

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

June 11, 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 5:35 p.m. Commissioners Paul Drotz and James Strode were also present. District General Manager, Dennis O’Connell and Erin Civilla; Accounting Specialist were present; Scott Wolf; Operations Foreman was excused. Attorneys Ken Bagwell and Amanda Harvey were also present along with three public guests.
  
- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of May 14, 2019, Regular Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$86,377, including an annual debt service payment to the Public Works Trust Fund in the amount of \$53,198. A Street Light Fund voucher totaling \$1,866 was also presented.
  - 2.3 **Approval of District Payroll Affidavit**  
Commissioner Strode moved to approve the consent agenda as presented. Commissioner Drotz seconded; *the motion carried unanimously.*
  
- 3.0 **Public Comment** – Attorney Ken Bagwell introduced Amanda Harvey to the Board. Ms. Harvey is also an attorney and will be partnering with Mr. Bagwell to represent the District in the future.
  
- 4.0 **Regular Agenda**
  - 4.1 **Health Coverage for Elected Officials** – Following passage of Washington State Senate Bill 5122, effective July 28, 2019, smaller water and sewer districts will be allowed to offer their elected officials health insurance coverage through the Washington State Public Employees Benefits Board. Staff presented information to the Board regarding benefit options that they may choose to enact in the future. Options include enrolling in the Public Employees Benefits Board and choosing one of the healthcare plans offered to regular District employees. Another option is to receive the financial equivalent, or any portion thereof, as a regular employee in the form of a Voluntary Employees’ Beneficiary Association (VEBA) healthcare savings account. Staff also reviewed the financial impact to the District of providing such benefits and solicited guidance from the Board in structuring the benefit and planning for future Board action.

Following discussion, Board Chair Pedersen asked staff to revise the District’s Employee Manual adding language that includes elected officials as eligible for

healthcare coverage. Revisions should also include sick leave benefit and separation of service revisions discussed previously. Staff agreed to prepare a resolution adopting all revisions to the manual as a single Board action.

*No formal Board action was taken.*

- 4.2 **Spring Street Workshop Project Update** – Staff reported that the next major phase of the project is to complete the perimeter landscaping, as required by the SDAP, and add the security fence and gate to the entrance of the Field Operations Complex. Staff is soliciting pricing for plants and material and consulting with Kitsap County regarding possible modifications to the approved planting plan.

#### 4.4 **Review of Financials & Operations**

- 4.4.1 **Water Sales Data** – Water sales data through May 31, 2019 was reviewed with a total billing of \$125,383 to 1,826 services, and total consumption of 2,149,456 cubic feet.
- 4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending May 31, 2019 was presented. The total fund balance at the end of this reporting period was \$609,246.32.
- 4.4.3 **Operations Update** – The Operations Update for the period ending May 31, 2019 was presented. After 38-years of service to the District, Lead Service Technician Don Hoskinson retired on May 31<sup>st</sup>. Trina Scholer and Caleb Carlson reported for duty on May 1<sup>st</sup> as new Service Technicians. Staff repaired one main leak on Colchester Drive and converted three more meters to auto-read devices. All water quality samples submitted in May were satisfactory. The District produced 21,637,000 gallons in May.
- 4.4.4 **Capital Improvements and Developer Extension Update** – Staff reported that developer Jim James has begun installing new water main in the Manchester Heights development on Missouri Street. Staff expects the final project to add about 14 new service connections to the District.

### 5.0 **Executive Agenda**

- 5.1 **Administrative Update** – No further update was offered.
- 5.2 **Board of Commissioners' Comments** – No further comment was offered.

## 6.0 Future Meeting Dates

- 6.1 July 9, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 August 13, 2019, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 September 10, 2019, 5:30 p.m. – Regular Meeting, Manchester Library

## 7.0\* Adjournment

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:48 p.m., Commissioner Pedersen seconded; *the motion carried unanimously.*



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Steve Pedersen, Chairman



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James Strode, Secretary

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Paul Drotz, Commissioner