

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

August 8, 2023

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 5:30 p.m. Commissioner Bob Ballard and Commissioner James Strode were both present. District General Manager Tony Lang, District Consultant Dennis O’Connell, Attorney Ken Bagwell were also present, along with four guests from the public.

2.0 **Consent Agenda**

2.1 **Approval of July 11, 2023, Regular Meeting Minutes**

2.2 **Approval of Vouchers** – Presented for payment approval were General Fund vouchers totaling \$147,272.98, and a voucher for \$1,996.33 from the Street Light Fund.

2.3 **Approval of District Tax and Benefits**– Wages and benefit affidavits were presented and approved.

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

3.0 **Public Comment** – Guest Jim Brewer thanked the Board for the District’s presence at the recent Manchester Festival Day and joining with the U.S. Navy at the PFAS public outreach meeting at Parkwood Community Center. Paul Nuchims thanked Commissioner Ballard for representing the Port of Manchester at the Manchester Festival Day. Mr. Nuchims also distributed printed material from a website describing the danger of per/polyfluoroalkyl substances (PFAS) chemicals in modern society. Staff informed the audience that the District has collected multiple water samples from each source of supply and had them analyzed for the presence of PFAS in District drinking water. After testing by a certified independent laboratory, no PFAS chemicals were detected in any District well.

4.0 **Regular Agenda**

4.1* **Resolution 2023-02 – Application & Collection of Penalties, Fees, Liens, and Disconnection** – Effective July 23, 2023, Washington State ESHB 1329 restricts utility service providers from disconnecting service to residential users (Customers) during extreme heat events. Under the new provisions, “a utility providing water or electricity to residential customers may not effect, due to lack of payment, an involuntary termination of utility service to any residential user, including tenants of metered apartment buildings and residents of mobile homes, on any day for which the National Weather Service has issued or announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, or an excessive heat watch, or a similar alert, for the area in which the residential user’s address is located.”

Presented for Board consideration was Resolution 2023-02, revising existing District policy for the Application & Collection of Penalties, Fees, Liens and Service Disconnection. Section 9.0 of the policy has been added to include provisions defined in ESHB 1329. It states that the District will endeavor to avoid termination of service during heat advisories and warnings; and restore service to any Customer whose water has been shut off due to non-payment during heat related weather alerts. It also states that once the weather alert is lifted, the water will be turned back off until payment or payment arrangements have been made on the account.

*Staff recommended approval of Resolution 2023-02 as presented. Commissioner Pedersen moved to approve. Commissioner Ballard seconded, and **the motion passed unanimously.***

- 4.2* **L&I Outdoor Heat Exposure Rules Update** – On June 27, 2023, the Washington State Department of Labor and Industries (L&I) adopted updates to Outdoor Heat Exposure for all employees. The revised rules are intended to prevent heat-related illness and reduce traumatic injuries associated with heat exposure. Employers are required to provide adequate shade or cooling locations, cool drinking water, and appropriate rest periods depending on temperature thresholds. Employees are considered exposed to heat at outdoor temperatures in excess of 80-degrees Fahrenheit. At temperatures above 90-degrees, employers must provide 10-minute cool down rest periods every two hours. At temperatures above 100-degrees, employers must allow 15-minute cool down periods every hour.

Presented for Board consideration was a written policy to address potential heat exposure among District employees. The policy defines symptoms of excess heat exposure and recommends ways to avoid heat-related illness. The policy also defines the roles and responsibilities of employees to monitor themselves and others that may be experiencing heat stress, and the role of management to educate and monitor employees regarding heat stress.

Staff was seeking authorization to add the Outdoor Heat Exposure policy to our new Employee Safety Policy Manual currently being developed.

*Staff recommended adoption of the Outdoor Heat Exposure Policy as presented. Commissioner Strode moved to approve. Commissioner Ballard seconded, and **the motion carried unanimously.***

4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through July 31, 2023, was reviewed with a total billing of \$202,285 to 1,896 services, and total consumption of 3,549,868 cubic feet or 26,553,013 gallons. This consumption total was 7,754,329 gallons more than the same billing period in 2022.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending July 31, 2023, was presented. The total fund balance at the end of this reporting period was \$1,133,277.39.

- 4.3.3 **Operations Update** – The crew installed three new services in July and has several more in the queue for next month. The crew also converted another meter to AMR technology. The crew also repaired a service line leak on Nightingale in July.

Also during July, the District's Well 6 pump motor failed after just one year in service. To keep up with demand, the crew utilized Well 10 by blending the water with other sources to mitigate water quality concerns. Well 6 repairs have since been completed and the well is back in service. Further improvements are planned for the site including additional electrical surge protection for both Wells 6 & 7.

All PFAS sampling by District staff and U.S. Navy contractors has been completed. All District sources of supply (wells) tested negative for any traces of PFAS in the water.

All bacteriological water samples collected were satisfactory. The District produced 32,484,167 gallons in July, which was 3,471,167 more than July of 2022.

- 4.3.4 **Developer Extension Update** – Following years of delays, 10 new services were sold in the Woods View development. Staff will monitor the project and keep the Board informed of any further progress.

5.0 **Executive Agenda**

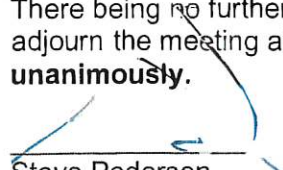
- 5.1 **Administrative Update** – Staff advised the Board that Service Technicians Cody Hodge and Trina Scholer recently acquired their Water Distribution Manager 3 certifications from the Office of Drinking Water. Staff also reminded the Board that Accountant Erin Civilla will mark her 10-year anniversary with the District in September. Staff will keep the Board advised of upcoming employee recognition events for their milestones and accomplishments.
- 5.2 **Board of Commissioners Comments** – No further comment was offered.

6.0 **Future Meeting Dates**

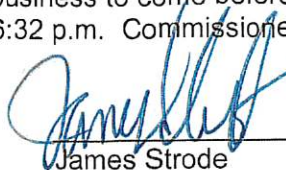
- 6.1 September 12, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop
6.2 October 10, 2023, 5:30 p.m. - Regular Meeting, Spring Street Workshop
6.3 October 24, 2023, 5:30 p.m. – Special Meeting, Field Operations Office

7.0 **Adjournment**

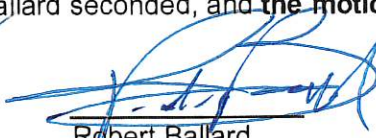
There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:32 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*