



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

August 13, 2024

REGULAR MEETING

1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, August 13th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Bob Ballard, Secretary Strode, General Manager Tony Lang, and Attorney Ken Bagwell were present along with one guest from the public. There were no public participants attending the meeting via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of July 9th, 2024, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$175,824.27, and a Street Light Fund voucher totaling \$1,296.33.

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

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

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

4.0 **Regular Agenda**

4.1* **Adoption of Personal Protective Equipment (PPE) Safety Policy – Tony Lang**

Lang presented and described to the Board the District Personal Protective Equipment (PPE) Safety Policy that was written and developed for incorporation into the District Safety Manual. The PPE Safety Policy was developed to inform, educate, and assist management with protecting District employees from workplace hazards, and for District compliance with Washington Administrative Code (WAC) 296-800-160. WAC 296-800-160 states that employers must ensure that employees have, use, and care for appropriate PPE when performing work related duties that have been identified as a hazard, and that PPE must be addressed in the District's Accident Prevention Program. The PPE policy covers responsibilities of managers and employees, PPE selection, employee training, and the proper care for PPE. It includes a hazard assessment template for management to fill out when identifying appropriate PPE for staff to wear when performing specific tasks. Lang stated this form will assist and be a reference for employees in determining what PPE is required to be worn for their job-related



duties. After a short discussion, Lang recommended adoption of the Personal Protective Equipment (PPE) Safety Policy as presented.

*Secretary Strode moved to approve the PPE Safety Policy as presented. Chair Pedersen seconded, and **the motion passed unanimously.***

4.2* **Adoption of Resolution 2024-08 MRSC Rosters, Repealing and Replacing Res. 2016-06 – Tony Lang**

Presented for Board consideration and approval was Resolution 2024-08, repealing and replacing Resolution 2016-06. Municipal Research and Services Center of Washington (MRSC) is Manchester Water District's host agency for establishing and maintaining the District's small works roster. The District utilizes MRSC Rosters to award small public works contracts under \$350K, professional services, and for the purchase of goods and services.

Lang explained that effective July 1, 2024, SB 5268 made changes to the small works process allowing for local governments to "direct contract" with one specific contractor for public works contracts under \$150,000. Contracts from \$150,000 to \$350,000 will still require competitive bidding where the solicitation is sent to all contractors on the roster. Public Works contracts larger than \$350,000 require formal competitive bidding and the MRSC Roster process is not applicable. To utilize direct contracting for public works projects under \$150,000, the local government is required to adopt a direct contracting policy that includes rotational procedures to avoid repeatedly favoring one contractor, and to establish a business utilization plan for awarding public works contracts to small businesses and businesses owned by minorities, women, and veterans. Resolution 2024-08 and the associated Exhibits were presented for Board approval. These forms establish District compliance with the new "direct contracting" policies and procedures required to utilize direct contracting. Staff recommended adoption of 2024-08 MRSC Rosters, repealing and replacing Res. 2016-06.

*Secretary Strode moved to approve Res. 2024-08, repealing and replacing Res. 2016-06 as presented. Commissioner Ballard seconded, and **the motion passed unanimously.***

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

Lang reported that after two separate two-week GovDeal auctions 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 the buyer is required to pay a "buyer premium" of 12.5% to the auction agency so bids may be lower than anticipated due to this mandated fee. Lang requested Board approval to lower the minimum established bid to \$10,500. The District



may then accept the \$11,433 auction bid from the second auction attempt if the buyer is still interested. If not, the District can reacquire the truck with the new reserve price of \$10,500. Lang recommended Board approval of amending Res. 2024-07, reestablishing the minimum bid threshold to \$10,500.

*Commissioner Ballard moved to approve Res. 2024-07 as amended. Secretary Strode seconded the motion, and **the motion passed unanimously.***

4.4 Review of Financials & Operations

- 4.4.1 **Water Sales Data** – Water sales data through July 31, 2024, was reviewed with a total billing of \$187,472 to 1,902 services, and total consumption equaling 2,910,132 cubic feet or 21,767,787 gallons. This consumption total was 4,785,226 gallons less than the same billing period in 2023.
- 4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending July 31, 2024, was presented. The total fund balance at the end of this reporting period was \$1,022,658.68.
- 4.4.3 **Operations Update** – Lang reported that the District's total water production for July was 31,698,000 gallons. The 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). Chloride samples were taken at Well 10 and 11 for water rights compliance and submitted to the Department of Ecology. The remaining Water Quality Monitoring Schedule (WQMS) samples for DOH were taken for TTHM, HAA5, VOC, Gross Alpha, Radium, Iron, and Manganese. He stated that these samples complete the required supplemental sampling for the year other than PFAS sampling at Well 4 in August.

