



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

October 8, 2024

REGULAR MEETING

1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, October 8th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Bob Ballard, Secretary Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with two guests from the public. There was one virtual participant that attended the meeting via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of September 10th, 2024, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$64,844.55, and a Street Light Fund voucher totaling \$1,490.60.

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 participant inquired about the status of the District's lead and copper sampling and inventory. Lang stated that the District continues to work on the Lead Line Inventory and plans to have the information submitted to the Department of Health prior to the October 16th deadline. Lang also stated that there have never been elevated levels of lead in the distribution system based on the District's lead and copper sampling results and that staff have never seen a lead service line within the District. The LSL Inventory will be publicly available sometime after the DOH due date.

4.0 **Regular Agenda**

4.1* **Adoption of Resolution 2024-09 Approving Revisions to Ch 10.03 of the District Employee Manual – Tony Lang**

Presented for Board consideration and approval was a proposed addition/modification to Ch. 10.03 "General Rules of Conduct" of the District Employee Manual. Lang explained the proposed additional verbiage informs employees of the District's expectations for the use and care of its assets. It is also necessary for management's guidance in administering an appropriate level of discipline for loss or damage to assets. Lang discussed that the circumstances associated with an employee damaging or losing District assets will be evaluated



by management on a case-by-case basis prior to administering any level of discipline. After a brief discussion, Lang recommended Board approval of Res. 2024-09 approving revisions to Ch 10.03 of the District Employee Manual as presented.

*Secretary Strode moved to approve Resolution 2024-09 as presented. Commissioner Ballard seconded, and **the motion passed unanimously.***

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through September 30, 2024, was reviewed with a total billing of \$200,221 to 1,903 services, and total consumption equaling 23,864,618 gallons or 3,190,457 cubic feet. This consumption total was 864,195 gallons less than the same billing period in 2023.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending September 30th, 2024, was presented. The total fund balance at the end of this reporting period was \$1,113,228.53.
- 4.2.3 **Quarterly Adjustment Report** – The quarterly adjustment report was discussed. Lang explained that the Billing Correction of \$4,052.95 was due to a staff member reading the wrong meter by mistake. A short discussion ensued where Lang stated that he would talk to the field technicians regarding cross-referencing the MXU number when they perform re-reads prior to billing.
- 4.2.4 **Quarterly Public Records Request Report** - No Public Records Requests were reported.
- 4.2.5 **Operations Update** – Lang reported that the District's total source production for September was 18,789,000 gallons. September's monthly bacteriological and fluoride samples were completed, the results received from the testing lab were reported as satisfactory and submitted to the Department of Health (DOH). Staff also installed three (3) new service lines last month. Two new services located at Idaho/Alaska, and one new service on Garfield.

The crew repaired two water main leaks during September. The first repair was a 2" galvanized line across the street from the Post Office on Southworth Dr. The second repair was a 4" steel line on Banner at the intersection of Southworth Dr. The leaks have been repaired but there is more investigation to complete regarding the conditions of the water mains. More extensive and permanent repairs may be needed in the future after all our information is collected.

Staff worked diligently on finishing the Well 5R building foundation and erecting the building structure so the District electrician can perform the necessary electrical improvements. We continue to move towards getting



Well 5 online and anticipate it will be functional in the mid to late Fall after the Certificate of Completion is approved by DOH.

Physical inspection and documentation of the District's and property owners service lines was completed in September to comply with DOH and EPA requirements regarding Lead Service Lines. The Lead Line Inventory will be submitted to DOH by the October 16 deadline.

Staff also assisted in miscellaneous repairs to the Port of Manchester's rental property on Daniels Loop. Blinds, cover plates, receptacles, HVAC wiring, smoke detectors, plumbing repair, and installing new entry door hardware were all completed in September.

Next month we plan on continuing our flushing program with the flushing of the North Low Zone section of the distribution system.

- 4.2.6 **Developer Extension Updates** – No Developer Extension Updates were reported.

5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Lang reported that the Department of Health (DOH) approved the Project Report for Well 5R in September. The electrician is currently wrapping up his electrical improvements and District staff is working on installing the treatment equipment. Once these tasks are completed, BHC will send a Notice of Completion letter back to DOH for their final approval which will allow the District to turn on the new source for public use. It is anticipated that the well will be online sometime in November.

Lang discussed the staff's desire to continue with Badger meters instead of deviating to a new meter manufacturer and supplier. He explained that staff held a meeting with General Pacific to discuss internal frustrations with the Badger meters and to inquire about their ultrasonic E-series meter. He stated that the meeting went well and some of the frustrations were more of an internal issue with mounting the antenna rather than the problem being with the meters themselves. He discussed a strategic approach to budgeting an appropriate amount of money in the upcoming budget, and future budgets, to initiate a 15-year implementation towards the District's full deployment of an AMR/Cellular meter system. The strategy will require the District to budget an additional \$25K-\$30k towards meter replacements in addition to the average amount the District already spends annually. The Board indicated that they support staff's decision on the desired path forward and look forward to discussing the financial plan and implementation strategy in the upcoming budget planning sessions.

Lang informed the Board that he will be sending two District staff to an ATEC Water Operator workshop in November that will educate them on the operation of an ATEC high-rate filtration system. It is a free workshop that will be informationally beneficial now that the District received the Public Works Board



Construction Loan funding and can move forward with the Well 10 project in 2025.

Lang also stated that he has been working with neighboring jurisdictions on putting together a Fall Protection class with Gravitec in 2025 to train staff members on fall protection and rescue procedures. Two other jurisdictions have expressed interest and are willing to help meet the 8-student minimum.


5.2 **Board of Commissioners' Comments** – No additional comments were provided.

6.0 **Future Meeting Dates**

- 6.1 October 22, 2024, 5:30 PM – Special Session, Field Operations Office
- 6.2 November 12, 2024, 5:30 PM – Regular Session, Spring Street Workshop
- 6.3 November 26, 2024, 5:30 PM – Special Session, Field Operations Office

7.0* **Adjournment**

There being no further business to discuss, Commissioner Ballard moved to adjourn the meeting at 6:36 PM. Secretary Strode seconded, and **the motion passed unanimously.**


Steve Pedersen
Board Chair


James Strode
Secretary


Robert Ballard
Commissioner

* Indicates action item