

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

March 8, 2022

## 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. 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 February 15, 2022, Special Meeting Minutes**
  - 2.2 **Approval of February 15, 2022, Regular Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$68,913.05, and a streetlight voucher totaling \$1,896.30.
  - 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** – Manchester resident Paul Nuchims presented a copy of a deposition to the Clerk of the Board of County Commissioners, taken August 1, 2020, at the Kitsap County Courthouse. The deposition was given as a claim of damages to Paul Nuchims’ residence for flooding caused by stormwater runoff not controlled by Kitsap County Public Works. Damages sought total \$571,800.00. Paul expressed his frustration that the matter has not been resolved to his satisfaction.

Board Chair Pedersen explained that although the Board may empathize with his situation, Manchester Water District has authority to address Mr. Nuchims’ concerns. Pedersen then directed staff to enter the deposition into the record as part of the official minutes. The deposition is attached hereto as EXHIBIT A.

No further Board action or comment was offered.

## 4.0 **Regular Agenda**

- 4.1 **Annual Newsletter Draft Review** - Presented for Board review and approval was the Spring 2022 Annual Newsletter and Consumer Confidence Report (CCR). As required by regulation, the CCR is composed annually and published through direct mailing to each account, posted on the District website, and made available to any interested party upon request. The CCR contains information regarding water quality sampling and results for reporting year 2021.

The newsletter is published for informational purposes only and is intended to

inform District ratepayers of current events at the District. The newsletter also includes water use efficiency data, billing information and in this case, an employee profile.

Staff solicited input from the Board regarding newsletter content, layout and overall presentation. Once approved, the newsletter/CCR will be included as a bill stuffer with the April/May and May/June billing cycles.

Commissioner Ballard asked that the Commissioners' Corner section of the newsletter include a note of gratitude for staff and customers for navigating through the pandemic. Board Chair Pedersen suggested mentioning the availability of attending meetings virtually. Pedersen also suggested a comment on the solar power project scheduled for the Spring Street Workshop and the new E-Transit service van that has been ordered.

Staff will try to incorporate Board input and present the newsletter again at the April meeting.

*No further Board action was requested.*

## 4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through February 28, 2022, was reviewed with a total billing of \$115,862 to 1,561 services, and total consumption of 1,777,602 cubic feet.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending February 28, 2022, was presented. The total fund balance at the end of this reporting period was \$1,263,034.11.
- 4.2.3 **Operations Update** – The Operations Update for the period ending February 28, 2022 was presented. In February, the crew installed five new services, repaired a service line leak on Yukon Harbor Drive, and converted two more meters to AMR technology. Staff also reported that as of February, Service Technician's Apprentices Christian Conner and Sam Johnson successfully completed their 180-day orientation period. Trina Scholer attended a Competent Person – Trenching & Shoring class in February. Staff explained that as a result of pandemic restrictions for nearly two years, industry specific training for Service Technicians was suspended. The District will be emphasizing completion of specialty training courses for all employees in the coming months. All water samples collected last month were satisfactory and the District produced 13,198,000 gallons.
- 4.2.4 **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** – No further comments were offered.


6.0 **Future Meeting Dates**


- 6.1 April 12, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop
- 6.2 May 10, 2022, 5:30 p.m. - Regular Business Meeting, Spring Street Workshop
- 6.3 June 14, 2022, 5:30 p.m. - Regular Business Meeting, Spring Street Workshop

7.0\* **Adjournment**

There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 6:26 p.m., Commissioner Strode seconded; **the motion carried unanimously.**

  
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Steve Pedersen  
Board Chair

  
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James Strode  
Secretary

  
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Bob Ballard  
Commissioner