

A MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

July 8, 2003

EXECUTIVE SESSION – An Executive Session Meeting, per RCW 42.30.110(1)(d) was called to order at 5:34 by Chairman Steve Pedersen. Present were Chairman Steve Pedersen, Secretary Jim Strode, and Commissioner Kyle Galpin. Also in attendance were Alan Fletcher, General Manager, Dennis O’Connell, Foreman, and Rick Gross, Attorney. The purpose of the Executive Session was to discuss contract negotiations for operating the water system at the Manchester Fuel Depot. The Board adjourned the Executive Session at 6:02, with no action taken.

REGULAR MEETING – Chairman Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners to order at 6:07 p.m. Present were Chairman Steve Pedersen, Secretary Jim Strode, and Commissioner Kyle Galpin. Staff present included Alan Fletcher, General Manager, Dennis O’Connell, Janis Kerr, and Rick Gross, Attorney. Also present was Ed Pierson, Applied Digital Mapping.

1.0* **Consent Agenda**

- 1.1 **Approval of June 10, 2003, 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 #244 through #281 totaling \$21,907.68. Construction Fund vouchers #282 through #284 totaling \$3,639.25; Street Light Fund voucher #285 totaling \$1,584.32; and Capital Fund vouchers #286 through #287 totaling \$10,349.66.
- 1.3 **Approval of District Payroll Vouchers** – As presented.

Commissioner Strode made a motion to approve the Minutes, Vouchers, and Payroll as presented on the Consent Agenda. Commissioner Galpin seconded the motion. **The motion was unanimously approved.**

2.0 **Public Comment**

No public comment was received.

3.0 **Regular Agenda**

- 3.1* **Resolution No. 2003-10, Intent to Add Territory to Street Lighting System**
Alan Fletcher, General Manager, presented Resolution No. 2003-10. He explained that the District has received a petition from the majority of residents surrounding a proposed addition to the street lighting system. The proposed street light would be placed on the SE corner of SE Truman Street and SE California Avenue. It was noted that approval of the resolution would initiate a systematic public process for including the territory in the lighting system. Commissioner Strode made a motion to adopt Resolution No. 2003-10. Commissioner Galpin seconded the motion. **The motion was unanimously approved.**

3.2 Kitsap County Department of Emergency Management – Multi-Hazard Mitigation Plan Update

The General Manager informed the Board that he is currently meeting with Kitsap County and other parties in updating the 1999 Kitsap County Mitigation Plan (Plan) that was distributed to Board members in their meeting packets. The District is working in conjunction with WaterPak members for updating the areas of the Plan that affect water providers and that comments have been submitted to Kitsap County EMD. Once the plan is updated, it will return to the Board for formal adoption. Once adopted, the District would become eligible for federal emergency funds if a disaster occurred. It was noted that joint development of a mitigation plan is much more cost and time efficient than developing a plan of our own.

3.3 Review of Financials

3.3.1 Water Sales Data

The water consumption for the month of June was higher than the previous year. Dennis O'Connell stated that there were 18 days of more than one million gallons produced this June compared to only five million-plus gallon days in June 2002. The General Manager noted that sales were meeting earlier projections and that warmer and dryer weather should help in meeting year-end sales projections.

3.3.2 Income & Expense Report

The monthly financial reports were reviewed and it was acknowledged that the District's revenues are exceeding expenses. This is a very good change from previous years where deficits were typically posted in the first three quarters of the year. If sales and expenditures continue as budgeted, the District would be on track for posting a positive net operating income for the year.

4.0 Miscellaneous

4.1 Operations Update

Dennis O'Connell, Foreman, reported that June was a very busy month in addition to daily rounds and maintenance. There was a lot of plant and pump maintenance, with pumps being quickly repaired without a loss of water to any customers. He also informed the Board that a contractor had hit a watermain on Beach Drive that had not been properly located. While the main was quickly repaired, staff is reviewing the line locating process to insure that all locates are both timely and accurate. Other work includes, reworking the blow off pipe that was sticking out of the ground on Berry Street. Also that a Developer has installed 265 feet of watermain on Wyoming Street with a street crossing west on Dakota; and that repairs to California No. 1 tank have been completed. Dennis stated that in addition to interior painting that the target float was replaced and the areas around both tanks had been cleared for better vehicular access. The tank is now being filled and bacteriological tests will be submitted after filling. Additionally, staff has been working at cleaning up the shop area. Old paint, oil, and mercury switches have been disposed of at the Kitsap County Hazardous Waste site.

Lastly, as part of overhauling the chlorine feed process at Well No. 6, staff inspected the Annapolis Water District liquid chlorination process. After thorough investigation, staff later purchased and set up a liquid sodium hypochlorite feed system to replace the tablet chlorinator at Well 6. The new system mirrors the process used for fluoride injection and will be more reliable and trouble free than the tablet system, thereby cutting down on customer complaints. Commissioner Pedersen asked why the dry tablet chlorine injection system, purchased in 2001, had been abandoned. Staff explained that new equipment was budgeted for this year as the current system was unreliable. The current system requires very high maintenance and continually clogs, which results in large numbers of taste and odor complaints. Staff emphasized that the tablet chlorinator system will be utilized at Well 9 to chlorinate the south-end when needed.

4.2 Administrative Update

Alan Fletcher, General Manager, reported that the 2002 Consumer Confidence (Water Quality) Reports (CCR) has been mailed out to all customers and that the District has received quite a few positive comments. He also informed the Board that Rick Gross is reviewing the District's Requests for Qualifications for engineering services. Planned is developing a pool of pre-qualified engineering firms the District can select from for projects. A structural engineer with RH2 Engineering will be evaluating the District's office building to determine the practicality of remodeling. Of concern is the building's ability to meet modern building codes without extensive and expensive retrofitting. Also reported was that information regarding the recently applied for Public Works Trust Fund (PWTF) loan should be received by the 2nd week of August and that information will be reported at the August meeting. The Manager informed the Board that he will be on leave from July 25 to July 29.

5.0* Set Future Meeting Dates

The Board of Commissioners set the following meeting dates:

5.1 August 12, 2003, 6:00 p.m. – Regular Meeting & Public Hearing

5.2 October 18, 2003, 9:00 a.m. to 4:00 p.m. Special Meeting to conduct a Future Planning/Goal Setting work session. To be held at McCormick Woods.

5.3 November 18, 2003, 6:00 p.m. – Reschedule of the Regular Meeting due to Veterans' Day Holiday

6.0* Adjournment

There being no further business to come before the Board, Commissioner Galpin moved and Commissioner Strode seconded to adjourn the meeting at 7:05 p.m.

SPECIAL WORK-SESSION MEETING – A Special Work–Session Meeting of the Board of Commissioners was called to order at 7: 10 p.m. by Chairman Steve Pedersen. Present were, Chairman Steve Pedersen, Secretary Jim Strode, Commissioner Kyle Galpin, Alan Fletcher, General Manager, Dennis O'Connell, Foreman, Janis Kerr, and Ed Pierson of Applied Digital Mapping.


The purpose of the meeting was to hear Ed Pierson, Applied Digital Mapping, present a product demonstration of his digital mapping services. Mr. Pierson answered numerous questions regarding how digital mapping would be beneficial to the District. It was noted that the District had budgeted for a digital mapping system this fiscal year and that the product being displayed was under consideration.

No action was taken during the work-session meeting.

There being no further business to discuss, the meeting adjourned at 7:50 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Kyle D. Galpin,
Commissioner