

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

**PURSUANT TO GOVERNOR INSLEE'S SAFE START PROCLAMATION, MEETING WAS CONDUCTED VIA VIDEO/TELECONFERENCE**

June 8, 2021

## 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 5:34 p.m. Commissioners Bob Ballard and Paul Drotz were also present. District staff present was Dennis O'Connell, General Manager. Attorney Ken Bagwell was also present. Erin Civilla, Accounting Specialist; was excused. Manchester resident Jim Strode was also present.

2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*

2.1 **Approval of May 11, 2021, Teleconference Meeting Minutes**

2.2 **Approval of Vouchers** – Requests for payment approval included General Fund vouchers totaling \$ 151,894.58, including annual debt service payments of \$ 99,716.20. A Street Light Fund voucher totaling \$ 1,878.78 was also submitted.

2.3 **Approval of District Payroll Affidavit**

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

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

4.0 **Regular Agenda**

4.1 **Well 10 Manganese Treatment Project Update** – Staff reported that they met with BHC Consultants (BHC) to develop a strategy for establishing financing to complete the Well 10 Manganese Treatment Project. BHC will assist staff in completing the application process for a Public Works Trust Fund (PWTF) loan to finance the project. PWTF applications are due in mid-July. Staff has also discussed the possibility of a Drinking Water State Revolving Fund (DWSRF) loan if PWTF funds are not available. The DWSRF application cycle closes in November. DWSRF loans are commonly used for water quality improvement projects and are sourced from federal allocations. PWTF loans may be used for a broader range of infrastructure improvements. The loan application process is competitive as organizations vie for limited available funds. Staff will present progress reports when warranted throughout the funding application process.

*No formal Board action was requested.*

- 4.2 **Sedgwick Tank Recoat Update** – On May 4<sup>th</sup>, sealed bids submitted to recoat the exterior of the Sedgwick Tank were opened during a virtual Zoom open to all interested parties. The lowest bid was \$ 45,235.00 submitted by Cascade Industrial Services (Cascade). Since that meeting, staff has communicated with Cascade and agreed upon a proposed start date of July 12, 2021. Cascade was the winning bidder last year for the same project, but pandemic restrictions limited their travel during the dry season. Staff will continue to update the Board as work begins.

*No formal Board action was requested.*

#### 4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through May 31, 2021, was reviewed with a total billing of \$135,482 to 1,861 services, and total consumption of 16,641,968 cubic feet.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending May 31, 2021, was presented. The total fund balance at the end of this reporting period was \$976,851.31.
- 4.3.3 **Operations Update** – The Operations Update for the period ending May 31, 2021 was presented. In May, the crew repaired a hydrant on Southworth Drive, and relocated a service on Fillmore Street. Progress on the Spring Street Workshop continues with new cabinets and a workbench installed. All water quality samples submitted in May were satisfactory. The District produced 20,937,000 gallons for this reporting period.
- 4.3.4 **Capital Improvements and Developer Extension Update** – None

#### 5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Staff advised the Board that following an employee resignation in May, the District will be advertising for a Service Technician’s Apprentice effective immediately.
- 5.2 **Board of Commissioners’ Comments** – No comments were offered.
- 5.3 **Executive Session** – Pursuant to RCW 42.30.110, staff requested an executive session to discuss an employee performance issue. The session was called to order at 6:07 p.m. and adjourned at 6:22 p.m. with no Board action taken.

#### 6.0 **Future Meeting Dates**

- 6.1 July 13, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.2 August 10, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.3 August 10, 2021, 5:30 p.m. – Regular 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 6:26 p.m., Commissioner Drotz seconded; **the motion carried unanimously.**

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Steve Pedersen  
Board Chair



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Paul Drotz  
Secretary



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Bob Ballard  
Commissioner