

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

May 9, 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 5:31 p.m. Commissioners Bob Ballard and James Strode were also present. Attorney Ken Bagwell was present, and there was one guest from the public in attendance. District General Manager Dennis O’Connell was excused.
  
- 2.0 **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of April 11, 2023, Regular Meeting Minutes**
  - 2.2 **Approval of April 25, 2023 Special Meeting Minutes**
  - 2.3 **Approval of Vouchers** – Presented for payment approval were General Fund vouchers totaling \$118,958.28 including a \$68,058.90 payment for work on the Well 5 replacement well. A street light voucher for \$1,991.98 was also presented.
  - 2.4 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for February 2023, totaling \$40,015.01 was also presented.

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

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

### 4.0 Regular Agenda

- 4.1 **California Tank 2 Exterior Recoat Bid Opening** – Attorney Ken Bagwell opened sealed bids submitted for the exterior recoat of the District’s 1.3-million gallon standpipe reservoir at 1698 California Avenue. The results were as follows:

|                              |              |
|------------------------------|--------------|
| Cascade Industrial Services  | \$101,419.50 |
| Columbia Industrial Coatings | \$135,665.71 |
| Judha of Lion Landscaping    | \$136,500.00 |
| Coatings Unlimited           | \$224,615.66 |
| Purcell P&C                  | \$316,680.00 |

Commissioner Strode moved to authorize the General Manager to vet all bids submitted and award the contract to the lowest qualified bidder. Commissioner Pedersen seconded and **the motion carried unanimously.**

## 4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through April 30, 2023, was reviewed with a total billing of \$106,685 to 1,571 services, and total consumption of 1,330,148 cubic feet or 9,949,507 gallons.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending April 30, 2023, was presented. The total fund balance at the end of this reporting period was \$1,041,860.98.
- 4.2.3 **Operations Update** – April weather was unseasonably cool and wet, yet our Field Operations crew remained very busy. The crew replaced the water level indicator on California Tank 1, despite losing two days to manlift equipment failure. The crew also began our annual system flushing in earnest. The goal is to flush sediment and scale from all District water mains accumulated during the low demand winter season. Flushing is expected to continue through the month of May. The crew also repaired two service line leaks and performed extensive cleaning and repairs at various District facilities. All bacteriological water samples collected in April were satisfactory. The District produced 14,776,000 gallons this month.
- 4.2.4 **Developer Extension Update** - No updates to report.

## 5.0 Executive Agenda

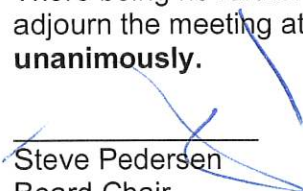
- 5.1 **Administrative Update** – No further update was offered.
- 5.2 **Board of Commissioners Comments** – The Board agreed to hold a Special Meeting on Tuesday, May 16, 2023, to review candidate interviews for the General Manager position.

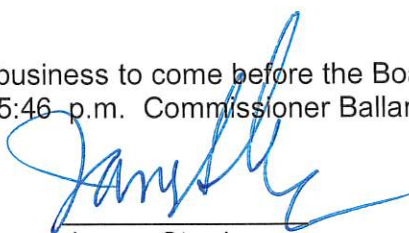
## 6.0 Future Meeting Dates

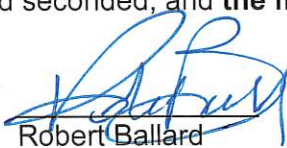
- 6.1 June 13, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.2 July 11, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.3 August 8, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop

## 7.0 Adjournment

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 5:46 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**

  
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Steve Pedersen  
Board Chair

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

  
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Robert Ballard  
Commissioner

*\* Indicates action item*