

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

August 10, 2004

Chairman Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners to order at 6:04 p.m. Present were Chairman Steve Pedersen, Secretary Jim Strode, and Commissioner Kyle Galpin. Present were Alan Fletcher, General Manager, Dennis O'Connell, Janis Kerr, Rick Gross, Attorney, and Paul Gilligan, District Engineer.

1.0* Consent Agenda

- 1.1 **Approval of July 13, 2004, Regular Meeting Minutes.**
- 1.2 **Approval of July 29, 2004 Executive Session Meeting Minutes.**
- 1.3 **Approval of Vouchers** – Vouchers that have been audited and certified by the Auditing Officer as required by RCW 42.24.090. Vouchers have been recorded on a listing that was reviewed by the Board prior to the meeting. Approval for payment of these vouchers includes General Fund vouchers #281 through #315 totaling \$24,455.63; Construction Fund vouchers #316 through #319 totaling \$1,464.49; Street Light Fund voucher #320 totaling \$1,600.80; Main Replacement Fund voucher #321 totaling \$1,849.12 and Capital Fund voucher #322 totaling \$111.38.
- 1.4 **Approval of District Payroll Vouchers.**
- 1.5 **Approval of Employment Agreement for General Manager.**

Commissioner Galpin moved to approve the consent Agenda as presented. Commissioner Strode seconded. **Motion was unanimously approved.**

2.0 **Public Comment.** No public comment was received.

3.0 Regular Agenda

- 3.1* **Agreement to Construct Water System Extension – Glendale Street Pipeline Extension.** The General Manager presented an Application and Agreement to Construct Water System Extension (Agreement). The Agreement is one of the first steps for Noland Construction to construct a pipeline extension for servicing a development along Glendale Street, west of Harper Hill Road. It was explained that there are currently five properties along Glendale Street that have previously entered into In Lieu of Assessment Agreements (ILOA) and that staff has contacted each property owner regarding a possible assessment once the improvements are complete. We have heard back from two of those property owners. One property owner indicated that they are unable to pay an assessment upfront, however, could most likely pay over time. The Board asked staff to research a policy on making installment payments on ILOA paybacks. Commissioner Strode made a motion to approve the Application and Developer Agreement to Construct a Water System Extension to Distribution System and the Acceptance by District Agreement. Commissioner Galpin seconded. **The motion was unanimously approved.**

- 3.2* **Resolution No. 2004-11, A Resolution Amending Schedule of Fees and Charges.** This resolution puts into place the recently adopted General & Local Facilities charges. The charges become effective September 1, 2004. Commissioner Galpin made a motion to approve Resolution No. 2004-11, Amending Schedule of Fees and Charges. Commissioner Strode seconded. **The motion was unanimously approved.**
- 3.3 **Manchester Fuel Depot Seismic Analysis.** On July 19, 2004, Staff along with Paul Gilligan and Karen Kornher, RH2 Engineers, visited the Fuel Depot to view the pipe support systems. The findings of the analysis will determine the District's next moves in negotiating with the Navy. Once the District receives RH2's formal letter report on the site visit, staff will provide the information to the Navy.
- 3.4 **Staff Changes.** The General Manager informed the Board of Commissioners that Judy Owen would be retiring effective August 31, 2004. Janis Kerr will be assuming the duties of Accounting Specialist. Cheryl Brown has been hired to fill the position of Customer Accounts Specialist; she started work on August 3. Gary Schumacher, Service Technician I, left employment on July 31, to accept another position.
- 3.5 **2005 Loan Application Update.** The General Manager reported that as of this time, the District is still on the list of agencies to receive Public Works Trust Fund monies for FY 2005. This means that the District has made it through the initial cut and is on the "short" list for consideration. The Public Works Trust Fund Board meets again on August 17, and we will know more after that meeting.
- 3.6 **Review of Financials.**

Water Sales Data.

- 3.6.1 **Water Sales Data.** Sales and consumption data through July was presented to the Board.
- 3.6.2 **Income & Expense Report.** Operation and Maintenance costs have increased as compared with 2003 but that is largely due to the increase fuel and power expenses, hiring of a seasonal worker, and the South End chlorination project.

4.0 Miscellaneous

- 4.1 **Operations & Capital Projects Updates.** Dennis O'Connell, Operation's Supervisor, reported that all recent bacteriological samples had tested satisfactory and that Banner Tank is back online. Well No. 3 is still offline and Staff is hoping to get through the summer season without it. The temporary chlorination of the South End service area is still in effect and since its inception there have not been any unsatisfactory bacteriological tests. Two new services have been installed and two main leaks repaired. Staff has begun working with RH2 on the SCADA design project. Work is continuing on the beautification projects at Wells 3, 4, and the Sedgwick Tank Site. Commissioner Pedersen stated that the neighbors in the Well 3 area contacted him and they are very pleased with the improvements made to the facility.

The new John Deere riding lawnmower arrived this month and the District got a good deal on the equipment using the State purchasing contract. The water production for the month of July, 2004 was 35,681,000 gallons. Dennis also reported that Gary Schumacher resigned as Service Technician I effective July 31, 2004.

- 4.2 **Administration.** Alan Fletcher, General Manager, reported that the agreement with T-Mobile to install cell phone towers on top of California Avenue Tank has been put on hold due to a freeze in new projects. There is increasing developer interest in the Dakota Street area, extending north as far as Beaver Creek Road. The General Manager reported that the area is right on the boundary line between Manchester and Annapolis Water Districts and a change to our respective Retail Service Areas may be required. Staff will be meeting with Annapolis regarding the development. The Comprehensive Water system Plan amendment which updates the District's 10-year CIP was approved by DOH. In addition, DOH reports that the District is approved for 4,300 connections, which leaves the District with approximately 1,200 connections. The Manager requested that the Board Retreat be rescheduled from October 2, to November 6. The Board agreed to the rescheduling. Discussed at the retreat will be topics such as planning and the FY 2005 budget.

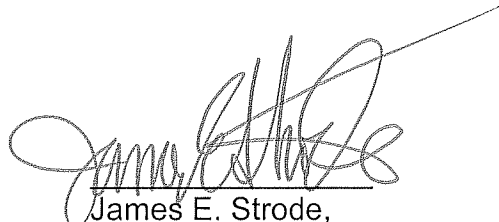
5.0 **Future Meeting Dates**

- 5.1 September 14, 2004, 6:00 p.m. – Regular Meeting.
5.2 October 12, 2004, 6:00 p.m. – Regular Meeting.
5.3 November 6, 2004, 9:00 a.m. – Board Retreat.

- 6.0 **Adjournment.** There being no further business to come before the Board of Commissioners, Commissioner Galpin moved and Commissioner Strode seconded to adjourn the meeting at 8:00 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Kyle D. Galpin,
Commissioner