

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

September 14, 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. Also attending were former employee Scott Wolf, former commissioner Jim Strode, and Manchester resident Paul Nuchims. 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 August 10, 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** – Manchester resident Paul Nuchims expressed concern over recurring flooding on his north lot on Daniels Loop. Recently, District staff installed a new water service to a neighboring property across the street from Mr. Nuchims’ lot. In doing so, the crew had to excavate in the right-of-way. The excavation site was restored per Kitsap County permitting requirements. Mr. Nuchims expressed disappointment that he wasn’t notified prior to the work being done.

Former employee Scott Wolf explained to the Board that he still feels he was terminated unfairly. He told the commissioners that he was a patient man, but soon he would be going public with “the letter”. He stated that he gets second-hand updates on the status of the General Manager. Board Chair Pedersen explained that there is an ongoing investigation and that the Board would be discussing the issue in the future. Scott closed with “see you next meeting” and left.

## 4.0 Regular Agenda

- 4.1 **Projects Update** – Prior to beginning planning sessions for the District’s FY 2022 Budget, staff will update the Board on projects slated for 2021.

4.1.1 **Sedgwick Tank Recoat** - The Sedgwick Tank Recoat project is nearing completion. The tank is currently being chlorinated and refilled following a second recoat of the tank. After the first recoat, the paint blistered and failed to adhere in multiple places. It was determined that either the tank surface was not completely

dry when the paint was applied, or the tank was refilled too soon following the application. The initial work was completed August 7<sup>th</sup> and the tank was refilled. The blistering and bubbling on the surface was first noticed August 16<sup>th</sup> and Cascade Industrial Services was notified immediately. The tank was drained again and recoated on Saturday, September 4<sup>th</sup>. It was recommended that the paint cure for seven days prior to refilling. Staff took advantage of the additional downtime and cleaned the interior floor of the tank. This extra step required additional chlorination and a bacteriological test before the tank can be put back in service, which staff anticipates will happen on September 15<sup>th</sup>.

4.1.2 Well 10 Manganese Treatment – Staff contracted the services of BHC Consultants (BHC) to engineer the treatment facility at Well 10. Included in the services agreement was preparation of the Public Works Trust Fund (PWTF) loan application. Unfortunately, the District's Well 10 project was not awarded a PWTF loan during this cycle. This year, the application process was particularly competitive with a project backlog due in part, to projects not funded last year during the COVID-19 pandemic. Staff is now working with BHC to process a Drinking Water State Revolving Fund loan application due later in the fall. Staff will continue working to secure low-interest financing for the project at every opportunity.

4.1.3 Field Operations Complex Emergency Generator Switchgear – Southworth Electric has begun installation of generator switchgear that will accommodate the District's mobile 150Kw generator. Some parts needed to complete the project are still on backorder reflective of global supply chain difficulties. Staff expects to complete the project before the end of this year.

For any capital improvement goal not met during 2021, staff will reserve those allotted funds and carry over the projects to FY 2022.

*No formal Board action was requested.*

## 4.2 Review of Financials & Operations

4.2.1 **Water Sales Data** – Water sales data through August 31, 2021, were reviewed. For this billing cycle, the District billed \$195,989 to 1,555 services, with a total consumption of 30,984,711 cubic feet.

4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending August 31, 2021 was presented. The total fund balance at the end of this reporting period was \$1,014,555.60.

4.2.3 **Operations Update** – The Operations Update for the period ending August 31, 2021 was presented. Staff installed four new services in August. The Sedgwick Tank Recoat project was begun, despite the logistical challenges of operating the South High Zone without the Sedgwick reservoir. Staff replaced the level indicator on the freshly painted tank. Staff also trimmed and removed threatening trees surrounding the tank. On a separate project, staff worked with Kitsap County stormwater crews and replaced a section of AC water main on Alaska Avenue with ductile iron pipe. The work was done to accommodate the replacement of a stormwater pipe running beneath the main. Staff also upgraded

six manual read meters to AMR technology during this reporting period. All water quality samples submitted in August were satisfactory. The District produced 30,581,000 gallons for this reporting period.

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

### 5.0 Executive Agenda

- 5.1 **Administrative Update** – Staff reported that the General Manager had attended a hydrant class at the end of the month and completed his required continuing education units to maintain his WDM 4 operator certification with the State Department of Health.
- 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 60 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 October 12, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.2 October 26, 2021, 5:30 p.m. – Planning Session, Spring Street Workshop
- 6.3 November 9, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop


### 7.0\* Adjournment

There being no further business to come before the Board, the meeting adjourned at 7:35 p.m.




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Steve Pedersen  
Board Chair



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Paul Drotz  
Secretary



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Bob Ballard  
Commissioner