

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

February 15, 2022

Due to COVID-19 concerns regarding exposed employees, this month's meeting was delayed one week as a precaution.

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 5:31 p.m. Commissioners Bob Ballard and Jim Strode were also present. District staff present was Dennis O'Connell, General Manager. Attorney Ken Bagwell and three Manchester residents were also present. There were no guests signed in via ZOOM Meetings on the virtual meeting platform.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of January 11, 2022, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$85,450.80, and a streetlight voucher totaling \$1,896.29.
 - 2.3 **Approval of District Payroll Affidavit**

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

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

4.0 Regular Agenda

4.1 **Well 10 Manganese Treatment Facility Site Prep** – During a special meeting held just prior to the regular business meeting, staff and commissioners toured the Well 10 Manganese Treatment Facility site. Recently, developer RJ Peabody (RJ) began construction on a new home directly south of the Well 10 site. As part of the new home construction, RJ built an approach on the south side of Last Refuge Way. However, the approach is nearly six feet higher in elevation than the established roadway elevation used to access the Well 10 site. The design creates a potential hazard for cars using the south side of the roadway because there is no guardrail or other physical barrier between the south side of the road and the north side of the road. Prior to installation of a new water service line to the home, staff requested a meeting with Kitsap County Department of Community Development (DCD) representatives to determine whether the road will need to be regraded. As of the meeting, the DCD had not finalized their requirements for road improvements.

Staff will continue to keep the Board informed of any changes to the site.

No formal Board action was requested.

4.2* **Kitsap Bank Authorized Signatories** - Following changes on the Board of Commissioners, staff requested information from Kitsap Bank (Bank) on updating authorized signatories on the District's deposit account. Bank personnel advised District staff that before changes can be made to the list of authorized signatories, each new signer must make an appointment at the Bank and provide proof of authorization from the Board. A copy of approved meeting minutes that include Board action designating authorized signatories will be considered proof of authorization. To that end, Commissioner Ballard moved to authorize the following persons, and only the following persons, as signatories on the Manchester Water District deposit account with Kitsap Bank.

- Commissioner Robert "Bob" Ballard
- Accountant Erin Civilla
- General Manager Dennis O'Connell
- Commissioner Steve Pedersen
- Commissioner James "Jim" Strode

Commissioner Strode seconded and **the motion carried unanimously.**

4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through January 31, 2022, was reviewed with a total billing of \$134,834 to 1,868 services, and total consumption of 2,042,778 cubic feet.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending January 31, 2022, was presented. The total fund balance at the end of this reporting period was \$1,249,935.71.

6.3.3 **Operations Update** – The Operations Update for the period ending January 31st was presented. In January, the crew installed two new services, repaired a service line leak on Grandview Street, and replaced the Manchester State Park 2-inch service meter. The crew also continued work on cleaning out the old workshop and preparing to demolish the building. All water samples collected last month were satisfactory and the District produced 15,641,000 gallons.

6.3.4 **Capital Improvements and Developer Extension Update** – None

7.0 **Executive Agenda**

7.1 **Administrative Update** – No further update was offered.

7.2 **Board of Commissioners' Comments** – No further comments were offered.

8.0 **Future Meeting Dates**

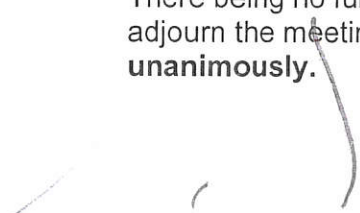
8.1 March 8, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop

8.2 April 12, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop

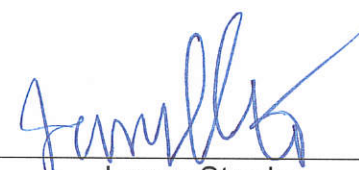
8.3 May 10, 2022, 5:30 p.m. - Regular Business Meeting, Spring Street Workshop

9.0* **Adjournment**

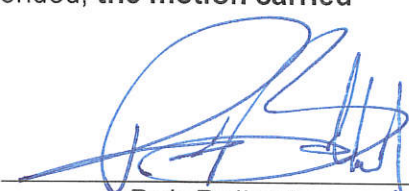
There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 6:57 p.m., Commissioner Strode seconded; **the motion carried unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Bob Ballard
Commissioner