

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

May 10, 2022

REGULAR MEETING

- 1.0 **Call to Order** – Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:35 p.m. Commissioners Bob Ballard and Jim Strode were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell and two Manchester residents were also present. Representatives of Disney Homes, LLC present were owner Bob Disney and engineer Doug Piehl. There was one guest signed in via ZOOM Meetings on the virtual meeting platform.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
- 2.1 **Approval of April 12, 2022, Regular Meeting Minutes**
- 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$ 158,624.08, including \$ 54,718.00 for HDPE main installation on Olympiad Drive. A streetlight voucher totaling \$1,896.30 was also presented.
- 2.3 **Approval of District Payroll Affidavit**

Commissioner Strode moved to approve the consent agenda as presented.
Commissioner Ballard seconded and **the motion carried unanimously.**

- 3.0 **Public Comment** – Manchester resident Terry Guest inquired when cedar fence installation at Cedar Street Tank would resume. Mr. Guest owns the home directly south of the tank site. The Operations crew began replacing high-maintenance perimeter hedges with cedar fencing in 2020. In 2021, supply chain issues made the matching fence panels unavailable. Staff has since purchased additional fencing materials and construction of the fence is scheduled to resume as time permits.

No further public comment was offered.

4.0 Regular Agenda

- 4.1 **Bid Opening – California Tank 1 Recoat** - On March 10, 2022, the District published a call for bids to recoat the exterior of California Tank 1, a 450,000-gallon steel standpipe reservoir located at 1698 California Avenue. Bids must have been submitted by May 6th at 4:00 p.m. Staff opened nine bid packets during the meeting and recorded the results. They were as follows:

Cascade Industrial Services	\$ 46,326.00
National Industrial Painting	\$ 61,912.00
Columbia Industrial Coatings	\$ 62,244.45
Coating Applicators	\$ 64,619.37
Sabelhaus West	\$ 65,272.20

Quality Coating Enterprises	\$ 73,575.00
Long Painting Company	\$118,762.04
Purcell P & C, LLC	\$128,700.00
K&K Construction, LLC	\$145,236.00

Following the bid opening, staff will review each bid packet to be sure they are complete and then vet the two lowest bid contractors to ensure they are qualified. Once vetting is complete, staff will notify the winning bidder and coordinate execution of a services contract.

No formal Board action was requested beyond witnessing the opening of the bids.

- 4.2* **Ponderosa Pond Project Meter Placement** - Disney Homes, LLC (Disney) has designed a tract of single-family residences south of Chester Road, and west of California Avenue. The development will consist of 10 individual homes accessed via a private drive running south from Chester Road. At our April meeting, staff explained that pursuant to District policy, a developer-funded main extension would be required to serve these homes. Meters would be located at the entrance to the private drive on Chester Road. The developer appealed to the Board to either approve the creation of a developer-funded Group B system to serve these lots, or allow remote services (a.k.a. “spaghetti lines”) from an existing water main on Crestwood Court to the south of the project.

The Kitsap County Water System Plan states that “Provisions of the Public Water System Coordination Act require that no new public water system be established within Kitsap County unless it is determined that existing purveyors are unable or unwilling to provide the service in a timely and reasonable manner.” As the local purveyor, the District is both able and willing to provide service via a developer-funded main extension. Since the last Board meeting, the District has notified the Kitsap County Health District that the application for development of a Group B system within the District’s service territory is denied.

The staff-recommended main extension would run west from California Avenue on Chester Road. Although not officially surveyed, it is estimated that the water main extension would consist of approximately 1,360-feet of 8-inch Class 52 ductile iron pipe and appurtenances.

The District currently serves 7103 and 7158 Chester Road located at the northwest and southwest corners of the intersection of California Avenue and Chester Road. If the water main extension were constructed, staff would recommend the District enter into a cost-share agreement to pay for the Chester Road frontage already served by the District. Again, this has not been surveyed but is estimated that approximately 300-feet of the new main would qualify for a cost-per-foot reimbursement from the District.

At the April Board meeting, Commissioner Strode suggested the developer extend their private drive to Crestwood Court, and that staff set the meters at the Crestwood Court entrance to the project and eliminate the need for a main extension on Chester Road. He suggested that after the meters are placed, the developer could simply block the road at the southern end and all residents would

still access their homes from Chester Road. Staff then deferred to Commissioner Strode's recommendation and requested the developer submit a road plan for the private drive prior to final approval from the Board to serve the lots from Crestwood Court. Staff presented the road plan during the meeting.

