

A MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

August 12, 2003

REGULAR MEETING – Chairman Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners to order at 6:02 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, Judy Owen, and Rick Gross, Attorney. Also present were Jim Helgeson and Dave Baber.

1.0* **Consent Agenda**

1.1 **Approval of July 8, 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 # 288 through #329 totaling \$24,330.46. Capital Fund vouchers # 330 through #331 totaling \$13,403.85; Construction Fund vouchers #332 through #339 totaling \$3,830.16; Street Light Fund voucher #340 totaling \$1,585.98.

1.3 **Approval of District Payroll Vouchers.**

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 **Public Hearing – In Consideration of Adding Territory In and Around California Avenue SE and SE Truman Street to the Street Lighting System**

Commissioner Steve Pedersen opened the meeting for the Public Hearing for the purpose of discussing the addition of a street light at the intersection of California Avenue SE and SE Truman Street. Alan Fletcher, General Manager, made note of the July meeting where the Board of Commissioners adopted Resolution No. 2003-10 that proposed an addition to the District's street lighting system. As prescribed in the Resolution and required by law, the District had published a "Notice of Public Hearing", for two consecutive weeks, in the local newspaper of record. In addition, staff mailed notices, along with background information, to all property owners and residents affected by the proposed addition. As of this date, staff received one phone call and two letters from customers objecting to the formation. Chairman Petersen stated that the Board had received the two letters and asked that the objections from the Vanieperen's and the Borchers' be duly noted in the meeting minutes. Jim Helgeson and Dave Baber, both of the affected area, were present to state their support for the addition of the street light. Mr. Helgeson informed the Board that that intersection is a bus stop for local school children and is very dark during the winter months.

Mr. Baber added that the corner is also a Kitsap Transit Bus stop and that quite a few commuters walk from their homes to that intersection and it can be very hard to see them during the dark early morning hours. The General Manager added that the two objecting properties and one other property that had not signed the petition were on the very outskirts of the area and would not necessarily benefit from the street light being proposed. Commissioner Pedersen stated that he thought adding the street light would be a great benefit for the purpose of public safety. After all public comment had been heard Commissioner Pedersen announced that as of 6:18 p.m. that there was no other public present at the meeting and he declared the Public Hearing portion of the meeting closed. The General Manager noted that affected residents still had 30-days from the meeting date to remonstrate by re-petitioning with forty percent of the residents if they decided to oppose the addition of the street light. He also stated that Resolution No. 2003-11 (Modified Boundary) excluded the two residents opposed and the one property that did not sign the original petition as all three properties would not benefit from the light.

3.2* Adoption of Resolution No. 2003-11 – Declaring that an Addition to the Street Lighting System be Established

Commissioner Pedersen requested a motion be made to adopt Resolution No. 2003-11 (Modified Boundary). Commissioner Strode made a motion to adopt Resolution No. 2003-11 (Modified Boundary). Commissioner Galpin seconded the motion. **The motion was unanimously approved.**

3.3 Engineering Services Selection Team

The General Manager informed the Board that an ad requesting solicitations for Requests for Qualifications (RFQ) for engineering services was published July 26, 2003 in a peninsula-wide newspaper advertisement. He stated that the District is hoping for three to five firms to submit RFQs and that a selection team should be formed consisting of two staff members, a Board member, and depending on availability, another water district manager or engineer. Commissioner Galpin volunteered to be the Board Member of the team and Commissioner Pedersen requested that he and Commissioner Strode also receive a copy of all of the submittals that qualify. The General Manager stated that he would like to form a pool of qualified engineering firms to choose from.

3.4 Satellite System Management Contract Revisions

Presented was the draft of the updated Satellite Management Contract for the Board's review. At the General Manager's request Rick Gross, Board Attorney, did a thorough reworking of the document and the end result is a more workable document that better protects the District as well as lays out the rights and responsibilities of each party. Alan Fletcher requested the Board's input before employing the document.

3.5 Facilities Investigation

Paul Gilligan, RH2 Engineers (RH2), was employed by the District to evaluate and submit a brief report to the District for determining the feasibility of remodeling the administration building. The Report found that the existing building would not meet current building codes and that it would likely not be cost-effective to retrofit the building for earthquake, ADA, and other code requirements. Commissioner Strode asked staff to further evaluate the District's options and to meet with Kitsap County Community Development personnel to determine what changes could and could not be made to the building, noting that retrofitting the building may be within reach when considering the costs the District may avoid by updating an existing structure versus going through the land-use approval process for new structures.

