

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

October 10, 2023

## 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. Commissioner Bob Ballard and Commissioner James Strode were both present. District General Manager Tony Lang, District Consultant Dennis O'Connell, and Attorney Ken Bagwell were also present, along with two guests from the public.

## 2.0\* **Consent Agenda**

2.1 **Approval of September 12, 2023, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$71,511.23.

2.3 **Approval of District Payroll Affidavit(s)** – Wages and benefit affidavits were presented.

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

3.0 **Public Comment** – A member of the public chose to provide public comment regarding the Israeli and Hamas war, his feeling that the District is not promoting female involvement in Commissioner or Management positions, and that District PFAS testing is not regularly communicated with District customers. Commissioner Strode chose to excuse himself from the public comment period as he felt the comments were not directed towards District business. Chair Pedersen advised the citizen that all public comments need to be related to District business.

## 4.0 **Regular Agenda**

4.1\* **Approval to Issue a Purchase Order Through the Department of Enterprise Systems (DES) for a 2024 Ford Maverick for FY2024 – Tony Lang**

The District's 2015 Nissan Frontier pickup truck has reached the end of its useful life due to age, condition, and is at a mileage where consistent ongoing mechanical issues surface. Staff researched a replacement vehicle and subsequently received a quote through the Department of Enterprise Systems (DES), for a 2024 Ford Maverick 4WD. Staff wishes to utilize the current cooperative purchasing Master Contract Usage Agreement with DES (Agreement Number: K3193) to meet procurement requirements for the purchase. DES normally has purchase order cut-off dates that vehicles need to be ordered by for the current year to receive the quoted vehicle the following year. Currently, the 2024 Ford Maverick 4WD does not have a cut-off date for this year. In anticipation of an upcoming cut-off date, staff would like to issue a purchase order to the awarded dealer through DES for the purchase of the

vehicle. Issuing a purchase order before the cut-off date would ensure the FY 2024 purchase for the District and lock in the current quoted price. Delivery from the manufacturer of the vehicle would not occur until 2024 due to manufacturer lead times, so the funds would be withdrawn from the 2024 budget.

The Board and staff had a brief discussion regarding the Ford Maverick, timeline for submitting a Purchase Order, and the options that were selected on the quote from DES. All members of the Board agreed that since the replacement truck was already anticipated for 2024 that staff should move forward with issuing the Purchase Order now, for delivery of the vehicle in 2024.

*Staff recommended approval to issue a Purchase Order through the Department of Enterprise Systems as presented. Commissioner Strode moved to approve. Commissioner Ballard seconded, and the **motion passed unanimously.***

#### 4.2\* **Adoption of Confined Space Safety Policy - Tony Lang**

Staff was seeking authorization for the addition of the proposed Confined Space Safety Policy to the District Employee Safety Policy Manual, which is currently in development.

As a requirement of the Washington Administrative Code (WAC) 296-809, Labor and Industries (L&I) requires that all employers who require employees or contractors to enter confined spaces to protect the employees or contractors from the hazards of entering and working in the confined spaces. The proposed policy meets L&I requirements for identifying all permit required confined spaces, procedures for entry/exit, record retention, rescue procedures, and recurring training requirements.

Staff described the importance of this policy for District employees since they periodically enter confined spaces and the employer's associated requirements mandated by L&I. There was a brief discussion regarding the District's current entry practices/procedures and the safety equipment that personnel utilize for confined space entries.

*Staff recommended adoption of the Confined Space policy as presented. Commissioner Ballard moved to approve. Commissioner Strode seconded, and **the motion passed unanimously.***

#### 4.3 **2024 District Goals- Tony Lang/Dennis O'Connell**

Staff discussed the District's 2023 Accomplishments, 2024 Administrative Goals, 2024 Operations and Maintenance Goals, and 2024 Capital Outlay Goals. The upcoming Well 5R electrical upgrades were also discussed between staff and the Board. Staff explained the benefit of eliminating the current overhead power feed for Well 5 and replacing it with an underground feed from Well 9. Configuring the power feed for Well 5R in this manner will allow the well to run off the switchgear for the portable generator located at Well 9 when there is a power outage. The Board concurred that although this project was not budgeted or anticipated, it is the best decision for the District to move forward with the new underground power supply to feed Well 5R, when that time comes.

