

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

September 12, 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. Commissioner Bob Ballard and Commissioner James Strode were both present. District General Manager Tony Lang, District Consultant Dennis O'Connell, and Attorney Ken Bagwell were also present, along with one guest from the public.

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

2.1 **Approval of August 8, 2023, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$125,160.38, and a voucher for \$3,992.66 from the Street Light Fund.

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

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

3.0 **Public Comment** – No one from the public chose to provide comment.

### 4.0 **Regular Agenda**

#### 4.1\* **Kitsap Bank Authorizations- Banking Authorization – Tony Lang**

The District utilizes Kitsap Bank (Bank) for all of its daily banking needs, including business checking accounts, daily deposits, and bank card transactions. To allow new employees to access these vital functions, the Bank requires proof of authorization from the District Board of Commissioners in the form of meeting minutes stating that authorization has been granted.

Staff is requesting authorization to add General Manager Tony Lang as an authorized agent and signatory for the District on the following accounts:

Business Checking	Account Number XXX-XXX-3211
Petty Cash Checking	Account Number XXX-XXX-0511
Refund Checking	Account Number XXX-XXX-2411

As of September 15, 2023, the authorized signatories for the above listed Kitsap Bank accounts should be as follows:

Tony Lang	General Manager
Erin Civilla	Accounting Specialist
Steve Pedersen	Commissioner

James Strode            Commissioner  
Robert Ballard        Commissioner

*Staff recommended modification and approval of Banking authorizations as presented. Board Chair Pedersen moved to approve. Commissioner Strode seconded, and the **motion passed unanimously.***

4.2\*    **Adoption of First Aid, Fire Extinguisher, and Wildfire Smoke Safety Policies - Tony Lang**

Staff sought authorization for the addition of First Aid, Fire Extinguisher, and Wildfire Smoke Policies to the District's Employee Safety Policy Manual, which is currently in development.

As a requirement of the Washington Administrative Code (WAC) 296-800-100, Labor and Industries (L&I) mandates that all employers provide a safe and healthy workplace free from recognized hazards as part of its Safety and Health Core Rules requirements. First Aid (WAC 296-800-150) and Portable Fire Extinguishers (WAC 296-800-300) are two of the required safety measures that management has developed written policies for to provide a safer and more informative work environment for District employees.

Wildfire smoke exposure in Washington State has become an increasing concern for employees working outdoors who may be exposed to potentially hazardous air quality conditions. L&I implemented an emergency regulation in 2021 and 2022 for all employers to reduce employee exposure to the harmful effects of wildfire smoke. These regulations apply if employees were exposed to an Air Quality Index (AQI) of 69 or greater for a total of one hour or more in a 24-hour period. L&I is currently in the process of permanently adding Wildfire Smoke to Chapter 296-62, WAC, General Occupational Health Standards. In response to this upcoming regulation and to help protect District staff, management has written a Wildfire Smoke Policy in accordance with L&I requirements for the protection of workers subject to wildfire smoke while working outdoors.

*Staff recommended authorizing the adoption of First Aid, Fire Extinguisher, and Wildfire Smoke Policies as presented. Board Chair Pedersen moved to approve. Commissioner Ballard seconded, and **the motion passed unanimously.***

4.3    **Review of Financials & Operations-**

4.3.1    **Water Sales Data** – Water sales data through August 31, 2023, was reviewed with a total billing of \$194,413 to 1,572 services, and total consumption of 3,588,201 cubic feet or 26,839,743 gallons. This consumption total was 2,080,929 gallons less than the same billing period in 2022.

4.3.2    **Income & Expense Report** – The Income & Expense Report for the period ending August 31, 2023, was presented. The total fund balance at the end of this reporting period was \$1,247,763.43.

4.3.3    **Operations Update** – Staff reported that all bacteriological water samples were satisfactory for the month of August. The District

produced 30,504,000 gallons, which was 728,000 gallons more than August of 2022.

Field staff installed two new services this month and upgraded two services to AMR meters.

The crew has been preparing the Sedgwick site for the upcoming decommissioning of Wells 5 & 8. They have also been preparing the site for the future installation of the pump/motor, piping, and well building for the new Well 5R.

Two significant leaks were repaired this month. One located on Colchester near Prichard, and one on Alaska on the eastern end of the Raintree easement.