3.6 Review of Financials

3.6.1 Water Sales Data

The water consumption for the month of July broke all records. Dennis O'Connell stated that in July the District pumped a peak day record amount 1.65 million gallons per day (MGD) of water. The previous record for peak usage was 1.57 MGD. In addition to the record breaking day there were also five days that were over the 1.57 MGD mark. The Commissioners asked how the water levels of the wells were holding up. Dennis informed them that the crew is monitoring the water levels closely. He said that the only wells that showed a slight difference in water level were Wells 1 and 2 and that no difference could be noted in any of the other wells. He stated that the crew will continue to monitor the water levels closely.

3.3.2 Income & Expense Report

The monthly financial reports were reviewed and it was acknowledged that the District's revenues continue to exceed expenses. The General Manager stated that if no large unexpected expenses occur, then the District should meet financial projections.

4.0 Miscellaneous

4.1 Operations and Capital Projects Update

Alan Fletcher, General Manager, reported that while he has not received official word he understands the District was not successful in the Public Works Board competitive loan process. He stated that if the District does not receive money this round, we can still apply for pre-construction money (engineering & permitting) for FY 2004 and then reapply for loan money for FY 2005.

Dennis O'Connell, Foreman, reported that daily tasks such as pump monitoring, sampling, and locates were completed as usual. Routine bacteriological samples were submitted to the Health District were all satisfactory and four backflow prevention assemblies were inspected in July. He was glad to report that the new sodium hypochlorination system is working extremely well and that taste and odor complaints have been reduced to zero, with an additional benefit being the supplier who provides excellent customer service. The crew repaired two water main leaks on Colchester Drive. One of which, flooded the basement of a customer. Fortunately, the leak was reported soon after it must have begun and staff responded quickly and made the repair. The General Manager met with the insurance adjuster and will work with the property owner to reimburse him for any damaged property. Another repair was made on Puget Drive after a contractor hit the District's main. Dennis informed the Board that despite the crew's hectic schedule that they installed three new services in the month of July and that makes a total of 25 new services for the year-to-date. The crew also moved furniture for the office staff. Dennis reported California Tank No. 1 is now in full operating service, as is Sedgwick Tank. Hutch-Con Construction has installed 265 feet of water main on Arvick Road. It passed the pressure test and the bacteriological test has been submitted.

4.2 **Administrative Update**

Alan Fletcher, General Manager, reported that the Federal Emergency Management Agency (FEMA) is now in the process of reviewing the District's second appeal. Paperwork has been submitted to FEMA showing that the tanks were built to the existing code. Also a second appeal has been submitted to the insurance company for the California Ave No. 1 Tank and the Sedgwick Tank sidewall repairs to bring both tanks back to current seismic code. Alan informed the Board that a developer is considering developing a ten-acre piece of property off Puget Drive. Upcoming meetings include: EPA, discussing water line issues, Monday, August 25, at 6:00 p.m. Annapolis Water District will be hosting the monthly Washington Association of Sewer and Water Districts and that the Commissioners are invited to attend. Also that District staff will help staff the WaterPak booth at this year's Kitsap County Fair & Stampede and a meeting is being set up to further discuss Fuel Depot contract operations.

5.0* **Set Future Meeting Dates**

The Board of Commissioners set the following meeting dates:

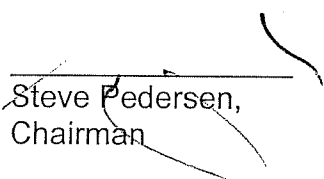
5.1 September 9, 2003, 6:00 p.m. – Regular Meeting

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.

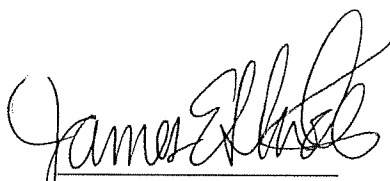
5.3 November 18, 2003, 6:00 p.m. – Reschedule of the Regular Meeting due to Veterans' Day Holiday

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 7:50 p.m.



Steve Pedersen,
Chairman



James E. Strode,
Secretary



Kyle D. Galpin,
Commissioner