formal Board action was requested.

4.2* **Resolution 2020-02- Declaration of Surplus Property** - The District routinely disposes of properties that are no longer needed for District purposes. Such items have reached the end of their useful life due to age, wear, damage, or mileage. Presented for Board consideration was Resolution 2020-02, declaring surplus property and allowing for its sale at public auction or free classified advertisement. The property included the following:

- One (1) 2004 John Deere LT 180 Riding Mower
- Serial Number M0L180F501682

- One (1) 250-gallon injection molded bulk liquid container

- One (1) Delta 10-inch table saw

- One (1) double-pane window complete – 60-inch x 36-inch

- Two (2) double-pane windows complete – 108-inch x 36-inch

- Two (2) P 215 75 R 15 studded snow tires on wheels

All proceeds realized from the sale will be received by the District as miscellaneous revenues added to the General Fund. Following discussion, Commissioner Drotz moved to adopt Resolution 2020-02 as presented. Commissioner Ballard seconded and **the motion carried unanimously.**

4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through February 29, 2020 was reviewed with a total billing of \$103,147 to 1,560 services, and total consumption of 1,608,009 cubic feet.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending February 29, 2020 was presented. The total fund balance at the end of this reporting period was \$833,513.32.
- 4.3.3 **Operations Update** – The Operations Update for the period ending February 29, 2020 was presented. Staff installed one new service last month and repaired a service line leak on Ridgecrest Way. Staff also removed the wellhouse at Well 8 and contracted with Nicholson Drilling to remove and replace the pump and motor. All water quality samples submitted in February were satisfactory. The District produced 13,328,000 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 April 14, 2020, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 May 12, 2020, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 June 9, 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 6:58 p.m., Commissioner Ballard seconded; **the motion carried unanimously.**



Steve Pedersen
Board Chair



Paul Drotz
Secretary



Bob Ballard
Commissioner