

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

January 9, 2007

## REGULAR MEETING

Chairman Kyle Galpin called the regular meeting of the Manchester Water District Board of Commissioners to order at 5:30 p.m. Present were Chairman Kyle Galpin and Commissioner Steve Pedersen. Staff present included Alan Fletcher, General Manager, Jamie Hatton, and Rick Gross, Attorney.

- 1.0\* **Election of Officers.** Commissioner Pedersen nominated Commissioner Strode as Board Secretary and Commissioner Galpin as Board President, Commissioner Galpin seconded the motion. Commissioner Galpin moved the nominations be closed, seconded by Commissioner Pedersen. Commissioner Pedersen moved to retain Commissioner Strode as Secretary and Commissioner Galpin as Board President. Commissioner Strode seconded. **The motion was unanimously approved.**
- 2.0\* **Consent Agenda**
  - 2.1 **Approval of December 12, 2005, Regular Meeting Minutes.**
  - 2.2 **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 #754-791 totaling \$24,690.74; Construction Fund voucher #792 totaling \$10,414.80; Capital Fund voucher #793 totaling \$863.00; and Main Replacement Fund Voucher #794 totaling \$1,439.21.
  - 2.3 **Approval of District Payroll Vouchers.**
  - 2.4 **Approval of FY 2006 Position Placement Schedule.**

Commissioner Strode moved to adopt the consent agenda, Commissioner Pedersen seconded the motion. **The motion was unanimously approved.**

3.0 **Public Comment.** There was no public comment.

## 4.0 **Regular Agenda**

- 4.1\* **Request to Terminate Water Service.** Staff presented a meter termination agreement for the property at 1208 Colchester. The owner's are unable to build and do not wish to have the ongoing obligation of paying for water service. The service was installed last June and typically, once a meter is installed, there is no reimbursement. In this case, the water service was pre-set, so there was not any construction. Staff explained that due to these circumstances, reimbursement is less an obstacle as long as we are compensated for our time and materials in setting the meter, however, the difficulty is what type of precedent could be set by reimbursing money when a water service is formally abandoned (terminated). Rick Gross, Attorney, pointed out that if the Commissioners agreed to buy back the water service a precedent would be created and the District's current policy would need to be revisited. Commissioner Strode stated that he was not interested in revisiting or revising the existing policy. Commissioner Galpin asked if the customer had been counseled on the down-sides of relinquishing the water service.

Staff noted that the process was explained and that if future service was desired full payment of connection fees would be required. Commissioner Pederson moved to deny the request to reimburse the Clarks', 1208 Colchester, for termination of water service per District Policy. Commissioner Strode seconded. **The motion was unanimously approved.**

4.2 **Developer Extensions.** The pipeline extension on Nevada Street extension has been installed. Final acceptance is pending satisfaction testing and maintenance bonding.

4.3 **Capital Improvement Projects Update.** The equipment for the SCADA project has been built and installation will begin in January. Staff presented a letter from Annapolis Water District (Annapolis) regarding the joint construction of an emergency intertie near Beaver Creek and Nevada Streets. The Board discussed the advantages of an intertie and looked forward to receiving additional information on costs, timing, logistics, and Interlocal Agreement for its implementation. The need for emergency power was discussed due to the recent storms and power outages. Discussed was access to emergency power possibly in the form of an Interlocal Agreement with Annapolis for generator use and the installation of transfer switches that are budgeted in FY 2007. Staff will keep the Board informed on the progress of these projects.

#### 4.4 **Review of Financials**

4.4.1 **Water Sales Data.** Report Enclosed for usage through December 31, 2006. Thanks to a warm summer, budget projections were attained.

4.4.2 **Income & Expense Report.** The financial reports are not available for November 2006. Staff reported that we are working with the accounting folks at Annapolis Water District in completing the reports and closing out the year.

#### 5.0 **Miscellaneous**

5.1 **Operations & Capital Projects Updates.** December water quality samples were all satisfactory. In FY-06, staff submitted 109 routine distribution-system bacteriological samples and 13 satellite-system samples – all were satisfactory. Physical inventory has been conducted and finish work continues on the enclosed garage area, which will warehouse parts and provide document storage. Work also continues on various facilities in for installation of the SCADA System. Staff installed two (2) new services during this reporting period, bringing the total number of new services installed to 52. The District produced 14,914,672 gallons in December bringing the total annual production for 2006 to 244,387,902 gallons. This compares to 229,816,863 in 2005.

5.2 **Administration Updates.** Computer network server problems and repairs were discussed. The General Manager briefed the Board on administrative employee support, new hires, and inter-departmental job changes. The General Manager noted he would be out of the office on leave later in the month.

5.3 **Board of Commissioners.** Commissioner Strode stated her would be out of town next month and will be absent for the February meeting.

6.0\* **Set Future Meeting Dates**

6.1 February 13, 2007, 5:30 p.m. – Regular Meeting

6.2 March 13, 2007, 5:30 p.m. – Regular Meeting

7.0\* **Adjournment.** There being no further business to come before the Board, Commissioner Pedersen moved to adjourn. Commissioner Galpin seconded. The meeting was adjourned at 6:30 p.m.



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Kyle D. Galpin,  
Chairman



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James E. Strode,  
Secretary



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Steve Pedersen,  
Commissioner