

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

April 9, 2024

### REGULAR MEETING

1.0\* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, April 9<sup>th</sup>, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Bob Ballard, Secretary James Strode, General Manager Tony Lang, and Attorney Ken Bagwell were present along with three guests from the public. There were no virtual attendees via Zoom.

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

2.1 **Approval of March 12, 2024, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$55,454.92, and a Street Light Fund voucher totaling \$2,178.28.

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

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

### 3.0 **Public Comment**

A public guest commented on his leak rate adjustment (LRA) appeal that was presented on the regular agenda for 7650 SE Southworth Dr. He stated his reasons for submitting a new leak rate adjustment request since he received a prior LRA in 2023. He requested a consideration be made by the Board due to the frigid temperatures of Jan/Feb of 2024 that caused his pipe to break resulting in a significant leak. Please see Section 4.1 of the Regular agenda for the Board's decision regarding this request.

### 4.0 **Regular Agenda**

#### 4.1\* **Leak Rate Adjustment Appeal – 7650 SE Southworth Dr – Tony Lang**

Mr. Thompson addressed the Board explaining his request for an additional leak rate adjustment that conflicts with the District adopted policy of once every three years. Mr. Thompson previously received a leak rate adjustment in 2023 of \$982.07. He explained that a pipe ruptured this year due to the frigid temperatures of Jan/Feb 2024. A discussion between Mr. Thompson, the Board, GM Lang, and attorney Bagwell ensued where it was explained to Mr. Thompson that the District needs to adhere to the adopted policy and that the District needs to maintain compliance with the State Auditor's Office and not show preferential

treatment to certain customers. Lang stated that the late fees can be waived, and the District will work with them on a payment plan.

Staff recommended denying the 2024 leak rate adjustment of \$982.44 to 7650 SE Southworth and adhering to Res. 2003-12, enforcing the once every 3-year credit limitation.

*Board Chair Pedersen moved to approve the requested leak rate adjustment. The motion was not seconded by Commissioner Ballard or Secretary Strode. The appeal for a leak rate adjustment was denied. One vote to approve and two votes to deny the appeal.*

4.2\* **Adoption of Resolution 2024-04, Approving a Professional Services Contract with Parametrix for Well 6 & 7 Motor Control Center (MCC) Replacement Design Services – Tony Lang**

GM Lang presented Res. 2024-04, approving a contract with Parametrix to design replacement motor control centers (MCCs) for Well's 6 & 7. Staff have determined the need for professional electrical design services to replace the MCCs that were originally installed around 1980. They are reaching the end of their useful life and are due for replacement.

Staff selected and scored Parametrix utilizing the District adopted MRSC Roster process (Res. 2016-06), and determined Parametrix as the most qualified firm for the project. After defining the needed scope of work and negotiation, Parametrix submitted a scope and project budget of \$61,808 for the associated services. Lang seeks authorization to execute a professional services agreement with Parametrix for these electrical design services. Once the District receives an engineer's estimate from Parametrix for the construction work, the Board can determine whether to pursue construction with the remaining budget in 2024, or defer the construction work to 2025 and budget accordingly in case the estimate is higher than the remaining budget for 2024. \$100,000 was budgeted for this project in the adopted 2024 Budget. Lang recommended adoption of Res. 2024-04 approving a professional services contract with Parametrix.

*Secretary Strode moved to approve Res. 2024-04. Commissioner Ballard seconded, and **the motion passed unanimously.***

4.3 **Washington State Auditor's Office Accountability Audit for 2021-2022 – Tony Lang**

Lang discussed the Washington State Auditor's Office Accountability Audit that was completed last month. He reported that himself, the District's Accounting Specialist, and Secretary Strode virtually attended the exit meeting on March 19<sup>th</sup> along with State Auditor's Office representatives. Based on the auditor's exit recommendations for cash receipting and management letter regarding weekly deposits or any amount that exceeds \$1,000, modifications to District staff's internal procedures will be adjusted moving forward for compliance with state requirements. The District's Accounting Specialist and Customer Service Representative will modify their log-in process for cash receipting to establish



accountability. Lang stated that he will reach out to the Kitsap County Auditor to inquire about the status of the District's deposit waiver. Lang also reported that the Petty Cash Account Policy, Res. 2015-04, will also need to be amended for a larger amount than \$500 so that the GM and Accounting Specialist can use their Debit cards from this account instead of out of the General Fund. An amended Res. 2015-04 will be presented at the Board meeting in May. Chair Pedersen requested monthly updates from Lang on the progress of the District's internal procedure modifications.

