



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

July 9, 2024

REGULAR MEETING

1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, July 9th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:35 PM. Commissioner Bob Ballard, General Manager Tony Lang, and Attorney Ken Bagwell were present along with one guest from the public. Secretary Strode attended the meeting virtually via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of June 25, 2024, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$24,148.21, and a Street Light Fund voucher totaling \$1,526.54.

2.3 **Approval of District Payroll Affidavit(s)** – Wages and benefit affidavits were presented.

*Commissioner Ballard moved to approve the consent agenda as presented.
Chair Pedersen seconded, and **the motion passed unanimously.***

3.0 **Public Comment** – No public comment was presented

4.0 **Regular Agenda**

4.1* **Approval of Internal Operations Foreperson Promotion – Tony Lang**

GM Lang reported that a competitive internal recruitment of Manchester Water District (MWD) employees to fill the Operations Foreperson position was conducted during June. He stated that one representative from the City of Port Orchard, and one representative from Silverdale Water District helped in conducting the interviews with the two (2) interested candidates from MWD. Upon conclusion of the interviews and subsequent interview panel deliberation, it was determined by the interview panel and GM Lang that Cody Hodge was the best candidate to fill the position and meet the needs of the District. Lang reported that both candidates performed well in their interviews and management thanked them for their interest in the position and for their continued employment with the District. Lang recommended Board approval and appointment of Cody Hodge to the District's Operations Foreperson position effective August 1, 2024.



*Commissioner Ballard moved to approve the promotion of Cody Hodge to Operations Foreperson. Secretary Strode seconded, and **the motion passed unanimously.***

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through June 30, 2024, was reviewed with a total billing of \$141,027 to 1,578 services, and total consumption equaling 2,089,577 cubic feet or 15,630,036 gallons. This consumption total was 4,566,645 gallons less than the same billing period in 2023.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending June 30, 2024, was presented. The total fund balance at the end of this reporting period was \$1,079,683.23.
- 4.2.3 **Quarterly Adjustment Report** – The Quarterly Adjustment Report for the second quarter of 2024 was presented. Billing Corrections totaled \$2,084.71, Leak Rate Adjustments totaled \$2,375.24, and Penalties Removed totaled \$313.64 for the 2nd Quarter of 2024.
- 4.2.4 **Quarterly Public Records Request Report** – There were no public record requests to report.
- 4.2.5 **Operations Update** – Lang reported that the total District well production for June was 21,358,000 gallons. June's monthly bacteriological and fluoride samples were completed. The results were reported as satisfactory and submitted to the Department of Health. Staff installed one (1) new service during June in the 3000 block of Nevada Ave. E.

Staff rebuilt the 1.5" & 4" pressure reducing valves (PRVs) at the Harper Hill PRV station. This was a capital project that was budgeted for in 2024 for \$80,000. Originally anticipated to be a full PRV and valve vault replacement, staff was able to rebuild the PRV's for under \$3,500 and will have the vault lid replaced with the old Well 5 valve vault lid for approx. \$5,400. With these cost savings we were able to rebuild **all** the PRV's in the District's south zone in 2024.

June's vegetative site maintenance was completed at the District facilities. Staff also pulled weeds and freshened up the bark at the "Welcome to Manchester" signs on Colchester, located at Mile Hill and Miracle Mile.

The operations team replaced a malfunctioning fire hydrant on California Ave at McKinley. The hydrant was seized closed and required replacement for emergency services to be able to utilize in case of a fire. The team did a great job of replacing the hydrant and removing the adjacent bollards the same day.



The Sedgwick reservoir level transducer and PLC issue was resolved in June. Field staff have been battling this issue for a couple of weeks trying to determine the cause. Well 9's well motor/pump was not turning on or off at the appropriate level in the Sedgwick reservoir causing staff to have to manually monitor the level in the reservoir to turn the well pump on/off. Controls NW, LLC with District staff assistance determined the cause of the problem. The well site has been functioning as designed since the PLC modifications were made.

Beau Watson passed his tanker endorsement for his CDL, and Trina Scholer passed her Backflow Assembly Tester (BAT) certification in June. Great job to them both!!

4.2.6 Developer Extension Updates – There were no Developer Extension Updates reported.

5.0 Executive Agenda

- 5.1 Administrative Update** – During June's regular Board meeting, Chair Pedersen requested Kitsap County's cost breakdown for Manchester Water District's proportionate share of costs for relocating the water line on Olympiad. He wanted the Board to have a better understanding of how Kitsap County calculated approximately \$250,000 for replacing the water main. Lang distributed the County estimate from 2017 to the Board for review and a short discussion took place.

Lang reported that a meeting with Kamstrup meter representatives and their distributor has been coordinated for August 13th at 10:00am at the shop facility. He inquired about the Board's interest in attending the meeting and potentially having a District barbecue following the meeting on the same day. After a short discussion, it was determined that the Board will attend the Kamstrup meeting, attend the barbecue, then have the regular Board meeting that night at 5:30pm. On September 10, the Board and staff will tour District facilities prior to the regular Board meeting at 5:30pm. Lang stated that he will send reminder emails to everyone prior to the meeting dates and post the required Notices of Quorum.

- 5.2 Board of Commissioners' Comments** – Chair Pedersen asked about the status of the District's Asset Management Program. Lang stated that the District has a form of inventory that staff perform annually, but that true Asset Management goes way beyond just keeping track of inventoried parts. Chair Pedersen asked Lang to look at the last couple of State audits to see what their recommendations were so the District is compliant moving forward.

Chair Pedersen inquired about the L&I safety incentive program that is offered by the Washington Association of Water and Sewer District (WASWD) that the District participates in. He stated that the District has received refunds in previous years and wondered how often they distribute returns when the risk pool performs well. Lang stated that he will investigate the logistics of the program and report back to the Board next month.



6.0 Future Meeting Dates

- 6.1 August 13, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.2 September 10, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.3 October 8, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.4 October 22, 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 6:29 PM. Chair Pedersen seconded, and **the motion passed unanimously.**

Steve Pedersen
Board Chair

James Strode
Secretary

Robert Ballard
Commissioner

* Indicates action item