

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

March 12, 2024

### REGULAR MEETING

1.0\* **Call to Order** - Board Chair Steve Pedersen called the March 12<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, General Manager Tony Lang, and Attorney Ken Bagwell were present along with one guest from the public.

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

2.1 **Approval of February 13, 2024, Regular Meeting Minutes**

2.2 **Approval of February 13, 2024, Special Meeting Minutes**

2.3 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$82,005.11, and a Street Light Fund voucher totaling \$5,178.73.

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

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

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

### 4.0 **Regular Agenda**

#### 4.1\* **Adoption of Excavation, Trenching, and Shoring Safety Policy – Tony Lang**

GM Lang presented the Excavation, Trenching, and Shoring policy for Board consideration and approval. Lang explained that pursuant to the Washington Industrial Safety and Health Act (Chapter 49.17 RCW) and Safety Standards for Construction Work (Chapter 296-155 WAC), employers shall train, educate, and protect employees from workplace hazards encountered while performing their duties. Some of these hazards that employees are subject to throughout the workday include excavation, trenching, and shoring. District management has developed the Excavation, Trenching, and Shoring Policy for annual staff training, education, and as a guiding document for employees should they have questions related to the associated work. Staff recognize that this type of work is performed frequently as a function of District operations, so it is important that all employees who perform this type of work are appropriately trained to protect themselves as well as their coworkers. Board Chair Pedersen expressed the importance of this policy and that it should be regularly revisited to ensure employee safety and safe work practices. Lang recommended adoption of the Excavation, Trenching, and Shoring Policy as presented.

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

#### 4.2 **Annual District Newsletter Draft Review – Tony Lang**

Lang presented and discussed the Draft 2023 Annual District Newsletter/Water Quality Report with the Board. He explained that this year's main topics include the retirement and appreciation of Dennis O'Connell, and the District's PFAS testing results for the Environmental Protection Agency (EPA) and the Department of Health (DOH). The 2023 state sampling results have been updated in the corresponding tables and specific verbiage has been modified to meet current state requirements. Also, for this year the Commissioners' Corner was replaced with an introduction and career synopsis of the new General Manager – Tony Lang. The Board agreed the covered topics will keep the public informed regarding the District's change in management and it will keep them up to date on the results of continued PFAS testing. The Board directed Lang to continue with editing the Newsletter for accuracy and to disburse the report to the public in the May and June bimonthly customer bills. No formal acceptance of the final draft was desired from the Board prior to disbursement to the public.

*No formal Board action was requested.*

#### 4.3\* **Adoption of Resolution 2024-02 Approving a Cooperative Purchasing Program Agreement with Sourcewell – Tony Lang**

GM Lang presented Resolution 2024-02, authorizing the District General Manager to execute a cooperative purchasing program agreement with Sourcewell for the procurement of various District goods and services.

Lang explained that utilizing a cooperative purchasing agency for procuring various goods and services provides the District additional purchasing power and decreases staff time dedicated to procurement. It alleviates the need for staff to seek multiple quotes for certain goods and services as formal solicitation procedures have already been completed by the host agency. There is no cost to the District to obtain membership in Sourcewell as the awarded vendors/suppliers pay a fee to Sourcewell every time their contract is used. The vendor fee is the funding source for Sourcewell's services. A brief discussion ensued regarding various cooperative purchasing programs that public agency's utilize and their ability to help organizations with the purchase of goods or services. Lang recommended adoption of Res. 2024-02 approving a cooperative purchasing agreement with Sourcewell.

*Commissioner Ballard moved to approve Res. 2024-02. Secretary Strode seconded, and **the motion passed unanimously.***

4.4\* **Adoption of Resolution 2024-03 Approving a Contract with BHC Consultants for Well 10 Manganese Treatment Design Services – Tony Lang**

Lang presented Resolution 2024-03, approving a contract with BHC Consultants for Well 10 Manganese Treatment Design Services. Lang discussed the need for professional consulting services to finalize the design of Well 10's manganese treatment, permitting, bidding assistance, and help with the preparation of the 2024 Public Works Board Trust Fund Loan application. He explained that staff selected and scored BHC Consultants utilizing the District adopted MRSC Roster process (Res. 2016-06), and determined BHC as the most qualified firm for the project. After defining the needed scope of work and negotiation, BHC submitted a scope and project budget of \$134,600 for the associated services. A brief discussion ensued where the Board recognized the need for these professional services and are ultimately pleased with the project moving to the next stage.

