



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

February 11, 2025

### REGULAR MEETING

1.0\* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, February 11<sup>th</sup>, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:31 PM. Commissioner Bob Ballard, Secretary Jim Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with one guest from the public. There was one virtual participant in attendance via Zoom.

### 2.0\* **Consent Agenda**

2.1 **Approval of January 14<sup>th</sup>, 2025, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$309,734.08, and a Street Light Fund voucher totaling \$2,281.02.

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 **Public Hearing – Water Use Efficiency (WUE) Goal Setting**

The public participant attending via Zoom requested that the Water Use Efficiency Power Point be sent to him through email. GM Lang stated that he would email him the document the following day (Wednesday).

### 5.0 **Regular Agenda**

#### 5.1\* **Adoption of Resolution 2025-01 Updating the District's Water Use Efficiency (WUE) Goals – Tony Lang**

Lang presented Resolution 2025-01, establishing updated Water Use Efficiency (WUE) goals for the District's Water Use Efficiency Program. Lang presented a Power Point presentation describing the Municipal Water Law and the resulting Water Use Efficiency Rule. He explained that the law requires municipal water suppliers to develop water use efficiency goals in accordance with the rule. The WUE Rule intends to reduce the demand growing communities, agriculture, and industry have placed on our state's water resources, and better manage these resources for fish and wildlife.



Municipal water suppliers are obligated under the WUE Rule to enhance the efficient use of water by the system and/or its consumers. He explained that WAC 246-290-830 requires WUE Goals to be evaluated and established at least every 6-years through a public process.

Lang stated that on March 12, 2019, the District Board updated its WUE Goals with an emphasis to reduce average per capita consumption by 5-percent over a 10-year period using 2015 as the beginning year. After evaluation of the 2019 WUE results, Lang determined that the previous goals were achieved and he would like to modify the District's new goals to the following:

1. Reduce per capita consumption by 5% over 10-years, utilizing 2022 as the base year (64gpd).
2. Continue to educate residents about water conservation practices through outreach programs, advocacy groups, bill stuffers, and local events.
3. Maintain a 3-year Distribution System Leakage (DSL) average below 9% through improved leak detection audits and improved record keeping.
4. Improve indoor conservation kit messaging and distribution.

Lang stated that on January 27, 2025, public notice was issued at least two weeks in advance of the public meeting utilizing the District website, physically posted meeting notices, and through the Department of Health website. Public notice included the purpose of the meeting, date, time and place, including where materials supporting the rationale for the proposed goals could be reviewed. After short discussion, and consideration that no public comment or recommendations were given, Lang recommended adoption of Resolution 2025-01 updating the District's Water Use Efficiency (WUE) Goals as presented.

*Secretary Strode moved to approve Resolution 2025-01 as presented. Commissioner Ballard seconded, and the **motion passed unanimously.***

#### 5.2\* **NOAA Water Main Replacement – Tony Lang**

Lang reminded the Board that on January 14, 2025, during the regular District Board meeting, they discussed the proposed NOAA Water Main Replacement Project. NOAA requested to be credited for the material costs of the new 8" ductile iron pipe and associated fittings that will be installed in place of the old 8" asbestos cement pipe. After discussion, the Board determined the District was not interested in crediting NOAA any funds since NOAA is choosing to upgrade the water main in anticipation of the new facilities they will be constructing in that area.





Lang stated he met with NOAA representatives after the January 14, 2025, Board meeting to discuss the Board's decision and rationale for denying the request. NOAA representatives countered the Board's denial stating the reasoning for their request is the water main is nearing the end of its projected life. Also, the District would only be paying for the cost of the materials resulting in significant future cost savings considering the District doesn't have to pay for design, construction costs, or the costs for AC abatement and disposal. The new 8" ductile iron water main would have a life expectancy of approximately 100 years. Lang discussed NOAA's request for the Board to reconsider their decision due to these considerations.

Lang presented a few potential options for Board consideration:

1. Credit cost of 8" ductile iron pipe, valves, fittings: **~\$41,829**
2. Credit cost of 8" ductile iron pipe only: **~\$10,400**
3. Reaffirm denial of any credit - **\$0**
4. Any amount of the Board's justification - **\$???**

After discussing the long-term cost savings and benefits of the water main replacement for the District, the Board discussed provisions of a credit, contingent upon two conditions. NOAA must agree to fully execute a new water main easement through their site, and District repair procedures need to be negotiated to ensure the District can make timely repairs to the distribution system without delays. Contaminated soils and dewatering need to be the responsibility of the property owner.

*Chair Pedersen moved to credit NOAA \$25,000 for replacement of the 8" water main in accordance with their Developer's Extension Application. Commissioner Ballard seconded, and **the motion passed unanimously.***

**5.3\* Adoption of Resolution 2025-02 Amending the District's 2025 Schedule of Fees & Charges – Tony Lang**

Lang presented Res. 2025-02 Amending the District's 2025 Schedule of Fees & Charges to the Board. He stated that management has reviewed the current Schedule of Fees & Charges and determined that Base Rates and General Facility Charges for meters 1" and larger are not reflective of American Water Works Association (AWWA) Equivalent Residential Unit (ERU) factors and require modification.

