

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

May 12, 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 conference.
- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of April 14, 2020, Regular Meeting Minutes**
 - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$104,321.55, including \$47,722.45 in debt service for Banner Road Tank. Also included was a Street Light Fund voucher totaling \$1,700.42.
 - 2.3 **Approval of District Payroll Affidavit**

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

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

4.0 **Regular Agenda**

- 4.1 **Resolution 2020-04 – WAWARN Mutual Aid Agreement** – WAWARN is an acronym for the Washington Water/Wastewater Agency Response Network. The purpose of the network is to provide utility-to-utility mutual aid in response to an emergency. As the WARN network expands nationwide, it will become easier to provide even interstate mutual aid as needed.

Presented for Board consideration was Resolution 2020-04, authorizing execution of a mutual aid and assistance agreement with WAWARN. RCW 39.34.010 permits local governments to establish mutual aid agreements, and the Washington State Office of Drinking Water recommends membership in WAWARN specifically. Along with the benefits of an established mutual aid agreement with all other members of WAWARN, the Federal Emergency Management Agency (FEMA) regards WAWARN membership as satisfying their mutual aid requirement prior to any reimbursement. Following brief discussion, Commissioner Ballard moved to approve Resolution 2020-04 as presented. Commissioner Drotz seconded and **the motion carried unanimously.**

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through April 30, 2020 was reviewed with a total billing of \$104,618 to 1,555 services, and total consumption of 1,699,458 cubic feet.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending April 30, 2020 was presented. The total fund balance at the end of this reporting period was \$776,397.52.
- 4.2.3 **Operations Update** – The Operations Update for the period ending April 30, 2020 was presented. Staff focused on annual system flushing and facilities maintenance in April, while working split shifts and maintaining social distancing among themselves. All water quality samples submitted in April were satisfactory. The District produced 16,430,000 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** – The General Manager (GM) reported that staff are still working modified rotating shifts to maximize social distancing during the COVID-19 pandemic. The modified work schedule is expected to remain in place until at least May 31, 2020. The GM also stated that he is developing a plan to return all staff to regular full-time hours and reopen the administrative office lobby in early June.
- 5.2 **Board of Commissioners' Comments** – Commissioner Ballard stated that in consideration of the COVID-19 pandemic, the District may need to adopt a “new normal” for conducting business. Commissioner Pedersen asked staff to pass on how proud he is of the way staff has handled themselves during these difficult times.

6.0 Future Meeting Dates

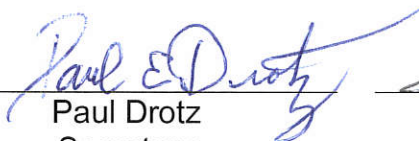
- 6.1 June 9, 2020, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 July 14, 2020, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 August 11, 2020, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* Adjournment

There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 6:14 p.m., Commissioner Drotz seconded; **the motion carried unanimously.**



Steve Pedersen
Board Chair



Paul Drotz
Secretary



Bob Ballard
Commissioner