

MINUTES OF THE REGULAR MEETING & BOARD FACILITIES TOUR OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

August 13, 2019

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 **3:45 p.m.** Commissioners Paul Drotz and James Strode were also present. District staff members attending the meeting included General Manager Dennis O’Connell, Accounting Specialist Erin Civilla, Operations Foreman Scott Wolf, and Service Technician Cody Hodge. Attorneys Ken Bagwell and Amanda Harvey were also present. Local residents Bob Ballard and Paul Nuchims also attended the meeting and toured the facilities.

Item 4.1 on the Agenda was moved to Item 1.2. Once called to order, all Board members, staff, and guests boarded vehicles and toured various District facilities and developer projects as part of the District’s overall planning process. The tour concluded at 6:04 p.m. and the regular meeting resumed in the Field Operations office

- 1.2 **District Facilities Tour** – In preparation for the 2020 planning sessions to be held this fall, staff arranged a Board facilities tour to visit various pump stations, reservoirs and development projects. Board members, staff and guests visited the following facilities and work sites:

- Manchester Heights Developer Extensions
- Woods View Development
- Well 10 Manganese Treatment Facility Site
- Proposed AT&T Tower Site at California Tanks
- Garfield Pump Station (Wells 6 & 7)
- Banner Road Tank
- Sedgwick Tank Site and Wellfield

By visiting the sites in person and discussing each project, the Board and staff will have a clearer vision of shared goals and objectives when planning the FY 2020 Budget and future capital improvements.

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

- 2.1 **Approval of July 9, 2019, Regular Meeting Minutes**

- 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$113,688, \$48,576 of which was for annual insurance premiums; and a Street Light Fund voucher totaling \$1,702.

- 2.3 **Approval of District Payroll Affidavit**

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

3.0 **Public Comment** – Manchester resident Paul Nuchims thanked the Commissioners and staff for inviting him on the facilities tour.

4.0 **Regular Agenda**

4.1 *(See Item 1.2)*

4.2* **Resolution 2019-02 – Surplus Vehicle** - Presented for Board consideration was Resolution 2019-02, declaring a 2009 Ford F-150 service truck as surplus. A 2019 Toyota replacement truck is now in service and the 2009 truck can be sold as surplus. If approved, staff will advertise the truck on a public bidding site with a required minimum bid of \$3,500. Commissioner Strode moved to adopt Resolution 2019-02 as presented. Commissioner Drotz seconded and **the motion carried unanimously**.

4.3 **Spring Street Workshop Project Update** – Staff has begun landscaping and finish work on the exterior of the building. The security gate and fencing is in fabrication now at All City Fence in Seattle and staff hopes to have it installed by Labor Day. The fire alarm system is scheduled for installation pending County approval and permitting.

4.4 **Review of Financials & Operations**

4.4.1 **Water Sales Data** – Water sales data through July 31, 2019 was reviewed with a total billing of \$153,428 to 1,832 services, and total consumption of 3,056,608 cubic feet.

4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending July 31, 2019 was presented. The total fund balance at the end of this reporting period was \$638,719.95.

4.4.3 **Operations Update** – The Operations Update for the period ending July 31, 2019 was presented. Service Technician Beau Watson passed his certification examination and is now a Water Distribution Manager (WDM) 1 with the Washington State Office of Drinking Water. All Group A water districts are required to have certified Water Distribution Managers on staff, and Beau joins Scott Wolf and Dennis O’Connell as certified operators. Staff focused their efforts on numerous facilities maintenance projects in July, as well as continued progress on the Spring Street Workshop. All water quality samples submitted in July were satisfactory. The District produced 25,345,000 gallons in this reporting period.

4.4.4 **Capital Improvements and Developer Extension Update** – Staff reported that work is continuing in the Manchester Heights development and the developer has purchased two new services to begin building homes at the site.

5.0 Executive Agenda

- 5.1 **Administrative Update** – No further update was offered.
- 5.2 **Board of Commissioners' Comments** – Commissioner Drotz stated that he will be traveling abroad and asked whether the October planning session scheduled for October 22nd could be moved to the following week. The commissioners and staff agreed to reschedule the October planning session for Tuesday the 29th.

6.0 Future Meeting Dates

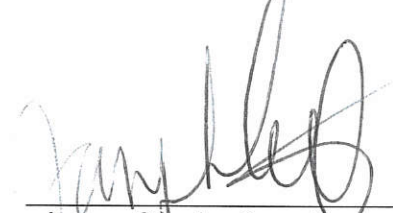
- 6.1 September 10, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 October 8, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 October 29, 2019, Special Meeting, Field Operations Complex

7.0* Adjournment

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:38 p.m., Commissioner Pedersen seconded; *the motion carried unanimously.*



Steve Pedersen, Chairman



James Strode, Secretary



Paul Drotz, Commissioner