

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

April 11, 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 5:32 p.m. Commissioners Bob Ballard and James Strode were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell was 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 March 14, 2023, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Presented for payment approval were General Fund vouchers totaling \$132,751.93 including a \$68,974.10 payment for a new RAM 2500 service truck. 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 \$40,594.86 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 revised newsletter for Spring 2023. Included in the newsletter was the Consumer Confidence Report and the Water Use Efficiency Report for 2022. The newsletter itself focused on the upcoming lead service line inventory project set to begin this summer, and an employee profile of Lead Service Technician Cody Hodge. Staff revised the newsletter from the original draft presented in March based on input from the Board. The goal is to submit a final version to the printers and include a copy 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. Following brief discussion, Commissioner Strode moved to publish the newsletter as presented. Commissioner Ballard seconded and the motion carried unanimously.
- 4.2 **General Manager Recruitment & Projects Update** – Staff presented updates on the recruitment of a new General Manager. The Prothman Company advertised the position nationwide and has received 18 applications. They then narrowed the field of candidates to six and are requesting a meeting with the Board to review the candidates and hiring process. Staff will assist in scheduling a special meeting of

the Board on Tuesday, April 25th at the Field Operations Office. This meeting will be an executive session to evaluate the qualifications of applicants for public employment, and in accordance with RCW 42.30.110 (1) (G).

The California Tank 2 exterior recoat project has been advertised and bids will be opened at the regular business Board meeting scheduled for May 9th.

At the annual Kitsap County Utility Coordinating meeting held March 22nd, it was announced that the Harper Estuary Restoration project is slated for 2025. If the proposed design remains unchanged, this project will impact the District by removing or replacing a section of water main on Olympiad Drive east of Southworth Drive. The original restoration concept included the addition of a new bridge across the estuary to allow free flow of tide waters for improved salmon habitat. The District's existing water main across the same space would either need to be replaced as part of the bridge structure (similar to Curley Creek bridge) or removed entirely resulting in a dead-end main on Olympiad Drive. Under the original proposal, the cost of replacing the main would be borne by the District.

No formal Board action was requested.

4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through March 31, 2023, was reviewed with a total billing of \$141,695 to 1,890 services, and total consumption of 1,917,232 cubic feet or 14,340,895 gallons. These figures represent an increase in consumption of 5.4-percent over the same billing period in 2022.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending March 31, 2023, was presented. The total fund balance at the end of this reporting period was \$1,119,181.79.

4.3.3 **Quarterly Adjustment Report** – During the first quarter of 2023, the District issued a total of \$ (11,853.56) in billing adjustments and corrections to \$ 403,440.00 in total billing. Of the 5,346 individual meter reads submitted, 24 misreads were found and \$ (2,700.02) in billing corrections were issued. These totals indicate a meter reading accuracy rate of greater than 99-percent.

An additional \$ (9,153.54) in billing adjustments were issued as leak rate adjustments per District policy. These adjustments are made when a customer reports a significant leak on their property was repaired. Their bill may then be adjusted to a lower rate tier reflective of their typical consumption. This policy allows significant savings for inadvertent consumption, such as a leak, while ensuring that all water is consumed is paid for.

4.3.4 **Operations Update** – March was yet another productive month for our Field Operations crew. They repaired three service line leaks, continued work on cedar fencing at the Cedar Street Tank, and began training recently hired Allison Townsend as a Service Technician's Apprentice.

Progress also continued on the Well 5 R replacement well, with drilling completed and new casing installed. The well was test pumped for 24 hours at 250 gallons-per-minute (gpm) with minimal drawdown and no air in the effluent. At that flow rate, the yield exceeds the existing water right of 200 gpm instantaneous production.

The crew also sold the 2013 Ford Transit Connect van and took delivery of a new 2022 RAM 2500 service truck with a Scelzi service body and pipe rack already installed. The crew will now begin outfitting the truck for service with District logos, flashing lights, and new tools.

All bacteriological water samples collected in March were satisfactory. The District produced 15,116,000 gallons this month.

4.3.5 **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** –

7.0 **Future Meeting Dates**


7.1 April 25, 2023, 5:30 p.m. – Special Meeting, Field Operations Office

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 6:53 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**


Steve Pedersen
Board Chair

James Strode
Secretary


Robert Ballard
Commissioner

** Indicates action item*