

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

October 12, 2004

Chairman Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners to order at 6:10 p.m. Present were Chairman Steve Pedersen and Commissioner Kyle Galpin. Also, present were Alan Fletcher, General Manager, Dennis O'Connell, Janis Kerr, and Rick Gross, Attorney. Commissioner James Strode was out of town, his absence was excused.

1.0* Consent Agenda

1.1 Approval of September 14, 2004, Regular Meeting Minutes.

1.2 **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 #376 through #415 totaling \$25,347.92; Construction Fund vouchers #416 through #418 totaling \$723.11; Street Light Fund voucher #419 totaling \$1,600.80; and Capital Fund vouchers #421 through #422 totaling \$10,964.92.

1.3 Approval of District Payroll Vouchers.

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

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

3.0 Regular Agenda.

3.1* **Engineering Services Agreement – Touma Engineers & Land Surveyors.** The General Manager reported that in discussions with RH2 regarding the Water Main Improvements 2005 project that the District would realize a 15% savings by contracting directly with a surveyor. The District has received pricing from various land surveyor firms and Touma Engineers & Land Surveyors pricing was significantly lower than the competition. RH2 has used Touma for numerous surveying projects over time and have been very satisfied with the quality of work. Commissioner Pedersen made a motion to enter into a contract with Touma Engineers & Land Surveyors for an amount not to exceed \$8,250; and to authorize the General Manager to execute the document. Commissioner Galpin seconded. **The motion was unanimously approved**

3.2* **Conveyance of Nevada Avenue Water Line Extension – A & M Development.** A Bill of Sale for the Nevada Avenue Extension, a developer funded water main extension, was presented for formal acceptance. The General Manager informed the Board that the 356-feet of Class 52 Ductile Iron pipeline has been in service for over 1-year and is now out of its warranty period. The next step is for acceptance of the Bill of Sale so that the pipeline can be deeded over to the District. Commissioner Pedersen made a motion to accept the Bill of Sale for the Nevada Avenue Extension. Commissioner Galpin seconded. **The motion was unanimously approved.**

- 3.3 **Public Disclosure Commission Guidelines.** The Commissioners received in their packets the most recent "Guidelines for Local Government Agencies in Election Campaigns". The General Manager reported that the staff will also receive a copy of the publication to guard against any infractions.
- 3.4 **Service Tech I Hiring Process.** Dennis O'Connell, Operations Supervisor reported that in order to broaden the applicant pool, the District has reopened the job search for the vacated Service Tech I position. The new advertised close date is October 12.
- 3.5 **Review of Financials.**

Water Sales Data.

- 3.6.1 **Water Sales Data.** Water use for the month of September was presented. It was noted that usage was lower than in 2003, reflective of a cooler August and September.
- 3.6.2 **Income & Expense Report.** Balance Sheet and Income & Expense reports through August 30, 2004 were presented for Board review and comment. It was noted that despite water sales being lower than in 2003 the District should meet its end of year financial projections. Commissioner Pedersen noted the outstanding maintenance bond amount on the report. Alan Fletcher explained that monies were deposited in "escrow" in lieu of a maintenance bond for a pipeline extension on Arvick Road in November of 2003. In November 2004, the maintenance period will expire and that the escrow money will be returned to the developer.

4.0 Miscellaneous

- 4.1 **Operations & Capital Projects Updates.** Dennis O'Connell, Operations Supervisor, reported that the water quality samples continue to test satisfactory and that the District is planning on continuing the chlorination through the winter. Commissioner Pedersen stated that he is anxious to discuss the water quality issues at the upcoming Annual Planning Meeting. A chlorination pump was replaced for the Forest Meadows Satellite System and six new services were installed since the last meeting. Several services have been repaired along Yukon Harbor Drive where the contractors have been installing the gas line. National Marine Fisheries (NOAA) purchased large amount of water for a fish transfer operation. Don Hoskinson has been the inspector for 680' of Ductile Iron water line being installed off of Nebraska Avenue. Don Cureton recently attended a Cross Connection Control class. Dennis stated that the ultimate goal is to have all field staff trained as a Cross Control Specialist.

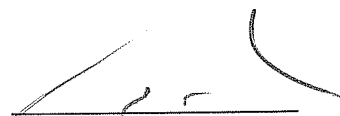
- 4.2 **Administration Updates.** Alan Fletcher, General Manager, updated the Board regarding the WRIA 15 Watershed Plan, Coordinated Water System Plan (CWSP), and Kitsap County Hazard Mitigation Plan, all being worked on regionally. The WRIA 15 Watershed Plan will become a guidance document that may impact District water resources. The CWSP, last updated the early 1990's, is a guiding document for water providers in the area. The plan identifies and formally establishes the District's retail service boundaries. The Hazard Mitigation Plan is nearing completion and is a coordinated effort to ensure consistency with the federal Disaster Mitigation Act 2000. Each of these plans will be brought back to the Board for review, acknowledgement, and/or adoption.

It was reported that the Manchester Community Council is exploring the interest in installing sanitary sewers in the Village area. Also, that the District received authorization for a Public Works Trust Fund Planning Loan of \$100,000. These monies will be used for completing the State mandated Comprehensive Water System Plan update. Terms of the loan are for a five year payback at 0% interest. The General Manager reminded the Commissioners about the Annual Budget & Planning Session to be held at the District office on November 6, at 9:00 a.m. Commissioner Pedersen stated that he would also like to discuss water conservation ideas. The General Manager noted the timeliness of the topic as the Legislature passed House Bill 1338, in 2003, which deals with conservation measures and water efficiency. The State is currently in rule writing, to take effect in 2005.


5.0 **Future Meeting Dates**

- 5.1 November 6, 2004, 9:00 p.m. – Annual Budget & Planning Session.
- 5.2 November 9, 2004, 6:00 a.m. – Regular Meeting.
- 5.3 December 14, 2004, 6:00 a.m. – Regular Meeting.

- 6.0 **Adjournment.** There being no further business to come before the Board of Commissioners, the Board moved to adjourn the meeting at 7:07 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Kyle D. Galpin,
Commissioner