

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

February 13, 2024

### REGULAR MEETING

1.0\* **Call to Order** - Board Chair Steve Pedersen called the February 13<sup>th</sup> regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:32 PM. Commissioner Bob Ballard, Secretary James Strode, District General Manager Tony Lang, and Attorney Ken Bagwell were present along with three guests from the public.

### 2.0\* **Consent Agenda**

2.1 **Approval of January 9<sup>th</sup>, 2024, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$86,394.02, and a Street Light Fund voucher totaling \$341.96.

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

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

3.0 **Public Comment** – A public guest commented that the streetlight at the north corner of the Beach/Daniels Loop intersection is not working. GM Lang stated that he would get the utility pole number and report the outage to Puget Sound Energy (PSE). No further public comment was presented.

### 4.0 **Regular Agenda**

4.1\* **Adoption of Resolution 2024-01 Appointing an Agent to Receive Damage Claims – Tony Lang**

GM Lang presented Resolution 2024-01 for Board consideration and approval, appointing an agent to receive damage claims for the District. Pursuant to the provisions of RCW 4.96.020, the governing body of each local governing entity shall appoint an agent to receive any claim for damages made under chapter 4.96 RCW. The identity of the agent and the address where they may be reached during normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located. All claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced using the procedures set forth in the

District's Standard Tort Claim Packet as adopted by the District's Board pursuant to prior District resolution. The failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under chapter 4.96 RCW.

Lang reported that previous District General Manager, Dennis O'Connell, was appointed the District's Claims Agent in March of 2011. Due to Mr. O'Connell's retirement at the end of 2023, Lang recommended that himself be appointed the new claim's agent for the District as he is the new General Manager.

*Lang recommended approving and adopting Resolution 2024-01 as presented. Secretary Strode moved to approve, Commissioner Ballard seconded the motion, and **the motion passed unanimously.***

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

- 4.2.1 **Water Sales Data** – Water sales data through January 31<sup>st</sup>, 2024, was reviewed with a total billing of \$152,637 to 1,900 services, and total consumption equaling 2,002,193 cubic feet or 14,976,404 gallons. This consumption total was 416,621 gallons less than the same billing period in 2023.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending January 31, 2024, was presented. The total fund balance at the end of this reporting period was \$1,209,659.82.
- 4.2.3 **Operations Update** – GM Lang reported that operations staff upgraded nine (9) smart meters and five (5) manual meters to AMR in January. All of January's bacteriological sample results were reported as satisfactory and submitted to the Department of Health.

January was a busy month for operations staff as they battled frigid temperatures that were consistently near or below freezing for most of the month. During this cold stretch, there were numerous service requests for field technicians to respond to frozen water lines or to turn off a customer's water service due to a broken water pipe. Garfield pump station was experiencing an inconsistent/unbalanced incoming power supply from Puget Sound Energy causing Well 6 to fault and not run when the well was called for. Staff switched the power supply from shore power to the portable generator to prevent damage to the well motor during normal business hours. Temperatures have since risen back to normal, and the facility is back to running on shore power.

As a preventative maintenance practice, staff replaced the chlorine and fluoride polyethylene discharge tubing at Well 11, Well 1, and Well 2. Over time this tubing becomes brittle, dry, and degraded due to the chemicals that are being pumped through them.



Discharge piping from an old fire hydrant was discovered on Southworth Dr near Young Hill. A valve can was placed over the piping at some point giving a false reality that there was a valve located there. Upon investigation, it was discovered that it was an old hydrant discharge pipe and the hydrant had been removed for some reason, possibly due to an accident. Staff dismantled the remaining portion of the hydrant, restrained the piping, and then backfilled over the section of pipe.

During January, field staff rebuilt the pilot control and 2" pressure reducing valve (PRV) at the Sedgwick PRV station. They plan to rebuild the pilot control and 6" PRV that are also part of this station sometime in February.

Lang reported that Trina Scholer passed her Water Treatment Plant Operator I-OIT certification test. Way to go Trina!!

- 4.2.4 **Developer Extension Updates** – GM Lang reported that the District has received a few emails from a representative for Jim James inquiring about water availability near Nevada Ave/Washington St. One of the parcels near this intersection may be a future subdivision that will need water.

Lang also stated that an engineer working for NOAA has inquired about the water main that runs through the federal government property that also serves the EPA site and Manchester State Park to the north. NOAA is considering upgrading this 8" AC line to Ductile Iron as they would like to construct more facilities near the gate that abuts the Manchester State Park Parcel.

Lang stated he will keep the Board informed as new information becomes available.

## 5.0 **Executive Agenda**

- 5.1 **Administrative Update** – GM Lang reported that the rectifier was replaced at the California tank II reservoir in January. This was one of the capital improvements budgeted for in 2024.

Well 4 testing for PFAS is scheduled for February as part of the EPA's UCMR5 requirements. There will be testing conducted in August at Well 4 as well.

Staff have purchased a few of the capital outlay equipment items that were budgeted for this year. The equipment acquired in January consisted of geophone leak detection equipment, 2" pneumatic boring tool, plate compactor, and a 20" walk behind asphalt/concrete saw.

Lang reported on the status of the Well 5R project, Harper Hill PRV station, Garfield power upgrades, and the District's Water System Plan.

Lang discussed the upcoming hydrant repair on Banner Rd that was damaged due to a vehicle accident in late December 2023. Staff plan to schedule a water main shutdown on Banner Rd. to perform the repairs on Tuesday, February 20<sup>th</sup>, since South Colby Elementary is not scheduled to be open that day. The associated repairs require a water main shutdown on Banner due to the auxiliary valve being damaged and requiring replacement.

5.2 **Board of Commissioners' Comments** – No further comments were presented.

6.0 **Future Meeting Dates**


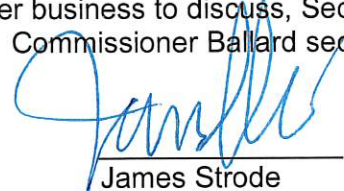
6.1 March 12, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop

6.2 April 9, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop

6.3 May 14, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop

7.0\* **Adjournment**

There being no further business to discuss, Secretary Strode moved to adjourn the meeting at 6:19 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*