

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

August 10, 2021

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 Paul Drotz were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell was also present. Erin Civilla, Accounting Specialist; was excused. Also attending in person were four public guests. Meeting notices included video/teleconference access instructions; however, there were no public guests present by telephone or video.

- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of July 13, 2021, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$84,671.19, and a street light voucher totaling \$1,887.47.
 - 2.3 **Approval of District Payroll Affidavit**

Commissioner Drotz moved to approve the consent agenda as presented.
Commissioner Ballard seconded; **the motion carried unanimously.**

- 3.0 **Public Comment** – Public guest Bridget Courtway expressed concern that the restroom at the Port of Manchester was not being cleaned on a regular basis. Staff explained that this was a water district meeting and offered to forward her concerns to the Port Commission at their next regular meeting in September. Port commissioner Jim Strode was also present and explained the restroom maintenance process to Ms. Courtway.

- 4.0 **Regular Agenda**
 - 4.1* **Solar Energy Grant Application** – The Washington State Department of Commerce (Commerce) is accepting grant applications for energy retrofits on public buildings. The Washington State 2021 State Energy Strategy identifies community-deployed solar as an important strategy for achieving clean energy goals.

As part of the Spring Street Workshop project, staff constructed a centralized and upgraded power supply structure and load center that services Wells 1 and 2, the field office and SCADA system, and the new workshop through a single source power meter. Staff also solicited proposals from two reputable solar energy contractors to install solar panels on the south face of the Spring Street Workshop roof. One company, South Sound Solar, presented staff with information on a proposed system’s performance. It is projected that more than 25-percent of the energy consumed at the Field Operations Complex every year could be generated on site by utilizing solar panels. Once the return on investment is realized, the

potential savings in operating costs would be significant. With an expected service life of 40-years for the system, savings on energy consumption could exceed \$250,000.00.

Staff presented information regarding energy consumption, site conditions, and long-term strategies for energy efficiency. Staff solicited Board approval to apply for partial grant funding of a solar energy retrofit for the Spring Street Workshop, without committing to installation of the system. Following discussion, Commissioner Drotz moved to authorize the General Manager to apply for grant funding as described. Commissioner Ballard seconded and **the motion carried unanimously.**

4.2 Review of Financials & Operations

4.2.1 **Water Sales Data** – Water sales data through July 31, 2021, were reviewed with a total billing of \$186,665 to 1,856 services, and total consumption of 27,959,342 cubic feet.

4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending July 31, 2021 was presented. The total fund balance at the end of this reporting period was \$971,727.97.

4.2.3 **Operations Update** – The Operations Update for the period ending July 31, 2021 was presented. Staffing shortages and scheduled leave kept the remaining crew busy with facilities and service maintenance. All water quality samples submitted in July were satisfactory. The District produced 32,987,000 gallons for this reporting period.

4.2.4 **Capital Improvements and Developer Extension Update** – None

5.0 Executive Agenda

5.1 **Administrative Update** – Staff advised the Board that the Sedgwick Tank exterior recoat project is scheduled to begin in one week. Christian Conner, a newly hired Service Technician Apprentice began work on July 12th.

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

5.3 **Executive Session** – At 6:20 p.m., Attorney Ken Bagwell requested an executive session with the Board to discuss employee performance. He estimated the meeting would take 15 minutes and suggested the executive session and regular meeting adjourn immediately afterward. No further Board action would be taken. General Manager O'Connell was excused for this discussion.

6.0 Future Meeting Dates

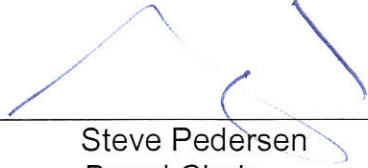
6.1 September 14, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop

6.2 October 12, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop

6.3 October 26, 2021, 5:30 p.m. – Planning Session, Spring Street Workshop

7.0* **Adjournment**

There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 6:35 p.m., Commissioner Drotz seconded; **the motion carried unanimously.**



Steve Pedersen
Board Chair



Paul Drotz
Secretary



Bob Ballard
Commissioner