

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

July 13, 2021

## REGULAR MEETING

- 1.0 **Call to Order** – *The start of the meeting was delayed due to technical difficulties.*  
Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:42 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. Also attending were former employees Scott Wolf and Caleb Carlson. Meeting notices included video/teleconference access instructions; however, there were no public guests present by telephone or video.
  
- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of June 8, 2021, Teleconference Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$87,520.89, including annual debt service payments totaling \$35,145.07. Also presented was a street light voucher totaling \$1,878.78.
  - 2.3 **Approval of District Payroll Affidavit**  
  
Commissioner Drotz moved to approve the consent agenda as presented.  
Commissioner Ballard seconded; **the motion carried unanimously.**
  
- 3.0 **Public Comment** – Former employee Scott Wolf addressed the Board expressing his belief that he was terminated unfairly. Former employee Caleb Carlson spoke in support of Scott’s claim, and offered commentary regarding other former employees and current employee performance. Board Chair Pedersen thanked them for their input and agreed to include three documents submitted by Caleb Carlson as part of the meeting minutes. The documents are attached hereto as Exhibit A. Scott and Caleb then left the meeting.
  
- 4.0 **Regular Agenda**
  - 4.1\* **Healthcare Benefit Update** – Effective July 1, 2021, the average cost for an individual employee healthcare benefit decreased from \$1,123.00 per month to \$1,083.00 per month. The Washington state Public Employee Benefits Board (PEBB) revises the cost of healthcare plans twice yearly. Staff advises the Board of these revisions and modifies monthly individual employee contributions as recommended. Following discussion, Commissioner Ballard moved to maintain current District contribution levels for each employee. Commissioner Drotz seconded, and **the motion carried unanimously.**
  
  - 4.2 **Proclamation 20-23.16 – Suspension of Late Fees & Shut-Offs** – On July 2, 2021, Governor Inslee extended Proclamation 20.23, regarding utility ratepayer assistance until September 30, 2021. These prohibitions on disconnecting,

refusing to reconnect, and charging late fees in this proclamation, have been in effect since March of 2020. Staff continues to make every effort to communicate with customers struggling with their water bill and offer payment arrangements when appropriate. The application of late fees will resume in October of 2021. Penalties will be applied only to those charges incurred after September 30, 2021.

*No formal Board action was requested.*

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

4.3.1 **Water Sales Data** – Water sales data through June 30, 2021, were reviewed with a total billing of \$141,584 to 1,556 services, and total consumption of 20,214,296 cubic feet.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending June 30, 2021 was presented. The total fund balance at the end of this reporting period was \$928,280.58.

4.3.3 **Operations Update** – The Operations Update for the period ending June 30, 2021 was presented. The crew installed an isolation valve on Alaska Avenue in preparation for an upcoming stormwater improvement project south of Alki View Drive. The crew also installed a new service and preservice on Washington Street. All water quality samples submitted in June were satisfactory. The District produced 27,503,000 gallons for this reporting period.

4.4.4 **Capital Improvements and Developer Extension Update** – None

#### 5.0 **Executive Agenda**

5.1 **Administrative Update** – Staff advised the Board that the Sedgwick Tank exterior recoat project is scheduled to begin in one week. Christian Conner, a newly hired Service Technician Apprentice began work on July 12<sup>th</sup>.

5.2 **Board of Commissioners' Comments** – No further comments were offered.

5.3 **Executive Session** – At 6:45 p.m., Attorney Ken Bagwell requested an executive session with the Board to discuss employee performance. General Manager O'Connell was excused for this discussion. The executive session ended at 7:22 p.m. without Board action taken. The General Manager then rejoined the meeting to review future meeting dates.

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

6.1 August 10, 2021, 5:30 p.m. – Regular Meeting, Spring Street Workshop

6.2 September 14, 2021, 5:30 p.m. – Regular Meeting, Video Teleconference

6.3 October 12, 2021, 5:30 p.m. – Regular Meeting, Video Teleconference

7.0\* **Adjournment**

There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 7:30 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