

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

January 11, 2010

REGULAR MEETING

Chairman Kyle Galpin called the regular meeting of the Manchester Water District Board of Commissioners to order at 5:37 p.m. Present were Chairman Kyle Galpin, Commissioners James Strode and Steve Pedersen. Staff included Alan Fletcher, General Manager, Dennis O'Connell, Operations Manager, and Rick Gross, Attorney.

- 1.0* **Election of Officers.** Commissioner Pedersen moved that the current slate of officers be retained for 2011 (Commissioners Galpin as Board President and Strode as Secretary). Commissioner Strode seconded the motion. **The motion was unanimously approved.**
- 2.0* **Consent Agenda – Staff recommends approval of the consent agenda as presented.** If modifications are needed to any item, the item will be pulled from the Consent Agenda and placed on the Regular Agenda.
 - 2.1 **Approval of December 14, 2010, Regular Meeting Minutes.**
 - 2.2 **Approval of Vouchers.** Approval for payment of these vouchers includes Street Light vouchers #001 totaling \$1,923.31; General Fund vouchers #655-677, 002-024 totaling \$32,025.72.
 - 2.3 **Adopt FY 2011 Employee Wage Assignments.**

Commissioner Strode moved to approve the Consent Agenda, noting the additional Accounts Payable Vouchers. Commissioner Pedersen seconded. **The motion was unanimously approved.**

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

4.0 Regular Agenda

- 4.1* **Developer Reimbursement Agreement & Bill of Sale – Avery, E Dakota St.** Staff presented a Developer Extension Reimbursement Agreement for Randy Avery, for a pipeline extension on Dakota Street, East of California Ave. It was noted that the agreement uses a per connection (ERU) calculation, with the ultimate build-out of four lots, being based on current zoning. Each lot will be assessed \$2,208. Commissioner Strode moved to approve the Reimbursement Agreement for the Developer Water Extension and conveyance of the Bill of Sale between Randy Avery and Manchester Water District for the East Dakota Street Water Main Extension; as well as authorize the General Manager to execute the agreement. Commissioner Pedersen seconded. **The motion was unanimously approved.**
- 4.2* **Accept Bill of Sale for Fire Line – Delilah Rene, 1650 Woods Road.** Staff presented a Bill of Sale for the fire service line that was installed as part of the commercial development on the southwest corner of Mile Hill and Woods Road. The pipeline is on a dedicated easement and meets all District specifications. The advantage of the District owning the pipeline is that we can convert it to a combination transmission and distribution pipeline, so when further development occurs, there can be three additional commercial lots connected.

In addition, the District plans to eventually “loop” the pipe in by installing a connector pipe from Mile Hill Road for fire flow. Commissioner Pedersen moved to accept the conveyance of the Bill of Sale for the Woods Road Commercial Fire Service Pipeline from Big Boots LLC. Commissioner Strode seconded. **The motion was unanimously approved.**

- 4.3* **Adopt Employee Policy No. 880 – Employee Recognition Program.** Staff presented two policy changes, one being a suggestion we have discussed over the years; and second, by recommendation of the State Auditor’s Office.

Section 820. Sick Leave, new Subsection: The policy that encourages sick leave accrual, by providing an incentive. The new policy provides for additional annual leave for less than sixteen hours per year of sick leave.

Section 880. Employee Recognition Program. The second policy replaces an outdated policy and addresses the concerns of the State Auditor’s Office to memorialize our current practices into policy. The old policy was convoluted and rarely used.

Commissioner Pedersen moved to adopt the policy revisions for Sick Leave Incentive and Employee Recognition Programs. Commissioner Strode seconded. **The motion was unanimously approved.**

- 4.4 **Developer Extensions & Capital Improvement Projects Update.** Staff reported that the design drawings for the Curley Creek bridge project are reported as 90% complete. The Dakota main extension, east of California Avenue, has been completed except for the new service and meter installation.

- 4.5 **Port of Manchester Update.** Staff reported on recent repairs to the docks and completion of the parking expansion project.

4.6 **Review of Financials**

4.6.1 **Water Sales Data.** The Board and staff reviewed the water sales & usage report through December, 2010.

4.6.2 **Income & Expense Report.** The Income & Expense Report through November 2010 was reviewed. Staff noted it is in the process of closing the books for 2010, pending receipt of financial data from Kitsap County.

5.0 **Miscellaneous**

- 5.1 **Operations Update.** All samples submitted in December were satisfactory. For 2010, staff collected 145 water quality samples for compliance and investigative purposes, and all tested satisfactory. Staff continued work on facilities in December, including work on the Spring Street rental property to prepare for new tenant. We installed three more meters last month, bringing our total of new services installed last year to 15. The District produced 14,311,000 gallons in December; and a total of 203,738,000 gallons for 2010. This is down roughly eight percent from our 2009 total production.

5.2 **Administrative Update.** Staff discussed the Harper Hill reservoir property and future plans to market and sell the excess land. The Board expressed desire to hold off on its sale due to the poor real estate market.

5.3 **Board of Commissioner Comments.** Commissioner Pedersen asked about coordination with Kitsap County on future road projects and if there were any districts interested in expanding legislative services.

6.0* **Set Future Meeting Dates**

6.1 February 8, 2011, 5:30 p.m. – Regular Meeting, Operations Building

6.2 March 8, 2011, 5:30 p.m. – Regular Meeting, Operations Building

7.0* **Adjournment.** There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:00 p.m.



Kyle D. Galpin,
Chairman

James E. Strode,
Secretary



Steve Pedersen,
Commissioner