

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

March 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, and 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 February 14, 2023, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Presented for payment approval were General Fund vouchers totaling \$53,490.35, including a \$32,612.91 progress payment for the new Well 5 replacement project. A street light voucher for \$1,991.98 was also presented.
 - 2.3 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for February 2023, totaling \$36,643.80 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 **Annual Newsletter Draft Review** - Presented for Board review was a draft newsletter for Spring 2023. Included in the final newsletter will be the Consumer Confidence Report and the Water Use Efficiency Report for 2022. The newsletter itself will focus on the upcoming lead service line inventory project set to begin this summer, and an employee profile of Lead Service Technician Cody Hodge. Staff solicited input from the Board regarding this first draft. Following discussion, the Board requested a brief description of the Spring St. Workshop solar power addition and plans to track the return on investment for the project.

The goal is to have a final version ready to send to the printers in mid-April, and to be included as a bill stuffer at the end the May and June billing cycles. Each customer account must have a copy of the Consumer Confidence Report by July 1, 2023. Staff will edit the draft and present it again at the April Board meeting.

- 4.2 **Community Events Update** – Staff advised the Board of upcoming community events which the District will be a part of. They include the following:

Saturday April 22 – 11:00 a.m. Earth Day Celebration - Qaqad Park
Tuesday May 2 – 6:30 p.m. – MCAC Community Outreach –
Manchester Elementary School

District staff are planning to attend each event with an information booth and handouts. Each event constitutes community outreach to encourage conservation as required under the Water Use Efficiency Rule guidelines. Employees who attend each event shall be compensated at their appropriate hourly rate. If Board members attend, staff will post public notices and keep minutes as we would for any special meeting of the Board, and no formal Board action will be taken.

No formal Board action was requested.

4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through February 28, 2023, was reviewed with a total billing of \$115,172 to 1,569 services, and total consumption of 1,539,341 cubic feet or 11,514,271 gallons.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending February 28, 2023, was presented. The total fund balance at the end of this reporting period was \$1,197,520.90.
- 5.3.3 **Operations Update** – February was yet another challenging month for our Field Operations crew. The crew repaired multiple main and service line leaks, including a main leak on Yukon Harbor Drive, and a service line leak on Nightingale. We also had three meters freeze and break during the cold weather.

Hokkaido Drilling has made significant progress on our Well 5 replacement project. The casing and screens have been installed and the process of developing the well is in full swing. The process involves plunging the well to extract fine material (sand and silt) from the soil surrounding the well casing and screens. Once the developing process is completed, test pumping will begin. The 1977 water right for the well is limited to 200 gallons per minute. Based on information gathered thus far, Robinson – Noble Engineering is confident that projected yield will meet or exceed the water right. When the well was last in service, yield had dropped to just over 130 gallons per minute, before going dry at the drilled depth.

In the coming weeks, staff expects to put Well 2 back in service with a new power pole and updated wiring, energize the Spring Street Solar Power array, and begin construction of the new Well 5 pumphouse and piping.

All bacteriological water samples collected in January were satisfactory. The District produced 13,633,000 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** – Board Chair Pedersen reminded the other Board members that the Washington State Public Disclosure Commission (PDC) individual annual reports are due by April 15, 2023.

7.0 **Future Meeting Dates**


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

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

7.3 June 13, 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 6:30 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*