

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

October 12, 2021

## 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 5:30 p.m. Commissioners Bob Ballard and Paul Drotz were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell was also present, as was Manchester resident Paul Nuchims. Meeting notices included video/teleconference access instructions; however, there were no public guests present by telephone or video.

2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*

2.1 **Approval of September 14, 2021, Regular Meeting Minutes**

2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$133,864.06, including \$45,235.00 for the Sedgwick Tank Recoat project. Also presented was a street light voucher totaling \$1,889.14.

2.3 **Approval of District Payroll Affidavit**

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

3.0 **Public Comment** – Public guest Paul Nuchims addressed the Board regarding flooding issues at his north lot on Daniels Loop. He expressed frustration that the issue has not been addressed to his satisfaction. He also asked that if the District performs work in the right-of-way, he be advised in advance.

4.0 **Regular Agenda**

4.1 **Ponderosa Pond Project & Group B System** – Disney Homes, LLC (Disney) is currently designing a tract of single-family residences south of Chester Road, and west of California Avenue. The proposed development will consist of 10 individual homes with four of the lots accessed from Crestwood Court via a private drive. The District will install four new services on the north side of Crestwood Court at the entrance to the private drive.

To serve the remaining six lots accessed from Chester Road, the District would require a developer-funded main extension from the northeast corner of the intersection at California Avenue and Chester Road. Although not officially surveyed, it is estimated that the water main extension would consist of approximately 1360-feet of 8-inch Class 52 ductile iron pipe, two fire hydrants, and a road crossing to serve the private drive accessing the properties. The size of the road crossing would be determined by fire hydrant placement requirements.

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.

In lieu of a main extension, and to serve the remaining six lots, Disney has proposed establishing a Group B system using an existing well on the property. To obtain approval of a Group B system within our service territory, the Kitsap County Health District must approve the project.

The information was presented to inform the Board of potential future development and no formal Board action was requested.

## 4.2 Review of Financials & Operations

4.2.1 **Water Sales Data** – Water sales data through September 30, 2021, were reviewed with a total billing of \$169,094 to 1,864 services, and total consumption of 24,052,351 cubic feet.

4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending September 30, 2021, was presented. The total fund balance at the end of this reporting period was \$1,082,829.77.

- 4.2.3 **Operations Update** – The Operations Update for the period ending September 30, 2021, was presented. Staff relocated a service on Woods Road to Garfield Avenue and eliminated an old “spaghetti line” remote service in the process. The Sedgwick Tank is back in service and the exterior coating has not bubbled or separated from the tank. Staff also assisted in replacing and relocating the north fence line to the site. By moving the fence farther from the roadway, staff can access the site more safely even when towing a trailer or generator. All water quality samples submitted in September were satisfactory. The District produced 21,606,000 gallons for this reporting period.

4.2.4 **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.

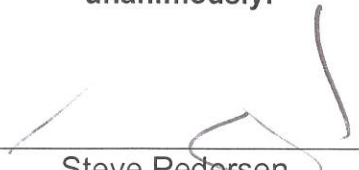
5.3 **Executive Session** – At 6:40 p.m., Board Chair PedersenI requested an executive session with the to discuss employee performance. He estimated the meeting would take 15 minutes and suggested the executive session and regular meeting adjourn immediately afterward. No further Board action would be taken.

6.0 **Future Meeting Dates**

- 6.1 October 26, 2021, 5:30 p.m. – Planning Session, Spring Street Workshop
- 6.2 November 9, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.3 November 23, 2021, 5:30 p.m. – Planning Session, 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 Drotz seconded; **the motion carried unanimously.**



---

Steve Pedersen  
Board Chair



---

Paul Drotz  
Secretary



---

Bob Ballard  
Commissioner