

A MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

June 10, 2003

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, and Janis Kerr.

1.0* **Consent Agenda**

1.1 **Approval of May 13, 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 #194 through #231 totaling \$12,469.63. Construction Fund vouchers #232 through # 235 totaling \$5,162.97; Street Light Fund voucher #240 totaling \$1,581.27; Capital Fund voucher #236 through #239 totaling \$38,576.24; PWTF '03 Fund voucher #241 totaling \$4,027.77; PWTF '93 Fund voucher #242 totaling \$40,738.26; and PWTF '95 Fund voucher #243 totaling \$50,448.21.

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 **FY 2002 Annual Report**

Presented were copies of the Fiscal Year 2002 Annual Report. Staff reported that the Annual Report was certified and filed with the Washington State Auditor's Office as required by law. Various highlights of the report were discussed, most notably changes in organization and staffing, as well as, changes in accounting practices in payroll and retirement benefits. Staff added that all comments received from the State Auditor regarding District affairs will be forwarded to the Board. The General Manager noted that the Annual Report is a public document and that staff is happy to answer any questions regarding the FY 2002 Annual Report.

3.2* **Resolution No. 2003-09, Declaring Surplus Property**

The General Manager presented Resolution No. 2003-09, declaring surplus the District's 1992 Ford F-150 pickup truck. The F-150 which was purchased used a number of years ago and is in very poor condition. A new truck was budgeted this year as a replacement vehicle. Commissioner Galpin made a motion to approve Resolution No. 2003-09. Commissioner Strode seconded. **The motion was unanimously approved.**

3.3 Public Works Trust Fund Loan (PWTF) Update

The General Manager informed the Board that the recently submitted PWTF loan application was one of 160 applications requesting over \$423 million dollars in loan monies and that only \$230 million available for this loan cycle. The PWTF staff will be reviewing and ranking applications during the months of May through July to present to the Public Works Board (PWB) in August. In October, the applications will be submitted as part of the PWB's Annual Report to the Legislature. The Legislature will then consider the PWB's recommendations next legislative session, and if successful, contracts for project funding would be forth coming in April 2004.

3.4 Review of Financials

3.4.1 Water Sales Data – The water sales and consumption report through May 2003 was provided to the Board of Commissioners. The General Manager stated that water consumption is tracking very close to what has been projected.

3.4.2 The monthly financial reports were reviewed and it was noted that the current Operating Income, before depreciation, is positive and exceeds expenses.

4.0 Miscellaneous

4.1 Operations Update

Dennis O'Connell, Foreman, reported that the annual water main flushing program, initially delayed due to the tank repair project, was completed the last week of May. Also, that the chlorinator at Garfield Pump Station has been operating without any problems. Staff credits diligent maintenance and close observation. Dennis informed the Board that the new Chevy S-10 pickup truck and new utility trailer have been recently received as well as new field crew uniforms. A fire protection water main has been installed at the Cambridge Springs office and gas station complex located on the corner of Woods Road and Mile Hill Drive. Dennis said that the lateral piping was installed by the contractor and inspected by District staff. Subsequent bacteriological testing has been approved by the Health District and the system is now on line. Dennis also informed the Board that to date, 18 new meter connections have been installed with another eight meters waiting to be installed. Dennis stated that he has not heard of any recent developments regarding the Cricket Lane housing project. He has received the drawings for a main extension on Arvick Road and will keep the Board updated on that project.

4.2 Administrative Update

Alan Fletcher, General Manager, reported that progress is being made on the Salary Administration Program. The employee Job Analysis Questionnaires will soon be submitted to Teri Ano, NW Answers, Inc. She will then review the questionnaires and begin updating job descriptions. Also, that the annual Consumer Confidence Reports (CCR) have been completed and are currently at the printers. The CCR will be mailed to all customers prior to July 1, 2003.

The General Manager also informed the Board that a developer is building on four lots on Woods Road and Polk Street. They are planning on installing a well, however, since it is only 500 feet away from a District water main he would like to work with developer to determine if there is a way to extend service. The General Manager informed the Board that a time has been set up to tour the U.S. Naval Fuel Depot's water system to familiarize staff with the intricacies of the system.

5.0* Set Future Meeting Dates

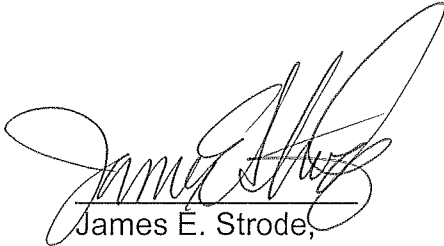
The Board of Commissioners set the following meeting dates:

5.1 July 8, 2003, 6:00 p.m. – Regular Meeting.

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 7:21 p.m.


Steve Pedersen,
Chairman


James E. Strode,
Secretary


Kyle D. Galpin,
Commissioner