

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

March 9, 2021

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 5:35 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 February 9, 2021, Teleconference Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$51,492.79, and a Street Light Fund voucher totaling \$1,893.76 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 **Risk & Resilience Assessment and Emergency Response Plan Review** As part of America's Water Infrastructure Act of 2018 (AWIA), the Environmental Protection Agency requires that all community water systems conduct a risk and resilience assessment of their system. Systems serving populations ranging from 3,300 to 50,000 people must submit proof of assessment completion in 2021. Risk and resilience assessments evaluate the vulnerabilities, threats, and consequences from potential hazards to the District's critical operations. Assessments may be completed and certified in-house. The assessment must be reviewed every five years and be written in a manner that coordinates the comprehensive water system plan and emergency response plan.

Staff reported that a scope of work outline and cost estimate from BHC Consultants for writing the assessment, reviewing our existing emergency response plan, and submitting written certification is \$ 48,538. Staff explained that the regulations allow for self-certification and they planned to begin the process immediately. Commissioner Drotz suggested that the cost of the BHC proposal should not deter staff from using their services as needed. Staff will continue to research the project and report back to the

Board on whether outside services are needed to assist.

4.2 **2021 Project Update** – Staff presented a summary of all projects currently in process or scheduled for later in the year. Projects included:

- Spring Street Workshop Mezzanine Addition
- Well 10 Manganese Treatment Facility
- Sedgwick Tank Painting
- Annual Water Quality Report
- Potential Oregon Main Extension
- Staffing Updates

4.3 **Future Meeting Status** – Staff solicited input regarding the location of future meetings. As we transition through stages of the pandemic recovery, the library meeting room may become available as soon as April. Attorney Ken Bagwell recommended we continue meeting via Zoom virtual meetings until all meeting restrictions are lifted, including number of attendees from the public. If not, the District would need to provide a live interactive video feed for members of the public. This accommodation would be cost prohibitive. The Board agreed to continue meeting virtually until the state-wide COVID 19 emergency declaration has been canceled.

No formal Board action was requested for items 4.1, 4.2, and 4.3.

4.4 **Review of Financials & Operations**

- 4.4.1 **Water Sales Data** – Water sales data through February 28, 2021 was reviewed with a total billing of \$104,789 to 1,559 services, and total consumption of 11,840,653 cubic feet.
- 4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending February 28, 2021 was presented. The total fund balance at the end of this reporting period was \$922,594.55.
- 4.4.3 **Operations Update** – The Operations Update for the period ending February 28, 2021 was presented. The crew repaired two service line leaks last month. The Spring Street Workshop mezzanine has passed all inspections and the permits are finalized. The crew is preparing for annual system flushing beginning in April. All water quality samples submitted in February were satisfactory. The District produced 13,274,000 gallons for this reporting period.
- 4.4.4 **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 additional comments were offered.

6.0 Future Meeting Dates

- 6.1 April 13, 2021, 5:30 p.m. – Regular Meeting, Video Teleconference
- 6.2 May 11, 2021, 5:30 p.m. – Regular Meeting, Video Teleconference
- 6.3 June 8, 2021, 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 6:58 p.m., Commissioner Ballard seconded; **the motion carried unanimously.**

Steve Pedersen
Board Chair

Paul Drotz
Secretary

Bob Ballard
Commissioner