*Secretary Strode moved to approve Res. 2024-03, Commissioner Ballard seconded, and **the motion carried unanimously.***

4.5 **Review of Financials & Operations**

- 4.5.1 **Water Sales Data** – Water sales data through February 29<sup>th</sup>, 2024, was reviewed with a total billing of \$135,738 to 1,576 services, and total consumption equaling 1,826,170 cubic feet or 13,659,752 gallons. This consumption total was 2,145,481 gallons more than the same billing period in 2023.
- 4.5.2 **Income & Expense Report** – The Income & Expense Report for the period ending February 29, 2024, was presented. The total fund balance at the end of this reporting period was \$1,161,827.35.
- 4.5.3 **Operations Update** – Lang reported that during February, operations staff installed two (2) new services (drop-ins) and upgraded three (3) manual meters to AMR meters. All of February's bacteriological sample results were reported as satisfactory and submitted to the Department of Health.

He explained that due to a vehicular accident on Banner Road in December of 2023 where a fire hydrant was damaged, staff replaced an auxiliary valve and fire hydrant just north of the Banner Booster Pump Station. The project required the water main to be shut down for a few hours between Banner tank and South St to make the repair to the valve. South Colby Elementary was affected so staff scheduled the repairs for the day after President's Day since school was not scheduled for that day. Lang stated that the crew did a great job working together and juggling normal duties as staffing was limited during February.

Lang stated that PFAS sampling for Well 4 was conducted and submitted to the testing lab for UCMR5s in February. The California Tank II water level target on the side of the tank, which indicates the water level inside the tank, was repaired so staff can reference the water level inside the tank at any given time.

Staff also installed the conduit required for adding a new camera to the Port's surveillance system, replaced all the Port towing signs in the parking lot, hung the "Ron Thompson" commemorative plaque at the pavilion, replaced the motion sensor in the bathroom for the light and fan, and replaced the MagLock hardware on the door of the bathroom to prevent unauthorized entry between the hours of 9 PM to 5 AM.

Lang was pleased to announce that Cody Hodge obtained his Water Treatment Plant Operator 1 – OIT certification and Sean Steele obtained his Class B Commercial Driver's License last month!!

**4.5.4 Developer Extension Updates** – There were no Developer Extension Updates reported.

## 5.0 **Executive Agenda**

### 5.1 **Administrative Update –**

Lang updated the Board on the status of the Well 5R Project. He stated that Hokkaido Drilling is anticipated to install the well pump and motor in late March/early April, and that the Project Report should be submitted to the Department of Health in late March as well.

Lang discussed the 2023 Water Use Efficiency Report and that the District's unaccounted for water loss for 2023 was 7.5%, equaling 17,761,787 gallons. Lang stated that in the 2025 budget he would like to contract for a leak detection company to audit the District's water system for leaks. This will help reduce unaccounted for water loss and will help with the District's overall water conservation measures.

Lang stated that he has been working with staff on selecting a new color of work attire for staff to wear at work. Staff have expressed their desire to wear navy blue apparel versus the current orange clothing. Lang wanted to make sure that before he orders new clothing for staff that the Board is happy with the current logo. Board Chair Pedersen expressed his desire to return to the previous logo from years ago that contained the pier and mountains in the background versus the current logo. Lang also presented the Board with some potential new versions of the logo. After discussion, the Board directed Lang to develop a modified version of the old logo with one of the new logo's that they also preferred. Lang confirmed that he will present the Board with a modified version of the logo for approval prior to ordering any new clothing for staff.

Lang presented to the Board an email the District received from a customer requesting the Board repeal the practice of adding additional fluoride to the District's treated potable water supply. The customer who wrote the email was not present for the meeting to discuss their concerns with the Board. District attorney Bagwell will research the public process for removing fluoride from the system since it affects all customers within the distribution system and not just individual customers that make a request. No action will be taken until the legal process for the Board to even consider the removal of fluoride is determined.

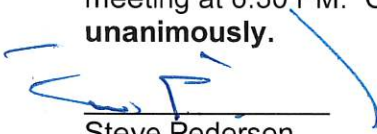
5.2 **Board of Commissioners' Comments** – No further comments were presented.

6.0 **Future Meeting Dates**

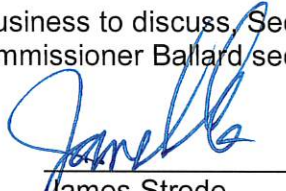
- 6.1 April 9, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop
- 6.2 May 14, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.3 June 19, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop

7.0\* **Adjournment**

There being no further business to discuss, Secretary Strode moved to adjourn the meeting at 6:30 PM. Commissioner Ballard seconded, and **the motion carried unanimously.**



Steve Pedersen  
Board Chair



James Strode  
Secretary



Robert Ballard  
Commissioner

*\* Indicates action item*

