



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

September 10, 2024

REGULAR MEETING

1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, September 10th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:36 PM. Commissioner Bob Ballard, Secretary Strode, and General Manager Tony Lang were present along with one guest from the public. District Attorney Ken Bagwell was absent due to prior commitments. There were no public participants attending the meeting via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of August 13th, 2024, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$53,094.02, and a Street Light Fund voucher totaling \$488.52.

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

Secretary Strode moved to approve the consent agenda as presented.

*Commissioner Ballard seconded, and **the motion passed unanimously.***

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

4.0 **Regular Agenda**

4.1* **Amendment #2 of Resolution 2024-07 Modifying the Minimum Bid Established for the Surplus of the 2015 Nissan Frontier – Tony Lang**

Lang explained to the Board that after two separate GovDeal auction attempts for the 2015 Nissan Frontier, the previously established Board approved minimum bid of \$13,000 was not achieved through auction. At the conclusion of the first auction attempt the high bid was \$10,900. Management relisted the truck on GovDeals with a higher starting price in hopes of achieving the desired minimum bid. At the conclusion of the second auction attempt, the high bid was \$11,433. Lang stated that the buyer is required to pay a premium of 12.5% to the auction site so bids may be lower than anticipated due to this mandated fee. On August 13, 2024, the Board approved Amendment #1 to Res. 2024-07, modifying the minimum established bid to \$10,500 in hopes of reauctioning the truck and achieving the desired price. Management relisted the truck on GovDeals for a third time and received a maximum bid of \$10,200 at the conclusion of the auction. Lang requested Board approval to lower the minimum established bid to \$10,200 and accept the \$10,200 bid offered on GovDeals. Staff recommended



Board approval of Amendment #2 of Res. 2024-07, modifying the minimum bid established to \$10,200 and accepting the \$10,200 bid offered through GovDeals for the sale of the 2015 Nissan Frontier.

*Chair Pedersen moved to approve Amendment #2 for Res. 2024-07, modifying the minimum bid established for the 2015 Nissan Frontier. Secretary Strode seconded, and **the motion passed unanimously.***

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through August 31, 2024, was reviewed with a total billing of \$208,921 to 1,574 services, and total consumption equaling 28,577,228 gallons or 3,820,485 cubic feet. This consumption total was 1,977,189 gallons more than the same billing period in 2023.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending August 31, 2024, was presented. The total fund balance at the end of this reporting period was \$1,048,855.94.
- 4.2.3 **Operations Update** – Lang reported that the total water production for the month of August was 25,140,000 gallons. August'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). The last of the PFAS testing for the EPA's UCMR5's requirements were also completed. The PFAS sample for Well 4 was taken and submitted to the EPA's testing laboratory.

Lang stated that August was a month full of needed employee vacations prior to the conclusion of the summer season. Staff also assisted the contractor on the replacement of the Harper Hill PRV vault lid. Traffic control services were provided in addition to the cleaning of the vault and piping after the lid was removed. This project is now complete except for ongoing PRV pressure checks and adjustments.

The foundation for the Well 5R wellhead building was formed and poured during August. Future electrical conduits and a floor drain were incorporated into the layout. The field technicians did an outstanding job of making sure the foundation was built to the previous buildings dimensions so the building will be easily erected on the new concrete foundation.

Lang explained that a service line relocation was completed due to a large tree/roots at 6815 Cascade Dr. last month. A large tree has grown into the water meter box/service line causing damage which will eventually result in a water leak on one side of the meter or the other. To avoid this future water leak and tree issue, retapping of the water main and relocation of the service line was needed. The crew is excited to be done with this relocation as it has been in the work queue since 2016! There is another service requiring



relocation, due to the same type of issue, on Megan Ct that we hope to get to this year as well.

Also, District staff attended the Manchester Festival at Qaqad Park and the Kitsap County Fair at the Kitsap County Fairgrounds during August to educate the public on water conservation and to answer water related questions.

Trina Scholer and Beau Watson both attended professional growth training in Auburn at WETRC. Beau will be seeking his WDM3 certification and Trina will be looking to upgrade hers to a WDM4. Good luck to them both!

4.2.4 Developer Extension Updates – No Developer Extension Updates were reported.

5.0 Executive Agenda

5.1 Administrative Update – Lang reported to the Board that the District was awarded the Public Works Board Construction Loan funding for FY2025 in an amount up to \$960,000 for the Well 10 Filtration Project. He stated that the loan has a 1.71% interest rate and that the District scored 29 out of the 40 awarded applicants. There was a total of 58 applications for the \$147,880,000 the PWB made available. Lang stated that the next step in the process is for the PWB to complete underwriting of the loan and to issue an official award letter to the District in the next month or two. BHC Consultants will continue to finalize the design, research permitting requirements, and complete the bid ready documents. The Commissioners stated they are pleased with the conditional award and look forward to the next phase of the project.

Lang reported that the Public Employees Benefit Board (PEBB) rates for the first half of 2025 were released last week. There will be an increase in the rates totaling \$17 in 2025 compared to the last adjustment in July of 2024. The average cost of the two plans employees have selected will be \$1,316 per month starting in 2025.

Lang explained that staff are currently in the process of changing out all the padlocks and door hardware on all the District's facilities. In addition, the access codes for the facilities that have security monitoring have been changed. Lang expressed his concern that the locks, keys, and access codes have not been changed in years, even after there were confrontational separations from employment. Lang feels the modifications are essential and will not be a major expense to safeguard the District's facilities. The Board concurred with Lang.

A discussion took place regarding the HD Fowler quotes that the District received for the potential meter pilot project with Kamstrup meters. Lang discussed the two options (AMR/AMI), pricing, and the per year cost estimate for stretching the implementation from 10-years to 20-years. He also stated that the District has a meeting scheduled for next week with General Pacific to discuss options



regarding Badger meters. Badger also has ultrasonic meters comparable to Kamstrup's that the District needs to look into. The Board requested that Lang make an informed decision regarding the District's future water meter/software needs, in conjunction with staff input, and present a recommendation to the Board in November.

- 5.2 **Board of Commissioners' Comments** – The Board thanked staff for their participation in the Commissioner District tour earlier that evening. Staff involvement and input on the various projects and District needs was appreciated for future planning.

6.0 **Future Meeting Dates**

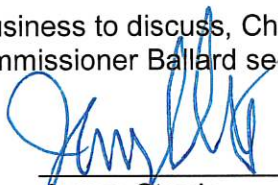
- 6.1 October 8, 2024, 5:30 PM – Regular Session, Spring Street Workshop
6.2 October 22, 2024, 5:30 PM – Special Session, Field Operations Office
6.3 November 12, 2024, 5:30 PM – Regular Session, Spring Street Workshop

7.0* **Adjournment**

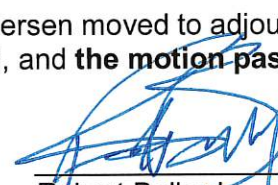
There being no further business to discuss, Chair Pedersen moved to adjourn the meeting at 6:28 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

* Indicates action item