

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

February 13, 2024

### SPECIAL MEETING

1.0\* **Call to Order** - Board Chair Steve Pedersen called the February 13<sup>th</sup> special meeting of the Manchester Water District Board of Commissioners (Board) to order at 4:00 PM. Commissioner Bob Ballard, Secretary James Strode, District General Manager Tony Lang, Attorney Ken Bagwell, Port of Manchester Commissioner Paul Drotz, and two staff members of the Water District were also present. No members of the public were in attendance.

### 2.0 **Special Agenda**

#### 2.1 **Commissioner/Staff Training on Open Public Meetings Act (OPMA) & Public Records Act (PRA)**

District attorney Ken Bagwell gave an OPMA and PRA presentation to District and Port Commissioners, and to District administrative staff in accordance with Washington State statutes. RCW 42.56.150 states that local elected officials must complete a training course regarding the provisions of the chapter, including chapter 40.14 RCW for records retention. Officials must complete the training no later than ninety days after taking the oath of office, and complete refresher training at intervals of no more than four years thereafter. The last documented training session was completed January 14, 2020.

Attorney Ken Bagwell discussed key points of the PRA and the importance of providing a timely response to requestors when public record requests are received by the District or Port. He explained the proper procedures for fulfilling public records requests, documentation and retention, and potential information that may be classified as exempt from public disclosure.

Mr. Bagwell explained the requirements of OPMA and the importance of compliance by Board members. Local community events or bumping into another Commissioner around town are pitfalls that Board members may experience that they need to be mindful of. After a brief discussion of District practices, it was determined the District and Port are currently compliant in all aspects of the OPMA.

Board Chair Pedersen requested that the Board receive a copy of the District Public Records Act Disclosure Policy at the next Board meeting as part of their meeting packet. GM Lang acknowledged he will make sure they all get a copy.

*No formal Board action was requested or taken*

### 3.0 **Future Meeting Dates**

3.1 February 13, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop

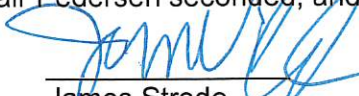
- 3.2 March 12, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop
- 3.3 April 9, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop

4.0\* **Adjournment**

There being no further business to discuss, Secretary Strode moved to adjourn the meeting at 5:08 PM. Chair Pedersen seconded, and **the motion carried unanimously.**



Steve Pedersen  
Board Chair



James Strode  
Secretary



Robert Ballard  
Commissioner

*\* Indicates action item*