*No formal Board action was requested.*

**4.4\* Adoption of Amended Wildfire Smoke Safety Policy – Tony Lang**

Presented for Board approval was the amended Wildfire Smoke Safety Policy for the District's Safety Manual. Staff updated the current policy that was adopted in 2023 due to changes in Labor & Industries regulations that became effective January 15, 2024. Modifications and additions to the policy verbiage were made to the definitions section, reporting and response section, and the website links where employees can access current AQI levels. Lang discussed the policy and revisions with the Board. Lang recommended approval of the amended Wildfire Smoke Safety Policy as presented.

*Secretary Strobe moved to approve the amended Wildfire Smoke Policy. Commissioner Ballard seconded, and **the motion carried unanimously.***

**4.5\* Adoption of Fall Protection Safety Policy – Tony Lang**

Presented for Board consideration and approval was the Fall Protection Safety Policy for the District's Safety Manual. Staff developed the Fall Protection safety policy pursuant to the Washington Industrial Safety and Health Act (WISHA) Ch 49.17 RCW, and the Unified Safety Standards for Fall Protection Ch. 296-880 WAC. Lang explained District Field Technicians periodically need to ascend reservoirs, facilities, ladders, elevated platforms, etc. to perform inspections or work where they need to be safeguarded from falling or causing a falling hazard to the public or coworkers below them. This safety policy was developed to educate, train, and provide a guiding document for employees to follow during elevated work activities that could cause themselves or someone else harm and/or death. Lang reported that staff will have Guardian Fall Protection do a site visit at the shop facility to discuss fall protection and explain the different fall arrest systems that are available. The District's current fall protection gear needs to be evaluated based on age and current safety standards. Staff recommended adoption of the Fall Protection Safety Policy as presented.

*Commissioner Ballard moved to approve. Chair Pedersen seconded, and **the motion passed unanimously.***

**4.6 Kitsap County Harper Estuary Bridge Project – Tony Lang**

Lang reported that he attended the annual Kitsap County Projects meeting

where the Harper Estuary Bridge Project was presented. The project is anticipated to start in the Spring of 2025 and be completed sometime in 2026. Lang also attended a meeting with the Kitsap County Project Manager for the project to discuss the county's expectations of the District for the project. Is the county funding the water main relocation or do they expect reimbursement for the associated work? The KC representative was unsure and stated that she would let Lang know when she finds out more information. It was reported that the county has received some grant funding for the project but there are some additional permitting hurdles they need to complete. The Board will determine the District's involvement in the project when additional information is received on the county's expectations.

No formal Board action was requested.

#### 4.7 **NOAA/EPA Water Leak/Intrusion Investigation – Tony Lang**

Lang reported that in March 2024, a NOAA representative contacted the District due to a potential water main leak in their construction trench located on the NOAA site. NOAA is conducting construction work in this area and plans to upgrade their below ground seawater lines. District field technicians responded immediately and tested the water in the trench for fluoride and chlorine. The test results were both negative and there was no indication that a District water main was leaking. Since that time, District staff have tested the water daily and met with NOAA and EPA representatives on two separate occasions. It has been determined that once an emergency management plan (EMP) for the contaminated site is received from the EPA for dewatering and the handling of spoils, District staff will excavate around the meter to investigate a potential District water leak in that area. If no leak is determined at that time, the continuous water testing for fluoride and chlorine by the District will cease. The Board requested to be kept up to date on the status of the investigation and for staff to continue documenting the District's continued efforts.