Staff represented the District at the WaterPAK booth at the Kitsap County Fair. Sean Steele attended Confined Space Training, and Allie Townsend received her Flagging Card Certification. The crew also received safety training regarding Outdoor Heat Stress, First Aid/CPR/AED, Fire Extinguisher, Forklift, and Wildfire Smoke

- 4.3.4 **Developer Extension Updates** – Eleven (11) new services were sold in the Woods View development this month. Staff will monitor the project and keep the Board informed of any further progress.

## 5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Commissioner Strode asked about the Return on Investment pertaining to the Field Shop's solar panels that were installed last year on the shop's roof. Staff informed the Board that PSE has yet to physically read the power meter to be able to calculate any cost savings at this time. Staff also informed the Board that they are trying to close the contract grant agreement with the Department of Commerce (DOC) so the District can be compensated for the funds remaining to be paid by DOC for the construction. Staff will keep the Board apprised of any new information at the next Board meeting.

Staff discussed the upcoming needed decommissioning of Wells 5 & 8. Additional cost savings are associated with decommissioning both wells at the same time. The cost to decommission both wells is estimated to be ~\$30,000. A savings of \$3,000 in mobilization/demobilization fees by completing the decommissioning at the same time. Additionally, staff have been working towards getting a new pump/motor selected, site design, and the required project report for Department of Health (DOH) source approval to get Well 5R online. Staff discussed the idea of upgrading the incoming power for 5R and removing the current overhead service. This would require running new power conduit from Well 9 to the Well 5R control building. This rerouting of a new power source would give 5R the ability to run off the portable generator in case of a power outage. The Board authorized staff to move forward with decommissioning Well 5 & 8 and to also start the process of getting Well 5R online.

Staff informed the Board that the District did not receive any loan funding from the Washington State Public Works Board for the Well 10 manganese treatment construction upgrades that the District applied for. GM Lang informed them that it is important to continue with finalizing the design, acquiring bid ready documents, and receiving Department of Health (DOH) approval until other funding opportunities become available. Staff also discussed finishing the Water System Plan and that receiving DOH approval will be an important step in acquiring outside source funding. It will help improve the District's overall score on applications and will provide more funding sources that the District can apply to. The Board concurred that staff should continue with the design and get the project ready for bid.

Staff updated the Board on the implementation of "Tampering Notification" tags that will be placed in the water meter box when a customer is turned-off for non-payment. The tags will give customers the awareness of potential fines associated with tampering with the meter, any unauthorized consumption, and/or damages to the District's infrastructure.

The Board and staff discussed the upcoming California tank II painting that will occur in the next couple of weeks. The cathodic protection for the tank was inspected two weeks ago and the inspecting agency recommended replacing the rectifier that is not functioning as designed. The Board authorized staff to move forward with the needed repairs.

Staff informed the Board that Erin Civilla will reach her ten-year anniversary with the District this month. Staff had an anniversary plaque made and plan to present it to her on September 29<sup>th</sup>. There will also be a luncheon that day that the Board was invited to so they can participate in recognizing her for her dedication to the District.

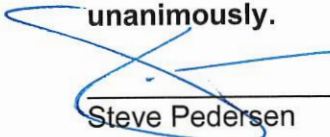
5.2 **Board of Commissioners' Comments** – No further comment was offered.

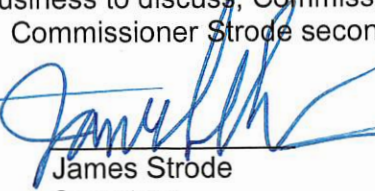
## 6.0 **Future Meeting Dates**

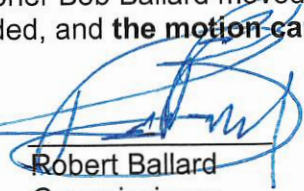
- 6.1 October 10, 2023, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.2 October 24, 2023, 5:30 PM – Special Meeting, Field Operations Office
- 6.3 November 14, 2023, 5:30 PM – Regular Meeting, Spring Street Workshop

## 7.0\* **Adjournment**

There being no further business to discuss, Commissioner Bob Ballard moved to adjourn the meeting at 7:13 PM. Commissioner Strode seconded, and **the motion carried unanimously.**

  
Steve Pedersen  
Board Chair

  
James Strode  
Secretary

  
Robert Ballard  
Commissioner

\* Indicates action item