#### 4.4 **Review of Financials & Operations-**

- 4.3.1 **Water Sales Data** – Water sales data through September 30, 2023, was reviewed with a total billing of \$193,666 to 1,898 services, and total consumption of 3,322,825 cubic feet or 24,854,731 gallons. This consumption total was 1,882,297 gallons less than the same billing period in 2022.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending September 30, 2023, was presented. The total fund balance at the end of this reporting period was \$1,277,122.03.
- 4.3.3 **Operations Update** – Staff reported that all bacteriological water samples were satisfactory for the month of September. The District produced 20,527,000 gallons, which was 2,642,000 gallons less than September of 2022.

Operations staff upgraded seven (7) manual read meters to AMR meters this month while balancing normal regulatory sampling requirements, preparing the Sedgwick site for well decommissioning, and repairing/replacing multiple service line issues on Colchester near Prichard.

The Sedgwick site preparation was completed by the operations team in anticipation of the space needed for the drilling rig. Staff also completed the dismantling of Well 5 and 8 wellhouse buildings. Hokkaido Drilling successfully decommissioned both wells in September and the subsequent well decommissioning reports have been sent to Kitsap Public Health and the Department of Ecology. Staff will continue to prepare the site for the upcoming Well 5R project.

Staff have been battling multiple service line issues on Colchester near Prichard. Operations tapped the water main on Colchester and installed a replacement 1" service line to the residence on the water side. This line was replaced due to a copper service line leak on the District's side of the meter. Staff also replaced an old, galvanized service line on the uphill side of Colchester and upgraded it to 1" polyethylene pipe.

Erin Civilla accomplished a milestone in her career by celebrating her 10-year anniversary of employment with the District. Staff recognized her dedication with a luncheon and awarded her a plaque and gold shovel. Congratulations also goes out to Sean Steele for receiving his Water Distribution Manager 1 certification this month.

- 4.3.4 **Developer Extension Updates** – There were no Developers Extension updates discussed.

## 5.0 Executive Agenda

- 5.1 **Administrative Update** – Staff updated the Board on the progress of the California Tank II exterior painting. The contractor, Cascade Industrial, anticipates that the work will be completed by the end of this week based on the

weather forecast. Field staff have already cleaned the interior of the tank and are waiting for the day that it can be refilled and put back online after required purity testing.

GM Lang updated the Board on the status of the Department of Commerce (DOC) grant reimbursement for the Field Shop solar panel array. Lang made contact with a representative from DOC that acknowledged that she would amend the District's contract and extend the closing date to June/July of 2024. This will allow for future reimbursements of Milestones 2 and 3, totaling \$16,222.39. Lang also informed the Board that revised invoices are starting to come in at the administrative office reflecting actual power meter readings for the Field Shop instead of the estimated readings that the District has already been billed for. The monthly revised invoices start in March of 2023 to current date. More to come and be discussed on the revised invoices and how those correlates to a Return on Investment for the Solar Project.


5.2 **Board of Commissioners' Comments** – No further comment was offered.

## 6.0 **Future Meeting Dates**

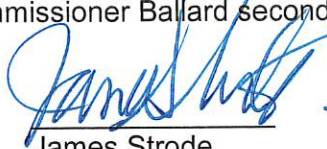
- 6.1 October 24, 2023, 5:30 p.m. – Special Meeting, Field Operations Office
- 6.2 November 14, 2023, 5:30 p.m. - Regular Meeting, Spring Street Workshop
- 6.3 November 28, 2023, 5:30 p.m. - Special Meeting, Field Operations Office

## 7.0\* **Adjournment**

There being no further business to discuss, Commissioner Strode moved to adjourn the meeting at 7:08 PM. Commissioner Ballard seconded, and **the motion carried unanimously.**



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Steve Pedersen  
Board Chair



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James Strode  
Secretary



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Robert Ballard  
Commissioner

\* *Indicates action item*