

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

## PURSUANT TO GOVERNOR INSLEE'S STAY HOME – STAY HEALTHY ORDER MEETING WAS HELD VIA VIDEO/TELECONFERENCE

August 11, 2020

### 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. Attending via video/teleconference were Commissioners Steve Pedersen, Bob Ballard, and Paul Drotz. District staff on the call included Dennis O’Connell, General Manager; and Erin Civilla, Accounting Specialist. Scott Wolf, Operations Foreman, was excused. Attorney Ken Bagwell was also present. Meeting notices included the teleconference telephone number and pass code; however, there were no public guests included by telephone or video.
- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of July 14, 2020, Regular Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$115,940.08.
  - 2.3 **Approval of District Payroll Affidavit**

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

- 3.0 **Public Comment** – No comment was offered.

### 4.0 Regular Agenda

- 4.1 **Asset Management Program (AMP) Update** – Staff updated the Board on the District’s new Asset Management Program. Following program software research, staff opted to use BIAS Asset Connect. The District currently uses BIAS billing software and BIAS Asset Connect included several features compatible with our goals. The program is a cloud-based subscription service allowing the District up to five individual users. In addition to basic asset listing and tracking templates, the program includes an inventory tool that staff may choose to incorporate in the future. The cost of the service is \$27.40 per month for each user, or \$1,644 annually for all users. The program was selected for its user-friendly applications and BIAS’ reputation for outstanding user support.

Staff has already begun cataloging our service fleet and heavy equipment. Eventually, all District assets will be documented and tracked for inventory control and planned replacement. This is a long-term project. We look forward to sharing our progress at future meetings.

*No formal Board action was requested.*

## 4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through July 31, 2020 was reviewed with a total billing of \$150,351 to 1,842 services, and total consumption of 21,262,588 cubic feet. Accounting Specialist Erin Civilla noted that compared to recent years, average temperatures in July were considerably cooler and consumption totals are down from previous years.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending July 31, 2020 was presented. The total fund balance at the end of this reporting period was \$651,929.90.
- 4.2.3 **Operations Update** – The Operations Update for the period ending July 31, 2020 was presented. During the month of July, staff installed one new service, bringing the total year-to-date number of new connections to eight. Staff also repaired a blow-off assembly on Hemlock and replaced a second hydrant with isolation valve on Colchester Drive. Also in July, Caleb Carlson obtained a Water Distribution Manager 2 certification and Cody Hodge obtained a Class B commercial driver's license. The District produced 29,079,000 gallons for this reporting period.
- 4.2.4 **Capital Improvements and Developer Extension Update** – No additional updates were noted.

## 5.0 Executive Agenda

- 5.1 **Administrative Update** – Staff expressed concern regarding planning session Board meetings scheduled for the fall season and current COVID -19 pandemic restrictions. If allowed under Phase 3 of the governor's Safe Start Plan, staff will prepare the Spring Street workshop to conduct in-person meetings with ample social distancing. Commissioner Drotz requested printouts of PowerPoint slides prior to each planning session.
- 5.2 **Board of Commissioners' Comments** – Board Chair Pedersen directed staff to plan on conducting the regular September Board meeting via video conferencing and October's meeting location is to be determined.

## 6.0 Future Meeting Dates

- 6.1 September 8, 2020, 5:30 p.m. – Regular Meeting, Video/Teleconference
- 6.2 October 13, 2020, 5:30 p.m. – Regular Meeting, Location to be determined
- 6.3 October 27, 2020, 5:30 p.m. – Special Meeting, Field Operations Complex

7.0\* **Adjournment**

There being no further business to come before the Board, Commissioner Drotz moved to adjourn the meeting at 6:13 p.m., Commissioner Ballard seconded; *the motion carried unanimously.*

---

Steve Pedersen  
Board Chair

---

Paul Drotz  
Secretary

---

Bob Ballard  
Commissioner