For future service connections, Lang recommended the General Facilities Charge and Meter Base Rate Charge be assessed in accordance with AWWA's ERU factor based on a  $\frac{3}{4}$ " meter. "Current" customers with meter sizes 1" and larger will continue to be charged the base rate as reflected in the current Schedule of Fees & Charges until a "change in use" occurs. At that time, the new base rate shall be modified to the District's most current rate in accordance with AWWA's ERU factor based on a  $\frac{3}{4}$ " meter.



After a short discussion, Lang recommended adoption of Resolution 2025-02 as presented.

*Commissioner Ballard move to approve Resolution 2025-02 as presented. Secretary Strode seconded, and **the motion passed unanimously.***

#### 5.4 **Review of Financials & Operations**

- 5.4.1 **Water Sales Data** – Water sales data through January 31, 2025, was reviewed with a total billing of \$163,315 to 1,910 services, and total consumption equaling 16,950,660 gallons or 2,266,131 cubic feet. This consumption total was 2,045,279 gallons more than the same billing period in 2024.
- 5.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending January 31, 2025, was presented. The total fund balance at the end of this reporting period was \$817,731.94.
- 5.4.3 **Operations Update** – Lang reported that January's monthly bacteriological and fluoride samples were completed, the results received from the testing lab were reported as satisfactory, within state recommended range, and submitted to the Department of Health (DOH).

January was an especially busy month for staff with limited available personnel. The team installed one (1) new service on Garfield St as Allie was attending Commercial Driving School during the month of January. Congratulations to Allie for finishing class and obtaining her Class B CDL! While Allie was attending CDL school the rest of the crew backfilled for her and completed her meter reading route.

There were two watermain breaks during January as well. The first leak was a 4" AC line on Cornell Rd. This leak occurred on a holiday (MLK Day) at around 2:00 AM. The service saddle separated from the watermain causing a significant leak blanketing the road with water and debris. Trina, Cody, and Allie were able to get it repaired and back in service around 11:00 AM that day.

Lang stated the second leak at the NOAA facilities suffered a radial crack in the 8" AC water main in an area near previous construction activity performed by NOAA contractors. This leak was problematic due to the contaminated soil conditions and numerous limitations put on the District by NOAA. District staff were informed by NOAA representatives that they could not use the vacator trailer and that they had to keep the solids/spoils separate from the leaking water. The discharged water was required to be pumped to Baker tanks where it could be filtered and tested. The spoils were disposed of in an area where they could be dewatered and trucked to a contaminated spoils disposal site. Regardless of these operational issues, staff eventually made the repair. Lang stated that future emergency procedures need to be





collaborated between NOAA and the District to ensure timely repair and avoid significant water loss.

A residential service line located at 1160 Megan Ct was replaced due to tree roots crushing the meter/box. The crew did a great job of installing the new service line in an area with no conflicts. This replacement has been on the District's radar for many years and the crew is thrilled to be completed with it.

Lastly, Lang reported that Trina Scholer is no longer employed with the District. She has accepted a position with another jurisdiction that is close to her home. We wish her the best and thank her for the 5 years of service she provided to the District. A Service Tech II job description has been posted to Indeed, AWWA, DOH, and WASWD to recruit an experienced water operator.

5.4.4 **Developer Extension Updates** – No Developer Extension Updates were reported.

6.0 **Executive Agenda**

6.1 **Administrative Update** – Lang reported that Well 5R is now online and providing water to District customers in the south zone.

The District Admin server and SCADA server have been procured and ordered. Staff hope to have them both installed in the next month or so.


6.2 **Board of Commissioners' Comments** – No additional comments were provided.

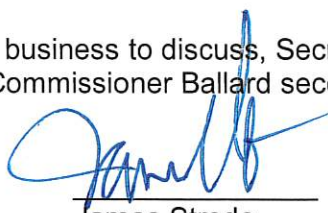
7.0 **Future Meeting Dates**

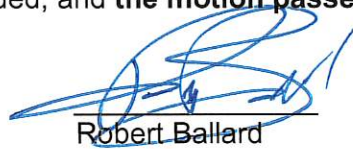
- 7.1 March 11<sup>th</sup>, 2025, 5:30 PM – Regular Meeting, Spring St Workshop
- 7.2 April 8, 2025, 5:30 PM – Regular Meeting, Spring St Workshop
- 7.3 May 13, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop

8.0\* **Adjournment**

There being no further business to discuss, Secretary Strobe moved to adjourn the meeting at 6:42 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**

  
Steve Pedersen  
Board Chair

  
James Strobe  
Secretary

  
Robert Ballard  
Commissioner

\* Indicates action item

