

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

September 13, 2022

## 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 5:32 p.m. Commissioners Bob Ballard and James Strode were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell was also present. There were three guests from the public in attendance.
- 2.0 **\*Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of August 9, 2022, Regular Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$153,072.07. Vouchers included a \$71,539.00 payment to Enduris Washington for 2023 insurance, and a \$39,748.50 payment to South Sound Solar for the Spring Street Workshop solar array. A street light voucher for \$1,890.06 was also presented.
  - 2.3 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for August 2022, totaling \$32,032.25 was also presented.

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

- 3.0 **Public Comment** – Paul Nuchims advised the Board that he has noticed sinkholes on Daniels Loop at the north side of his property. He is pursuing legal action against Kitsap County and may subpoena District Service Technician Beau Watson as a witness.

Terry Guest of 2301 Cedar Street inquired about the cedar fence replacement on the southern property line of the Cedar Street Tank site. Staff explained that the District has ~~been short-staffed all summer long and that we had to prioritize system repairs and~~ maintenance over aesthetic improvements. Staff hopes to replace the fence before winter. The Board asked staff to prioritize the fence replacement, if possible.

## 4.0 Regular Agenda

- 4.1\* **Anchors HOA Special Assessment** – Staff advised the Board that The Anchors at Manchester Homeowners Association (HOA) is considering a special assessment to fund repairs to Building B of the Anchors condominium complex. The District’s administrative office is located in Building B and as property owners, the District would be assessed \$6,324.00 as its share of the total repair cost of \$170,000.00. Staff was seeking authorization to vote to approve the special assessment on behalf of the District. Following brief discussion, Commissioner Strode moved to authorize the General Manager to vote to approve the assessment as described. Commissioner Ballard seconded and **the motion carried unanimously.**

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4.2 **2022 Accomplishments & 2023 Goals** – As we begin to plan for 2023, staff reviewed the accomplishments of 2022 year-to-date and suggested capital improvement and capital outlay goals for 2023. Accomplishments noted included:

- Site preparation at the Well 10 Manganese Treatment Facility
- The Olympiad Drive main replacement in support of the County culvert replacement project
- Installation of the solar power array at the Spring Street Workshop
- Replacement of the Well 6 submersible pump motor

Once 2023 goals have been agreed upon, the Board and staff can begin to plan how to achieve those goals. Discussions will continue during upcoming regular business meetings and special planning session meetings held through October and November.

*No formal Board action was requested.*

4.3 **Staffing Update** – At the request of the Board, staff provided job descriptions and salary range documentation from neighboring water systems for an Operations Manager position. As the District moves forward, the Board will develop a strategy to transition to new leadership in anticipation of the General Manager retiring. Staff suggested that if the Board decides to hire an Operations Manager, they should edit the job description to match the District's needs and finalize a salary range for the position. Once the basics are established, the Board should establish a timeline for hiring, select an interview panel, and advertise for the position.

In the interim, staff noted that one Service Technician position remains unfilled. Staff explained that this position could be filled by another Service Technician's Apprentice / Meter Reader. The position could be filled before the end of the year and the person trained to assist others with other operations tasks. The Board directed staff to stay the course and fill the position.

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

4.4.1 **Water Sales Data** – Water sales data through August 31, 2022, was reviewed with a total billing of \$194,715 to 1,564 services, and total consumption of 3,866,400 cubic feet or 28,920,672 gallons, or 2,283,599 fewer gallons than the same period in 2021.

4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending August 31, 2022, was presented. The total fund balance at the end of this reporting period was \$1,102,871.35.

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4.4.3 **Operations Update** – The month of August was again challenging for the crew due to staffing shortages. In July, Service Technician Trina Scholer notified staff that her last day would be August 12<sup>th</sup>. Following Trina's departure, Technician's Apprentice Christian Conner resigned without notice on August

24<sup>th</sup>. Remaining crew members were able to maintain continuity of service; however, facility improvements and non-emergency projects were deferred until additional crew members have been trained.

Despite the challenges, the crew was able to install 11 new services in August, repair a service line leak on Alaska Avenue, and dispose of old A/C water main removed from the Olympiad Drive Culvert Replacement Project.

All water samples collected in August were satisfactory, and the District produced 29,776,000 gallons of water.

4.4.4 **Capital Improvements** – South Sound Solar has completed the installation of solar panels at the Spring Street Workshop. Following inspection by The Department of Labor & Industries, the system will be energized.

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

## 5.0 Executive Agenda

5.1.1 **Administrative Update** – Staff presented a calendar of scheduled meeting dates, including special planning sessions for the remainder of 2022.

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

## 6.0 Future Meeting Dates

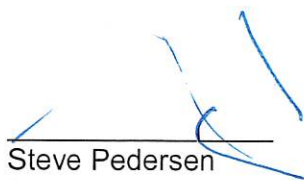
6.1 October 11, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop

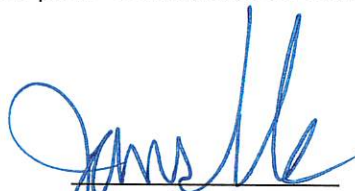
6.2 October 25, 2022, 5:30 p.m. – Planning Session Meeting, Spring Street Workshop


~~6.3 November 8, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop~~

## 7.0 Adjournment

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 7:31 p.m. 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

