

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

June 14, 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 5:32 p.m. Commissioners Bob Ballard and Jim Strode were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell and two Manchester residents were also present.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of May 10, 2022, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$ 257,563.10, including \$ 68,655.00 for a new Vactor trailer, and \$ 46,342.05 for annual debt service. Two streetlight vouchers totaling \$3,785.95 were also presented.
 - 2.3 **Approval of District Payroll Affidavit**

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

- 3.0 **Public Comment** – Manchester resident Paul Nuchims asked a series of questions about the District’s Consumer Confidence Report and upcoming lead and copper sampling. Staff explained that the District is mandated to report water quality findings as presented, and that lead and copper sampling locations are selected based on site location and age of plumbing. Staff also explained that all water mains and service lines in the Manchester Village area were replaced in 1993.

No further public comment was offered.

4.0 Regular Agenda

- 4.1 **Anchors HOA Building B Damage** - As members of the Anchors at Manchester Homeowners’ Association (HOA), the District is subject to the rules and regulations set forth by the HOA. Presented for Board review was a report from Integrity Group NW, LLC, describing structural damage to Building B and the condominium unit directly above our administration office. Water has penetrated the building exterior and caused extensive damage to the deck, fireplace, doors and windows. The damage is primarily to the exterior of the building and as such, it is the responsibility of the HOA to make repairs. The repairs may require a special assessment for each owner, including the District, to fund the project. Currently, the District pays \$341.92 monthly in HOA dues. Charges are calculated by each unit’s square footage. The funds are used to pay utilities, maintenance of common areas, and capital improvements. However, when unexpected expenses arise, special assessments may be levied. Although no special assessment has been

levied as of the meeting, staff will provide updates in the future as appropriate.

No formal Board action was requested.

- 4.2* **PEBB – HCA July Health Insurance Changes** - Effective July 1, 2022, the Washington State Health Care Authority (HCA) will be adjusting the cost of each healthcare insurance plan offered to District employees. As part of their total compensation package, each employee receives \$1,123.00 per month to offset the cost of healthcare coverage. The amount is equal to the average cost per month of the various plans available. The average cost will increase to \$1,284.00 per month in July. Staff was seeking authorization to increase the amount contributed by the District to each employee and elected official by \$161.00 monthly. The total financial impact to the District would be an additional expense of \$10,626.00 for the remainder of FY 2022. Following brief discussion, Commissioner Ballard moved to authorize the monthly contribution increase. Commissioner Strode seconded and **the motion carried unanimously.**

- 4.3 **Juneteenth Holiday Update** - In 2021, President Biden signed the Juneteenth National Independence Day Act establishing June 19th as a federal holiday. The significance of June 19th is that it marks the end of slavery in the United States. During autumn planning sessions in 2021, staff solicited Board input on the topic of adding the holiday to the District 2022 calendar. At the time, the Board directed staff to survey employees with the idea of “trading” their current ½ day holiday benefit on Christmas Eve and New Year’s Eve for observing the Juneteenth holiday. Staff was also directed to survey other entities to determine whether they will be observing the holiday.

When asked, employees unanimously agreed that closing the District at noon on Christmas Eve and New Year’s Eve was important to them. Holiday gatherings with family and friends on those days and having the afternoon to attend those events is a valued and appreciated benefit.

Juneteenth is now an official federal and state holiday. Most state offices and departments will be closed. Kitsap County offices will also be closed. West Sound Utility District, Silverdale Water District, City of Port Orchard, City of Bremerton and most county, city and special purpose districts throughout the state will observe the Juneteenth Holiday on Monday, June 20th. Staff advised the Board that District offices will be open. Following discussion, the Board directed staff to add the Juneteenth Holiday to the District calendar in 2023 and revisit the issue during autumn planning sessions.

4.4 **Review of Financials & Operations**

- 4.4.1 **Water Sales Data** – Water sales data through May 31, 2022, was reviewed with a total billing of \$133,394 to 1,872 services, and total consumption of 1,959,133 cubic feet.

4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending May 31, 2022, was presented. The total fund balance at the end of this reporting period was \$1,217,195.96.

4.4.3 **Operations Update** – The Operations Update for the period ending May 31, 2022, was presented. In May, the crew repaired four service line leaks throughout the District and replaced a hydrant on Olympiad Drive. They also added a new inline isolation valve on Olympiad Drive. Nearly 200-feet of direct-bury telemetry cable was replaced at Well 11. The cable was unmarked and damaged during recent site grading for the Well 10 manganese treatment plant.

All water samples collected in May were satisfactory and the District produced 16,401,000 gallons.

4.4.4 **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 June 14, 2022, 5:30 p.m. - Regular Business Meeting, Spring Street Workshop

6.2 July 12, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop

6.3 August 9, 2022, 5:30 p.m. – Regular Business 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 6:58 p.m., Commissioner Strode seconded; **the motion carried unanimously.**



Steve Pedersen,
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner