

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

November 8, 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 virtually via ZOOM. 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 October 11, 2022, Regular Meeting Minutes**
 - 2.2 **Approval of October 25, 2022, Special Meeting Minutes**
 - 2.3 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$96,459.58. A street light voucher for \$1,890.06 was also presented.
 - 2.4 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for October 2022, totaling \$36,040.67 was also presented.

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

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

4.0 **Regular Agenda**

- 4.1 **2022 Sanitary Survey Report** – Staff advised the Board that on October 25, 2022, a representative from the Washington State Department of Health Office of Drinking Water (ODW) met with District staff to conduct a sanitary survey of all District facilities. These surveys are conducted every three years and are intended to provide the ODW with detailed information on District field operations. As part of the survey, staff provides a guided tour of each well, reservoir, and booster station. ODW staff then inspects each site to ensure that no health violations are present. As a result of the survey, ODW staff noted the following deficiencies:
 - Three of our chemical feed storage barrels were not properly sealed around the intake hoses
 - The hatch on Sedgwick Tank had a small gap in the seal that needs to be corrected
 - Although not in service, Well 4 was missing a vent screen on one flush pipe
 - California Tank 1 photos of the hatch and seal were not provided

All of the findings listed will be addressed, with proof of action provided before December 13, 2022. Overall, the District facilities are well maintained and functioning properly.

- 4.2 **FY 2023 Budget Summary Review** – Staff reviewed the FY 2023 draft Income & Expense Summary. The projected FY 2023 total revenue, including the balance forward from 2022 is \$3,006,086. The projected total expense, including \$425,000 in capital improvement projects is \$2,306,010. The projected FY 2023 balance forward is \$700,076. Staff advised the Board that minor adjustments may be added as more information becomes available.

No formal Board action was requested.

- 4.3 **FY 2023 Rate Structure Modeling** – Staff presented various models of rate modifications to the District's Schedule of Fees & Charges for Board review. Typically, the Board will adopt a revised Schedule of Fees & Charges at our December meeting that will be effective January 1 of the following year. By offering a few rate models now, the Board will have additional time to consider what changes, if any, should be made to the District's current rate structure and other charges. The issue of rate modifications will be revisited at the Board's next planning session scheduled for November 22, 2022.

No formal Board action was requested.

4.4 **Review of Financials & Operations**

- 4.4.1 **Water Sales Data** – Water sales data through October 31, 2022, was reviewed with a total billing of \$128,594 to 1,565 services, and total consumption of 2,144,952 cubic feet or 16,044,241 gallons.
- 4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending October 31, 2022, was presented. The total fund balance at the end of this reporting period was \$1,201,823.04.
- 4.4.3 **Operations Update** – The month of October saw the return of a fully staffed Operations crew. With Trina Scholer rejoining the crew, they were able to relocate two services, replace the 2-inch meter at Manchester Elementary School, and clean the interior of California Tank 1.

The crew also assisted a state health inspector conduct a sanitary survey inspection of all District facilities, and continued performing facilities maintenance tasks that were deferred during staffing shortages over the summer.

All water samples collected in October were satisfactory, and the District produced 18,991,000 gallons of water.

4.4.4 **Capital Improvements** – No updates to report.

4.4.5 **Developer Extension Update** - No updates to report.

5.0 **Executive Agenda**

5.1.1 **Administrative Update** – No further update was offered

5.1.2 **Board of Commissioners Comments** – Board Chair Pedersen asked staff to send reminders to the Board prior to the special meeting on November 22nd.

6.0 **Future Meeting Dates**

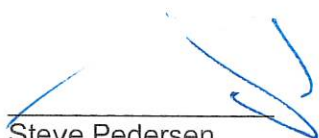
6.1 November 22, 2022, 5:30 p.m. – Special Meeting, Spring Street Workshop

6.2 December 13, 2022, 5:30 p.m. – Regular Meeting, Spring Street Workshop


6.3 January 10, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop

7.0 **Adjournment**


There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 7:20 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*