

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

August 9, 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 5:31 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 no guests from the public in attendance.
- 2.0 **\*Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of June 14, 2022, Regular Meeting Minutes**
  - 2.2 **Approval of July 12, 2022, Regular Meeting Minutes**
  - 2.3 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$489,279.19. Vouchers included a \$391,449.60 payment refunding new service connection fees on 41 lots in the Woods View development, as explained during the July regular Board meeting. One street light voucher for \$1,890.06 was also presented.
  - 2.4 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for July 2022, totaling \$34,601.23 was also presented.

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

3.0 **Public Comment** – No public comment offered

## 4.0 **Regular Agenda**

- 4.1 **C.I.P. Project Updates** – Staff updated the Board on multiple capital improvement projects slated for 2022.

The Well 10 Manganese Treatment Plant site has been cleared, scheduled next is perimeter fencing along the south and west property lines. BHC Consultants is currently working on a Public Works Trust Fund loan application for \$800,000 to finance the complete project. BHC is also preparing a bid packet for the project. In the interim, District staff will continue to add facility improvements, such as fencing and landscaping.

Exterior painting of California Tank 1 has not been scheduled as of this meeting. Staff will continue to work with the contractor to complete the project in 2022. Otherwise, the project will simply carry over to 2023.

South Sound Solar has nearly completed the installation of solar panels at the Spring Street Workshop. Once all of the equipment has been installed and inspected, staff will work with the contractor to energize the system. Staff predicts this project will be completed in 2022.

The Olympiad Culvert Replacement Project is still in progress. The District has replaced the water main and relocated all of the service lines within the excavation area. All that remains is to remove and dispose of the old A/C water main. That work will be done in cooperation with the contractor hired by the County.

Staff will continue report progress on these and other projects during upcoming meetings and fall planning sessions.

*No formal Board action was requested.*

- 4.2 **Staffing Update** – Staff informed the Board of current staffing challenges and how they are being addressed. Within the past month, two Service Technicians have resigned and one was off work with a serious foot injury. The General Manager was also off for two weeks due to health issues.

Staff has begun interviewing potential candidates for the Service Technician positions and will continue to work through the hiring process as quickly as possible.

The Board requested the General Manager gather information on hiring an Operations Manager as part of an overall strategy to recruit and develop new leadership in the coming months. The General Manager will be retiring soon, and the Board is seeking a potential replacement via a transitional role as Operations Manager. Staff agreed to report back at the next regular meeting.

#### 4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through July 31, 2022, was reviewed with a total billing of \$150,548 to 1,880 services, and total consumption of 2,513,193 cubic feet or 18,798,798,684 gallons. Staff noted that this was the lowest consumption for this billing period in years, and that the highest consuming 25-percent of 2022 consumers used 47-percent less water than during the same billing period in 2021.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending July 31, 2022, was presented. The total fund balance at the end of this reporting period was \$1,144,117.91.
- 4.3.3 **Operations Update** – The month of July was particularly challenging for the crew due to staffing issues. However, they did manage to keep the system operating with a skeleton crew. On July 3<sup>rd</sup>, the Well 6 submersible pump motor failed. Well 6 is a critical well and without it during the demanding summer season, the crew had to implement a plan to utilize alternative sources of supply, including the Cedar Street booster pump and Well 10. Hokkaido Drilling was able to fit an emergency repair into their schedule and replace the motor. As of this meeting, staff was awaiting a satisfactory bacteriological sample prior to putting the well back in service. The District produced 29,013,000 gallons in July and all water samples submitted were satisfactory.

4.3.4 Capital Improvements and Developer Extension Update – No updates to report.

5.0 Executive Agenda

5.1 Administrative Update – No further update was offered.

5.2 Board of Commissioners Comments – Board Chair Pedersen requested an update on the Open Public Meetings Act (OPMA) regulations and refresher training. Staff and Attorney Bagwell agreed to report back during upcoming planning sessions.


6.0 Future Meeting Dates

6.1 September 13, 2022, 5:30pm – Regular Business Meeting, Spring Street Workshop

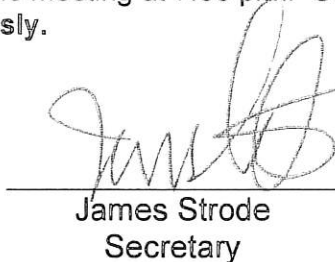
6.2 October 11, 2022, 5:30pm – Regular Business Meeting, Spring Street Workshop

6.3 October 25, 2022, 5:30pm – Planning Session Meeting, Spring Street Workshop

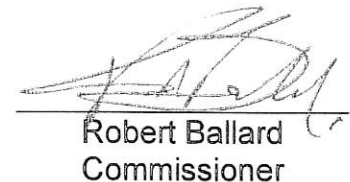
7.0 Adjournment – There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 7:36 p.m. Commissioner Strode seconded, the motion carried unanimously.



Steve Pedersen  
Board Chair



James Strode  
Secretary



Robert Ballard  
Commissioner

\* Indicates action item