

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

January 10, 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. Commissioners Bob Ballard and James Strode were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell was present. Steve Worthington of The Prothman Company was also present.
  
- 2.0\* **Election of Officers** – Commissioner Strode made a motion to keep the elected officer positions the same as 2022, and they are as follows:  
  
Commissioner Pedersen – Board Chair  
Commissioner Strode – Secretary  
Commissioner Ballard – Commissioner  
  
Commissioner Pedersen seconded, and **the motion carried unanimously.**
  
- 3.0 **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 3.1 **Approval of December 13, 2022, Regular Meeting Minutes**
  - 3.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$129,613.77, including a \$79,983.54 progress payment for the new Well 5 replacement well. A street light voucher for \$1,910.43 was also presented.
  - 3.3 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for December 2022, totaling \$36,890.39 was also presented.  
  
Commissioner Strode moved to approve the consent agenda as presented.  
Commissioner Ballard seconded, and **the motion carried unanimously.**
  
- 4.0 **Public Comment** – No public comment was offered.
  
- 5.0 **Regular Agenda**
  - 5.1\* **Resolution 2023-01 – Juneteenth Holiday** - Presented for Board consideration was Resolution 2023-01, amending the District Employee Manual Section 8.01, 1.) to include Juneteenth (June 19<sup>th</sup>) as an official holiday. Effective July 25, 2021, the Washington State Legislature passed House Bill 1016, establishing the nineteenth day of June, recognized as Juneteenth, as a state legal holiday. It was on June 19, 1865, that news of the Emancipation Proclamation and the end of the Civil War reached Galveston, Texas and all enslaved persons were released from bondage. Following brief discussion, Commissioner Strode moved to adopt Resolution 2023-01 as

presented. Commissioner Ballard seconded and **the motion carried unanimously.**

- 5.2 **Prothman Services Agreement** – Pursuant to a services agreement executed in December with The Prothman Company (Prothman), Steve Worthington of Prothman attended the meeting to introduce himself to the Board and outline the recruitment and hiring process. He explained that the process would begin by creating a profile of the District and the General Manager position. After a preliminary profile is created, they will request a work session meeting with the Board to finalize the product before advertising for the position. Once the position is advertised, Prothman will receive and vet potential candidates before choosing a group of finalists. Prothman will then coordinate with the Board to arrange face-to-face interviews. The entire process is expected to take about six months. Following brief discussion, the Board thanked Mr. Worthington for attending.

*No formal Board action was requested.*

### 5.3 **Review of Financials & Operations**

- 5.3.1 **Water Sales Data** – Water sales data through December 31, 2022, was reviewed with a total billing of \$116,462 to 1,567 services, and total consumption of 1,742,851 cubic feet or 13,036,525 gallons.
- 5.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending December 31, 2022, was presented. The total fund balance at the end of this reporting period was \$1,138,906.26.
- 5.3.3 **Operations Update** – The month of December presented many challenges for the Operations crew. Weather conditions including snow and freezing rain made even routine tasks difficult. Despite the challenges, the crew was able to install a new service, bringing the total new service installations for 2022 to 27. We also had a critical power supply cable fail at the Well 6 pump station. Working together with Southworth Electric, the crew was able to keep the plant in service utilizing the emergency generator, and install new underground cable from the power pole to the control building. All water samples collected in December were satisfactory. The District produced 16,967,000 gallons this month, and a total of 227,024,000 gallons for the year.
- 5.3.4 **Developer Extension Update** - No updates to report.

### 6.0 **Executive Agenda**

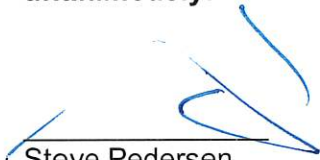
- 6.1 **Administrative Update** – No further update was offered.
- 6.2 **Board of Commissioners Comments** – No additional comment was offered.

7.0 **Future Meeting Dates**

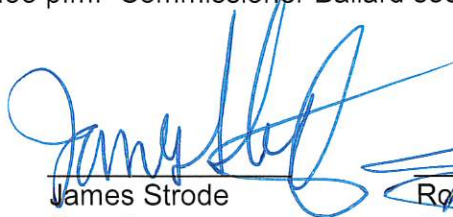
- 7.1 February 14, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 7.2 March 14, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 7.3 April 11, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop

8.0 **Adjournment**

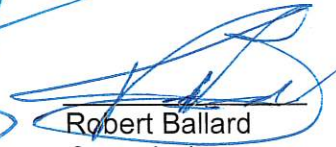
There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:53 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**



\_\_\_\_\_  
Steve Pedersen  
Board Chair



\_\_\_\_\_  
James Strode  
Secretary



\_\_\_\_\_  
Robert Ballard  
Commissioner

*\* Indicates action item*