

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

February 14, 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. Commissioners Bob Ballard and James Strode were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell was present. There was one guest from the public in attendance.
- 2.0 **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of January 10, 2023, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Presented for payment approval were General Fund vouchers totaling \$74,628.80, including a \$22,202.88 progress payment for the new Well 5 replacement well. A street light voucher for \$1,971.48 was also presented.
 - 2.3 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for January 2023, totaling \$32,968.40 was also presented.

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

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

4.0 **Regular Agenda**

- 4.1 **Prothman Profile & Salary Range Approval** - Presented for Board consideration was a transmittal memo from Steve Worthington of the Prothman Company (Prothman) regarding the recruitment of a new District General Manager. Included in the memo was a recommended annual salary range of \$108,500 to \$155,000 based on market research of other local utilities. Also presented was a District profile composed by Prothman as a recruitment tool to be published upon approval by the Board. Staff solicited input from the Board and requested a motion to approve or deny the profile and salary range, Following brief discussion, Commissioner Strode moved to authorize the General Manager to advise Prothman that the salary range and District profile are approved as presented. Commissioner Ballard seconded and **the motion carried unanimously**

4.2 **OPMA Review** – The Washington Open Public Meetings Act (OPMA), codified in [chapter 42.30 RCW](#), requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose districts, be open to the public. A meeting is defined as any gathering of a quorum of governing body officials with the intent of conducting business, including deliberation. Meetings do not have to be in person and include communications by telephone, e-mail, and other electronic communications. Enclosed for Board review was an article recently published by the Municipal Research and Services Center (MRSC) offering a brief quiz on frequently asked questions regarding OPMA. The article was provided as a convenient review and no formal Board action was requested. Staff read each quiz question aloud and along with Attorney Bagwell, explained how the answers provided applied to current District practices. Each response was followed by brief discussion.

4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through January 31, 2023, was reviewed with a total billing of \$146,573 to 1,887 services, and total consumption of 2,057,891 cubic feet or 15,393,025 gallons.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending January 31, 2023, was presented. The total fund balance at the end of this reporting period was \$1,161,217.43.

5.3.3 **Operations Update** – The month of January presented many challenges for the Operations crew. Weather conditions including snow and freezing rain made even routine tasks difficult. Despite the challenges, the crew was able to install two new services, and convert 12 services to AMR meters. The crew also began compliance water sampling for the year, beginning with PFAS samples submitted for analysis. Although results have not been as of this writing, samples were collected from each source of supply. All bacteriological water samples collected in January were satisfactory. The District produced 15,377,000 gallons this month.

5.3.4 **Developer Extension Update** - No updates to report.

6.0 **Executive Agenda**

6.1 **Administrative Update** – No further update was offered.

6.2 **Board of Commissioners Comments** – No additional comment was offered.

7.0 **Future Meeting Dates**

7.1 March 14, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop


7.2 April 11, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop

7.3 May 9, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop


8.0 **Adjournment**

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:21 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**

Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*