*No formal Board action is requested.*

#### 4.8 **Review of Financials & Operations**

- 4.8.1 **Water Sales Data** – Water sales data through March 31, 2024, was reviewed with a total billing of \$146,320 to 1,897 services, and total consumption equaling 1,846,691 cubic feet or 13,813,249 gallons. This consumption total was 527,646 gallons less than the same billing period in 2023.
- 4.8.2 **Income & Expense Report** – The Income & Expense Report for the period ending March 31, 2024, was presented. The total fund balance at the end of this reporting period was \$1,157,876.84.
- 4.8.3 **Quarterly Adjustment Report** – The quarterly adjustment report was presented. \$1,022.58 was reported in Billing Corrections; \$9,642.27 was credited for leak rate adjustments. Lang reported that one LRA



adjustment that was reported needs to come to the Board for approval prior to being credited. The total amended LRA credits for the 1<sup>st</sup> Quarter should be reported as \$4,873.99. Penalties removed totaled \$427.15.

4.8.4 **Quarterly Public Records Request Report** – There were no PRRs to report for the 1<sup>st</sup> Quarter.

4.8.5 **Operations Update** - Lang reported that the total water production for the month was 14,401,000 gallons. March's monthly bacteriological samples were completed, the results were reported as satisfactory and submitted to the Department of Health. The Volatile Organics (VOC) sample for Well 2 was taken and submitted to the state in accordance with the state's Water Quality Monitoring Schedule.

Annual fire extinguisher testing for all of the District's vehicles and facilities was completed. First aid kits were replaced in all the District's vehicles and the first aid kit in the office suite was replaced due to expired materials and age.

Operations staff completed vegetative maintenance at the District's source and storage facilities last month. In addition, Sean Steele upgraded twenty-six (26) manual meters to AMR meters! Trina Scholer took the initiative and pressure washed the Cedar water tank on her own! Lang thanked them both for their efforts.

The pressure reducing valves and pilot controls in the Sedgwick Road PRV vault were rebuilt with new internal components. Lang stated that operations staff did a great job coordinating the confined space entry, rebuilding the valves, and getting them back to nominal operating pressures.

The decommissioned Well 8 piping and foundation were removed at the Sedgwick reservoir site. Staff worked together to jack-hammer the concrete foundation, cut all protruding pipes below the surface and capped, and backfilled the area. Lang stated that if you visited the site you wouldn't know that a well and wellhouse facility ever existed in that spot.

4.8.6 **Developer Extension Updates** – There were no Developer Extension Updates reported.

## 5.0 Executive Agenda

5.1 **Administrative Update** - Lang reported that the on-call pager is functional for responding to SCADA alarms and the tablet has been configured so it can remotely access the water system's SCADA system. Both are important tools to maintain system reliability as they allow staff to respond to alarms, verify current system conditions, and maintain distribution system functionality.

Lang stated that he would like to pursue filling the Foreman position in the upcoming months. This will be an internal recruitment for current staff to apply. The Board stated that they would like to review the updated Job Description and

salary scale at the May Board meeting prior to posting the opening to staff. Lang agreed and will present the materials at the next Board meeting.

There was a brief discussion between Lang and the Board regarding the upcoming AWWA Conference in June. Travel arrangements and reimbursement expenses were discussed.

Different iterations of the District logo were discussed. Varying examples of the old logo were presented for consideration. After discussion, the Board selected to pursue the old logo that contains the pier and mountains in the distant background.

Lang stated that his 6-month Performance Evaluation was due. The Board would like to hold an Executive Session during the May Board meeting to conduct this evaluation. Lang stated that he will put it on the agenda.

- 5.2 **Board of Commissioners' Comments** – Commissioner Strode stated that he was pleased that the Board will be revisiting the Leak Rate Adjustment Policy soon.

6.0 **Future Meeting Dates**

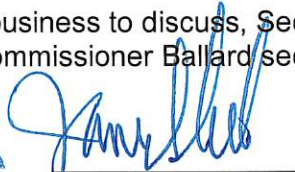
- 6.1 May 14, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop  
6.2 June 25, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop  
6.3 July 9, 2024, 5:30 PM - Regular Meeting, Spring Street Workshop

7.0\* **Adjournment**

There being no further business to discuss, Secretary Strode moved to adjourn the meeting at 7:18 PM. Commissioner Ballard seconded, and **the motion carried unanimously.**



Steve Pedersen  
Board Chair



James Strode  
Secretary



Robert Ballard  
Commissioner

\* Indicates action item