

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

October 10, 2017

## REGULAR MEETING

- 1.0 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. Three members of the public were also present.
- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of September 12, 2017, Regular Meeting Minutes**
  - 2.2 **Approval of September 18, 2017, Special Meeting Minutes**
  - 2.3 **Approval of Vouchers** – Approval for payment of these vouchers included General Fund vouchers totaling \$78,560.63, and a Street Light Fund voucher totaling \$2,012.53. Included in the vouchers was replacement of the Well 6 pump and motor, and electrical upgrades totaling \$28,034.69.
  - 2.4 **Approval of District Payroll Affidavit**

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

- 3.0 **Public Comment** – No public comment was offered.
- 4.0 **Regular Agenda**
  - 4.1 **FY 2018 Budget - Revenue** – One of the first steps toward crafting a budget for 2018 is to project ending cash reserves for 2017, and project revenue for 2018. Once these numbers are determined, staff can then address the manner in which we move forward to achieve our goals and objectives.

Staff presented the projected income and expenses for the remainder of 2017, and using the District's current Schedule of Fees & Charges, projected revenue for 2018. During future planning sessions, staff will outline capital improvement projects and capital outlay expenses for 2018, as well as operating costs and human resource initiatives. With a total working capital projected to be \$2,397,418 for FY 2018, staff will define objectives for the year and create a budget to achieve those goals.

*No formal Board action was requested.*

4.2 **Manganese Treatment RFP Update** – Pursuant to a Request for Proposals (RFP) to design a manganese treatment system for the District's Well 10, staff received seven proposals for consideration. In the coming months, staff will review each proposal and create an executive summary for each one and present them all to the Board for review. Staff will solicit Board input with the goal of choosing a design by the end of the year. Staff will enter into negotiations for the design of the treatment system in 2018. The following engineering consultants have submitted proposals:

- BHC Consultants, Seattle
- Dowl Engineering, Redmond
- Gray & Osborne, Seattle
- HDR Consultants, Bellevue
- Kennedy / Jenks, Federal Way
- Northwest Water Systems, Port Orchard
- RH2 Engineering, Bothell

This information was presented for Board review only and no formal Board action was requested.

#### 4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through September 30, 2017 were reviewed with a total billing of \$147,268 to 1,810 services, and total consumption of 3,154,297 cubic feet.

4.3.2 **Income & Expense Report** – Staff presented the Income & Expense Executive Summary Report for the period ending September 30, 2017. The ending cash balance was \$ 1,078,857.59 for the same period.

4.3.3 **Operations Update** – Staff presented the operations update for the period ending September 30, 2017. Staff installed two new services this period, and has installed 20 new services year-to-date. Hokkaido Drilling and Developing of Graham completed work on Well 6. Work included replacement of the pump and motor, three in-line check valves, all of the secondary wiring from the starter contact to the motor, and the well was brushed and bailed before assembly. The District produced 20,547,000 gallons in September.

4.3.4 **Capital Improvements and Developer Extension Updates** – Staff reported that work has still not begun on the Manders Way developer's extension.

## 5.0 Executive Agenda

- 5.1 **Administrative Update** – General Manager O’Connell notified the Board that Customer Service representative Tonya Rothe celebrates two years with the District in October, and she has proven to be a valuable asset to the District.
- 5.2 **Board of Commissioners’ Comments** – No further comment was offered.
- 5.3 **Executive Session** – Board Chair Pedersen requested a 10-minute executive session to discuss real property. Chair Pedersen asked that all public guests be excused and called the executive session to order at 6:40 p.m. At 6:50 p.m., Chair Pedersen adjourned the executive session and called the regular meeting back to order.

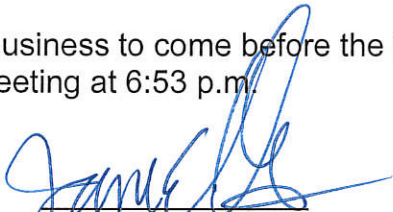
## 6.0 Future Meeting Dates

- 6.1 October 24, 2017, 5:30 p.m. – Special Meeting, Operations Complex
- 6.2 November 14, 2017, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 November 28, 2017, 5:30 p.m. - Special Meeting, Operations Complex

## 7.0\* Adjournment

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 6:53 p.m.

  
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Steve Pedersen,  
Chairman

  
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James E. Strode,  
Secretary

  
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Paul Drotz  
Commissioner