

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

November 9, 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 5:32 p.m. Commissioners Bob Ballard and Paul Drotz were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell was present via ZOOM. Manchester residents Paul Nuchims and Raj Ballard, and commissioner-elect Jim Strode were also present.

- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of October 12, 2021, Regular Meeting Minutes**
 - 2.2 **Approval of October 26, 2021, Special Meeting Minutes**
 - 2.3 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$115,943.90, including \$20,664.50 in professional services for the Risk and Resiliency Assessment and Emergency Response Plan updates. Also presented was a street light voucher totaling \$1,896.29.
 - 2.4 **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 Paul Nuchims asked the Board if the District had plans on how to deal with emergencies and wondered if former employees could be utilized during an emergency. Staff explained that the District had a written emergency response plan that is currently being updated, and the plan includes staffing schedules, incident command systems, and mutual aid potential. Mr. Nuchims then asked if the District was aware of a sink hole that had developed in the lot across the street from his north lot on Daniels Loop. Staff stated that they were not aware of a sink hole or any storm water system work that was done by the county.

Staff then addressed the Board on behalf of a customer seeking a leak rate adjustment to their bill for the address of 7807 SE Sedgwick Road. A leak rate adjustment was calculated for the owner following the repair of a leak on their irrigation system in September. However, District policy states that a leak rate adjustment may only be granted once every three years to each property served. In this case, a leak rate adjustment was previously granted in July of 2020. District policy also states that denial of an adjustment may be appealed to the Board for further consideration. Staff presented the information to the Board on behalf of the owner.

Following discussion, the Board voted, two in favor and one opposed, to approve the leak rate adjustment as presented, The Board directed staff to credit the account \$387.69, as calculated under policy guidelines, and to notify the customer that no further adjustments would be granted to this account for the next three years.

4.0 Regular Agenda

4.1* **DWSRF Loan Application Approval** - The Drinking Water State Revolving Fund (DWSRF) makes funds available for infrastructure improvements to public drinking water systems. This program is funded using federal and state monies and is subject to state laws and federal regulations. The Well 10 Manganese Treatment Plant has been engineered and the District is seeking financing for the project. The first step in the process is for the governing body to approve applying for a loan. The District is seeking \$700,000 to complete the project. Loan repayment plans can be scheduled over 20 to 30 years. Staff has assured the Board that through strategic planning and foresight, the District can repay the debt service while maintaining financial stability and improving current levels of service. Staff was seeking authorization to apply for a DWSRF loan to fund construction of the Well 10 Manganese Treatment Plant. Following project review and discussion, Commissioner Drotz moved to authorize the General Manager to apply for DWSRF funds for construction of the Well 10 Manganese Treatment Plant. Commissioner Ballard seconded and **the motion carried unanimously.**

4.2 **FY 2022 Budget Planning – CIP and Capital Outlay** - As part of strategic planning and preparation of the District FY 2022 Budget, staff presented capital improvement projects (CIP) and capital outlay goals for 2022. Proposed CIP planned for 2022 include the following:

• Site preparation at Well 10 for treatment facility	\$180,000
• Exterior recoat of California Tank 1	\$ 85,000
• Main relocation - Olympiad Drive culvert replacement project	\$ 45,000
• Removal and replacement of Well 5 pump and motor	\$ 40,000
• SCADA System server replacement	\$ 30,000
• Solar Array Installation at the Spring Street Workshop	\$ 50,000
• Interior upgrades at the administrative office	<u>\$ 15,000</u>
• TOTAL CAPITAL IMPROVEMENT COSTS	\$445,000

Capital outlay goals presented included:

• Service vehicle replacement	\$ 65,000
• AutoCAD mapping software and services	\$ 15,000
• Reservoir site facility improvements	\$ 25,000
• Pumping equipment replacement contingency	\$ 20,000
• Construction equipment replacement contingency	<u>\$ 10,000</u>
• TOTAL CAPITAL OUTLAY COSTS	\$135,000

Staff will continue to solicit input from employees and the Board regarding future goals and strategic financial planning, and present those ideas at a special planning session meeting schedule for November 23rd. Staff will then present a draft FY 2022 Budget for adoption at the December 14th regular business meeting.

No formal Board action was requested.

4.3 Review of Financials & Operations

4.3.1 **Water Sales Data** – Water sales data through October 31, 2021, were reviewed with a total billing of \$126,004 to 1,553 services, and total consumption of 16,773,863 cubic feet.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending October 31, 2021, was presented. The total fund balance at the end of this reporting period was \$1,077,346.08.

4.3.3 **Operations Update** – The Operations Update for the period ending October 31st was presented. Staff repaired two main leaks in October, one on Colchester Drive and another on Yukon Harbor Drive. The crew also replaced a fire hydrant at 801 Puget Drive. Three more meters were converted to AMR technology last month. The crew also made repairs to the dump truck bed, including the addition of tie-down rails, a bed ladder, and patching cracks and a hole in the fiberglass hood. All water quality samples submitted in October were satisfactory. The District produced 14,923,000 gallons for this reporting period.

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

5.0 Executive Agenda

5.1 **Administrative Update** – No further update was offered.

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

6.0 Future Meeting Dates

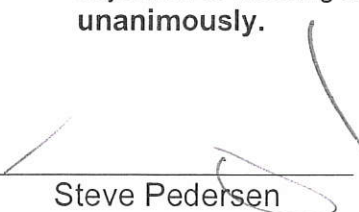
6.1 November 23, 2021, 5:30 p.m. – Planning Session, Spring Street Workshop

6.2 December 14, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop


6.3 January 11, 2022, 5:30 p.m. – Regular Meeting, Spring Street Workshop

7.0* Adjournment

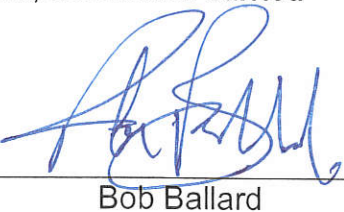
There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 7:24 p.m., Commissioner Drotz seconded; **the motion carried unanimously.**



Steve Pedersen
Board Chair



Paul Drotz
Secretary



Bob Ballard
Commissioner