Following plan review and extensive discussion with Mr. Disney and Mr. Biehl, staff reiterated its recommendation to require the water main extension on Chester Road. However, District policy in its current form does not restrict Disney Homes from extending their private drive south to Crestwood Court and locating the meters adjacent to the southern entrance of the private drive. The status of the private drive in the future will be determined by the developer and/or future homeowners. Therefore, the Board approved the Crestwood Court location of the meters pending Kitsap County Department of Community Development approval of the private drive itself. The District's Field Operations crew will install all 10 meters at the Crestwood Court entrance once the exact location of the private drive is established.

4.3* **Terrace Way Main Extension** – Developer Jay Freeland has requested water service for a single lot on Terrace Way SE, north of SE Grandview Street in Southworth. The closest water main to the lot is on the south side of SE Grandview Street. The District currently serves the two corner lots leading to the lot to be developed. In the past, the District has agreed to a cost-share arrangement for the portion of water main extension fronting lots already serviced by the District. Staff presented maps depicting the site and recommended the District enter into a cost share agreement with Mr. Freeland for new water main extending about 300-feet north from Grandview. Commissioner Strode moved to authorize staff to execute a cost-share agreement for the main extension. Commissioner Ballard seconded and **the motion carried unanimously.**

4.4* **Resolution 2022-01 – Surplus Vehicle** - Presented for Board consideration was Resolution 2022-01, declaring the District-owned 2013 Ford Transit Connect Van as surplus property allowing for its sale at public auction. The van will be listed on a public auction website allowing access for the public to bid on the vehicle. A minimum bid price of \$ 4,000 has been set based on Kelly Blue Book and NADA value estimates. Following brief discussion, Commissioner Strode moved to adopt Resolution 2022-01 as presented Commissioner Ballard seconded and **the motion carried unanimously.**

4.5 **Review of Financials & Operations**

4.5.1 **Water Sales Data** – Water sales data through April 30, 2022, was reviewed with a total billing of \$106,628 to 1,560 services, and total consumption of 1,599,497 cubic feet.

4.5.2 **Income & Expense Report** – The Income & Expense Report for the period ending April 30, 2022, was presented. The total fund balance at the end of this reporting period was \$1,214,697.06.

- 4.5.3 **Operations Update** – The Operations Update for the period ending April 30, 2022 was presented. In April, the crew focused much of their efforts on annual system flushing. They also repaired a service line leak on Harper Hill Road and converted another meter to AMR technology.

The crew also had an opportunity to use a Vermeer Vactor trailer to locate utilities on Olympiad Drive. The demonstration was arranged by staff and the crew was able to work quickly and safely to find the water main and telephone lines in numerous locations without damaging the lines. Staff presented a sales quote for the machine totaling \$ 68,655.00. The purchase of a used Vactor Truck has been discussed for years. However, the overall size and expense of a Vactor truck has given pause to staff and the Board. The Operations crew noted that a new compact trailer version at less than half the cost of a used full-size truck would better serve the District's needs. Following discussion, Commissioner Strode moved to authorize the purchase of the Vermeer Vactor trailer as demonstrated. Commissioner Ballard seconded and **the motion carried unanimously.**

All water samples collected in April were satisfactory and the District produced 15,477,000 gallons.

- 4.5.4 **Capital Improvements and Developer Extension Update** – None

5.0 Executive Agenda


- 5.1 **Administrative Update** – No further update was offered.
- 5.2 **Board of Commissioners' Comments** – No further comments were offered.

6.0 Future Meeting Dates

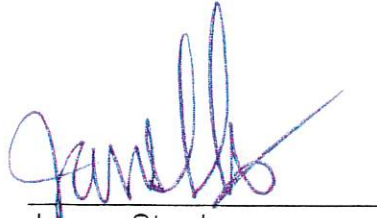
- 6.1 June 14, 2022, 5:30 p.m. - Regular Business Meeting, Spring Street Workshop
- 6.2 July 12, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop
- 6.3 August 9, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop

7.0* Adjournment


There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 6:58 p.m., Commissioner Strode seconded; **the motion carried unanimously.**



Steve Pedersen,
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner