

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

November 9, 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. Public present were Bill Printy and Wendy Pendley. Commissioner James Strode joined the meeting at 6:25.

## 1.0\* Consent Agenda

- 1.1 **Approval of October 12, 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 #422 through #462 totaling \$48,479.45; Construction Fund vouchers #463 through #467 totaling \$1,523.59; Street Light Fund voucher #468 totaling \$1,605.72; and Capital Fund voucher #469 totaling \$2,357.00.
- 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\* **Cole Loop Extension - Wendy Pendley.** Bill Printy was present on behalf of Wendy Pendley to discuss the water main extension needed for hookup to Ms. Pendley's property on Cole Loop. Ms. Pendley had approached the Board last March regarding her property on Cole Loop, whose failing septic will require abandonment of the well and connection to public water. The Board previously informed her that Cole Loop is a platted street that a water main extension would have to be installed. Since that time Dennis O'Connell, Operations Supervisor, stated that the District engineer has determined that a 4-inch main extension would be appropriate in this instance due to limited development and the proximity of fire hydrants on Cole Loop and Yukon Harbor Drive. Mr. Printy asked why the extension would have to cross the extra 80 feet on the lower portion of Cole Loop and it was explained that all properties are responsible for extending pipelines across its frontage to ensure customer equity during the extension of services. Acknowledging existing circumstances, Commissioner Galpin made a motion to approve a 4-inch main extension east and west along the north end of Cole Loop to mitigate the existing health hazard for Ms. Pendley; and to allow installation of the pipeline across the property's north/south frontage within 5-years or when development occurs, whichever occurs first. Commissioner Strode seconded. **The motion was unanimously approved.**

3.2\* **PWTF Planning Loan Agreement.** The General Manager informed the Board that Public Works Trust Fund has approved a \$100,000 loan to pay for the required update of the District's Comprehensive Water System Plan. No District match is required and repayment will occur over five years at zero percent (0%) interest. Commissioner Strode made a motion that authorizes the General Manager to execute the PWTF Planning Loan Agreement No. PW-04-691-PWP-215 and directs staff to establish a general ledger account or sub-account titled "PWTF-04 (Planning)" for the accounting of project monies. Commissioner Galpin seconded. **The motion was unanimously approved.**

3.3 **Fiscal Year 2005 Budget.** The Commissioners continued discussions on the FY 2005 Budget. Topics of discussion included a rebate program for customer purchases of Energy Star washing machines and dishwashers; the addition of a limited-duration worker to help out during upcoming construction and a 2.5% increase in FY 2005 Salary Schedule, reflective of the Seattle-Tacoma-Bremerton CPI-W.

Goals for FY 2005 were developed, including:

1. Development of the justification and public process for a possible rate adjustment in mid-2005 for January 2006 implementation;
2. Evaluation of the feasibility and costs of treatment for iron and manganese removal at Well 11;
3. Increased Board training by attendance at American Water Works Association conference;
4. Budget for conservation rebates program;
5. Add temporary Service Tech position; and
6. Build District website.

3.4 **Service Tech I Hiring Process.** Dennis O'Connell, Operations Supervisor informed the Board that the District received a very promising response for the Service Tech 1 position and that they had conducted the interview process and are following through on checking the references. Dennis also stated that there is plenty of work to keep the District's temporary field position busy. The Board stated that they would leave the decision to retain the position up to staff as they know the upcoming work load best.

3.5 **Review of Financials.**

#### **Water Sales Data.**

3.6.1 **Water Sales Data.** The Board noted that the water sales have declined and staff acknowledged that usage is mirroring historical trends for the beginning of fall. The District anticipates that it will meet its FY 2004 projections for water sales.

3.6.2 **Income & Expense Report.** The Balance Sheet and Income & Expense reports through September 30, 2004 were presented for Board review and comment.

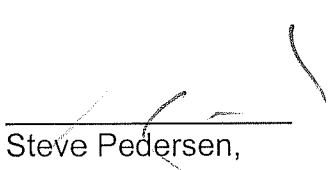
4.0 **Miscellaneous**

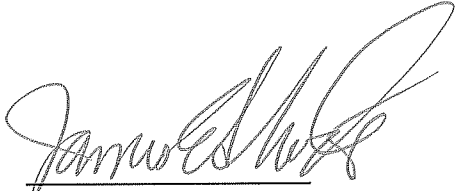
- 4.1 **Operations & Capital Projects Updates.** Dennis O'Connell, Operations Supervisor, reported that since the last meeting five new services had been installed. He also noted that the frequency of main repairs is slowing down but that 2004 has been a very busy year in that regard. As a comparison, in 2003 the District repaired ten water main leaks and that so far, in 2004, staff had been on 22 water main repairs. Don Hoskinson has been inspecting a 600' water main extension going in on Dakota Street. Dennis met with a certified arborist regarding the conifer trees at the Yukon Harbor pump station. The arborist stated that the trees seem to be very stable and should stand fine as long as the topography of the bank does not change and that the other trees remain along side of them. The County has contacted the District regarding the large alders trees located on the Bulman Pump Station site and are requiring that they be removed as they are beginning to overhang on Mile Hill Drive. Dennis has contracted with Briggs Tree Removal Service to remove the alders. Briggs has already removed some trees from the Cedar Street Tank site.
- 4.2 **Administration Updates.** Alan Fletcher, General Manager, updated the Board on the progress of the 1,000 foot water main being extended on Glendale Street. He reported that Caseco is doing a terrific job and is getting the water main installed with a minimum of customer disruptions and in a timely manner. T-Mobile has contacted the District to continue discussions regarding renting tower space for their cell phone operations. T-Mobile's attorneys, as well as Rick Gross, will re-review the original contract and decide if it still works for both parties. Alan informed the Board that he will be gone on vacation from November 12 through the end of November; also that the District will hold its annual Holiday pot-luck luncheon on Friday December 17, beginning at 11:30 a.m.

5.0 **Future Meeting Dates**

- 5.1 December 14, 2004, 6:00 p.m. – Regular Meeting.  
5.2 January 11, 2005, 6:00 p.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 8:15 p.m.

  
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Steve Pedersen,  
Chairman

  
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James E. Strode,  
Secretary

  
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Kyle D. Galpin,  
Commissioner