

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 CONDUCTED VIA VIDEO/TELECONFERENCE

October 13, 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 5:32 p.m. Commissioners Paul Drotz and Bob Ballard were also present. District staff present were Dennis O'Connell, General Manager; Erin Civilla, Accounting Specialist; and Scott Wolf, Operations Foreman. Attorney Ken Bagwell was present. Meeting notices included the video/teleconference access number and pass code; however, there were no public guests included by telephone or video.

- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of September 8, 2020, Teleconference Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$41,808.65, and a Street Light Fund voucher totaling \$1,746.31 was also presented.
 - 2.3 **Approval of District Payroll Affidavit**

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

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

- 4.0 **Regular Agenda**
 - 4.1* **Leak Rate Adjustment Appeal** – Staff presented an appeal for a leak rate adjustment on behalf of the owner of 10433 Olympiad Drive. The customer recently experienced a significant leak resulting in a bill of \$733.70. If approved, an adjustment of \$310.34 would be applied to their bill. The reason for the appeal is that the same property was granted a leak rate adjustment of \$132.72 in August of 2018. In accordance with the District's leak rate adjustment policy, each account may be granted a leak rate adjustment once every three years. However, the policy also includes an appeal process for a second adjustment in certain circumstances, if approved by the Board.

Following discussion, Commissioner Ballard moved to approve the leak rate adjustment as presented. Commissioner Drotz seconded the motion with the stipulation that staff revisit the policy with the Board in early 2021. The motion carried unanimously and staff agreed to review the policy further in the future.

- 4.2 **Autumn Planning Session Phase One** - Staff presented a review of goals and accomplishments realized during 2020; including progress on capital improvement projects, professional growth among staff, and managing the District through a historic pandemic. Accomplishments include significant progress on engineering the manganese treatment system planned for the Well 10 facility, completion of construction and landscaping at the Spring Street Workshop, and Water Distribution Manager certification for multiple Service Technicians. Staff also reviewed capital outlay purchases throughout the year including a new “yard dog” loader tractor, an electric Smart ForTwo car for meter reading, and a new commercial-grade riding lawn mower to replace a 16-year old lawn tractor.

Staff also reviewed the District’s response to the COVID-19 pandemic and the ongoing challenges associated with operating under guidelines and restrictions ordered by the governor.

No formal Board action was requested.

4.3 **Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through September 30, 2020 was reviewed with a total billing of \$174,145 to 1,840 services, and total consumption of 26,245,929 cubic feet.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending September 30, 2020 was presented. The total fund balance at the end of this reporting period was \$766,576.18.
- 4.3.3 **Operations Update** – The Operations Update for the period ending September 30, 2020 was presented. Staff replaced the roof on the Well 5 control building and replaced fencing at the Cedar Street Tank site. All water quality samples submitted in September were satisfactory. The District produced 21,394,000 gallons for this reporting period.
- 4.3.4 **Capital Improvements and Developer Extension Update** – None

5.0 **Executive Agenda**

- 5.1 **Administrative Update** – No further update was offered.
- 5.2 **Board of Commissioners’ Comments** – Board Chair Pedersen commented that the Friends of the Manchester Library are once again, soliciting historical photographs from local residents for inclusion in a planned book on local history. Staff agreed to support their efforts through public outreach.

6.0 **Future Meeting Dates**

- 6.1 October 27, 2020, 5:30 p.m. – Special Meeting, Video Teleconference
- 6.2 November 10, 2020, 5:30 p.m. – Regular Meeting, Video Teleconference
- 6.3 November 24, 2020, 5:30 p.m. – Regular Meeting, Video Teleconference

7.0* **Adjournment**

There being no further business to come before the Board, Commissioner Drotz moved to adjourn the meeting at 6:53 p.m., Commissioner Ballard seconded; **the motion carried unanimously.**

Steve Pedersen
Board Chair

Paul Drotz
Secretary

Bob Ballard
Commissioner