Lang explained that the beginning of the month started with the 4th of July preparation at the Port. The garbage dumpster was ordered/reserved, and Waste Management delivered it on July 3rd. "No Fireworks" signs were produced and distributed in the park at the entrances to the piers to help deter the public from lighting fireworks on the docks. On the morning of July 5th, staff helped pick up debris in the parking lot, park, and beach that was left over from the public the night before.

Staff rented a parking lot striper and repainted the parking lot stripes in the Port boat launch parking lot and the overflow boat lot located behind the Library. Lang explained it was a great learning experience for staff and a process that can be completed by District staff on a more consistent annual or semi-annual basis.

In addition to the crew's monthly vegetative maintenance at the District's facilities, staff repaired a broken 4" AC water main on a utility easement located off Caraway Rd. The main was approximately 8' deep and was



significantly leaking due to a radial crack in the pipe. The crew did a wonderful job of excavating the broken pipe and ensuring the hole was safe so staff could enter and make the necessary repairs.

Lastly, the 4" ductile iron well head discharge piping for Well 5R was installed from the well head to the adjacent treatment building during July. Staff also measured and framed the footing for the Well 5R building foundation for concrete. They hope to pour the foundation at 5R and the concrete walkway at Garfield in mid to late August.

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

5.0 Executive Agenda

- 5.1 Administrative Update** – Lang reported that he has been looking into Asset Management software and different options for inventory tagging of District assets. He stated that Asset Tiger is a free cloud-based software for inventory tracking up to 250 assets. From 250 to 500 assets the annual subscription is only \$120 per year. Lang reported that he purchased the first bar coded inventory tags for implementation and tracking, and is waiting on their arrival for disbursement.

In July, Chair Pedersen inquired about the District's 2024 return from Washington Association of Sewer & Water Districts (WASWD) Retro Program with L&I. Lang reported that the return this year was \$.31 due to one significant L&I claim from another program member that occurred in 2022/2023. He stated that the previous District returns were \$120.05 in 2020/2021 and \$1,482.61 in 2021/2022.

Lang reported that he and Jim Gross from BHC met with Department of Health (DOH) representatives to discuss the upcoming District Water System Plan (WSP) Update and DOH's recommendations on achieving an approved WSP. A discussion took place regarding the previous 2017 District WSP that was submitted to DOH where DOH responded with comments. The District inquired about the feasibility and acceptability of addressing the 2017 DOH comments and resubmitting the WSP for approval. Ben Major's of DOH stated that the District could use the 2017 submittal if we address all DOH's previous comments, update financial information, and update pertinent information that has changed since 2017. Lang stated that he is currently working with BHC on a scope/fee for their professional services to accomplish this task in 2025.

Lang informed the Board that the revised Project Report for the Well 5R project has been submitted to DOH. Southworth Electric is currently working on the conduit and electrical panel improvements while District staff is currently working on framing and pouring the well head building foundation. Lang stated that the building should be nearly complete by the time the Board tours the facility in September.



Lang reported that the awarded recipients of the Public Works Board Construction Loan funding will not be announced until after the PWB meeting in September.

Lang presented to the Board the District's Retail Service Area near the Nevada/Beach intersection where West Sound Utility District's (WSUD) Service Area abuts the District's. The District shows a differing District retail service area than WSUD shows in their GIS. Lang informed the Board that there was an Interlocal Agreement between Annapolis Water District and MWD in 2007 modifying the retail service area giving MWD two blocks on the east and west side of Nevada Ave to the north. Lang stated he will confirm with Kitsap County Public Health and Kitsap Public Utility District that the ILA was recorded and reflected in the Kitsap County Coordinated Water System Plan and then follow up with WSUD on updating their retail service area maps.

Lang informed the Board that during the replacement of the Harper Hill PRV Vault lid, the adjacent property owner's son-in-law approached the contractor and District staff stating that the District's PRV and fire hydrant are on his mothers-in-law's property. He arrived at the District office and approached the District's administrative staff that same day indicating he would be at the upcoming Board meeting to discuss the issue. Lang informed the Board that the water main on this road was installed in 1978 and without a proper survey there is no way to tell if the water main and hydrant are truly located on private property or in the right of way. Neither the property owner nor the son-in-law attended the Board meeting to discuss their concerns. For future communications, the Board informed Lang to direct staff to take his information and for the property owner to contact the District attorney if there are legal concerns.

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

6.0 **Future Meeting Dates**

6.1 September 10, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop

6.2 October 8, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop

6.3 October 22, 2024, 5:30 PM – Special Session, Field Operations Office

7.0* **Adjournment**

There being no further business to discuss, Secretary Strode moved to adjourn the meeting at 6:55 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**


Steve Pedersen
Board Chair


James Strode
Secretary


Robert Ballard
Commissioner

* Indicates action item