

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

## PURSUANT TO GOVERNOR INSLEE'S STAY HOME – STAY HEALTHY ORDER MEETING WAS HELD VIA TELECONFERENCE

July 14, 2020

### 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. Attending via teleconference were Commissioners Steve Pedersen, Bob Ballard, and Paul Drotz. District staff on the call included Dennis O'Connell, General Manager; Erin Civilla, Accounting Specialist; and Scott Wolf, Operations Foreman. Attorney Ken Bagwell was also on the call. Meeting notices included the teleconference telephone number and pass code; however, there were no public guests included in the teleconference.
- 2.0\* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
  - 2.1 **Approval of June 9, 2020, Regular Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$49,848.42, including \$52,940.97 and a Street Light Fund voucher totaling \$1,741.
  - 2.3 **Approval of District Payroll Affidavit**

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

- 3.0 **Public Comment** – No comment was offered.

### 4.0 Regular Agenda

- 4.1\* **Healthcare Contribution Review** – An essential component of the District's overall compensation program for employees is a monthly healthcare contribution. For FY 2020, it was determined that the District would contribute \$1,078 monthly per employee toward the cost of healthcare coverage. During planning sessions held in 2019, the Board directed staff to advise them of any mid-year changes to the cost of individual healthcare plans during 2020.

Staff advised the Board of a mid-year healthcare plan cost increase. Effective July 1, 2020, the average cost for employee healthcare plans will increase from \$1,078 per month to \$1,115 per month per employee. Historically, the Board has approved modifications to the District's monthly contribution to individual healthcare costs to match inflationary trends. Following discussion, Commissioner Drotz moved to increase the individual monthly healthcare contribution for all employees and elected officials from \$1,078 per month to \$1,115 per month as recommended by staff and effective July 2020. Commissioner Ballard seconded and **the motion carried unanimously.**

## 4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through June 30, 2020 was reviewed with a total billing of \$119,945 to 1,555 services, and total consumption of 16,320,036 cubic feet. Accounting Specialist Erin Civilla noted that both production and sales figures were considerably lower for this period compared to recent years. In fact, she did a case study of the District's top 15 consumers during this reporting period in 2019 compared to the same reporting period this year and noted a 76-percent reduction in total consumption. Staff also noted that the weather has been much cooler this June and July than last year, and customers may not be irrigating as much. Staff will continue to monitor demand and report back to the Board.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending June 30, 2020 was presented. The total fund balance at the end of this reporting period was \$700,946.26.
- 4.2.3 **Operations Update** – The Operations Update for the period ending June 30, 2020 was presented. During the month of June, staff installed three new services, bringing the total year-to-date number of new connections to seven. Staff also replaced a hydrant on Woods Road south of Mile Hill that had been struck by a car. The crew also focused on facilities maintenance throughout the month. All water quality samples submitted in June were satisfactory. The District produced 19,572,000 gallons for this reporting period.
- 4.2.4 **Capital Improvements and Developer Extension Update** – No additional updates were noted.

## 5.0 Executive Agenda

- 5.1 **Administrative Update** – Staff advised the Board that resumes' have been received for the position of Customer Service Representative and the selection process should be complete by the end of August. Staff also advised the Board that they are working on more efficient telecommuting work options for administrative staff as the COVID-19 pandemic continues to present challenges for all concerned.
- 5.2 **Board of Commissioners' Comments** – Board Chair Pedersen expressed concern over future meeting locations considering the restrictions on library meeting room access. Attorney Bagwell suggested that meeting at the Spring Street Workshop would allow for ample social distancing and public access. He also noted that until the state advances to Stage 3 of the Safe Start program, we will need to continue meeting remotely by teleconference or virtual means. Board Chair Pedersen recommended we plan on meeting remotely August 11th, and prepare to meet in the Spring Street Workshop in September.

**6.0 Future Meeting Dates**

- 6.1 August 11, 2020, 5:30 p.m. – Regular Meeting, Teleconference
- 6.2 September 8, 2020, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 October 13, 2020, 5:30 p.m. – Regular Meeting, Manchester Library

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Steve Pedersen  
Board Chair

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Paul Drotz  
Secretary

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Bob Ballard  
Commissioner