

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

January 14, 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 5:33 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 also present. Also attending were Jenny Bloom, Manchester Librarian; and Manchester resident Paul Nuchims.
- 2.0 **Oath of Office – Bob Ballard** – Attorney Ken Bagwell administered the oath of office to newly elected commissioner Bob Ballard.
- 3.0* **Election of Officers** – Board Chair Pedersen solicited nominations for officers among the Board members. Commissioner Drotz nominated Steve Pedersen as Chairman. Bob Ballard nominated Paul Drotz as Secretary. A vote was taken, and each nomination was confirmed. Commissioner Pedersen will remain as Board Chair for 2020, and Paul Drotz will act as Board Secretary.
- 4.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 4.1 **Approval of December 10, 2019, Regular Meeting Minutes**
 - 4.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$30,061.37, and a Street Light Fund voucher totaling \$1,700.43 was also presented.
 - 4.3 **Approval of District Payroll Affidavit(s)**
Commissioner Drotz moved to approve the consent agenda as presented. Commissioner Ballard seconded; **the motion carried unanimously.**
- 5.0 **Public Comment** – Mr. Nuchims advised the Board on topics discussed at a recent meeting of the Manchester Community Advisory Council (MCAC). The Board was also advised that the MCAC will be holding an open house meeting in early March.
- 6.0 **Regular Agenda**
 - 6.1 **Open Government Training – Ken Bagwell** – Chapter 42.56.150 RCW, states that elected officials must receive training regarding the Washington State Public Records Act (PRA) and Chapter 42.30.205 RCW, regarding the Open Public Meetings Act (OPMA), within 90-days of taking their oath of office, and every four years thereafter. Attorney Ken Bagwell presented PRA and OPMA training for the Board and staff. The last training session on record was in June of 2014.

Mr. Bagwell discussed key points of the PRA including the definition of a public record, possible exemptions, and the proper methods for fulfilling public records requests. He stressed the importance of cooperation and a timely response when

District staff receive requests for public records. He also defined the role of the Board in addressing public records requests. Following discussion, staff will prepare Resolution 2020-01, revising the District's public records request policy to be presented at the March 2020 Board meeting.

Mr. Bagwell also explained the OPMA and the importance of compliance by the Board members. He explained the definition of a public meeting and the potential pitfalls that elected officials should avoid.

The training included a question and answer period allowing Board members and staff to clarify specific concerns they may have had. Staff also agreed to hold training for all District employees regarding the PRA and a staff meeting was held on January 17, 2020, specifically for that purpose.

No formal Board action was requested.

6.2 Project Update – Spring Street Workshop – Staff advised the Board that they are still working to finalize the building and SDAP permits at the workshop. Once all current permits are finalized, staff will begin preparing to build an inventory mezzanine and workstation.

6.3 Review of Financials & Operations

6.3.1 Water Sales Data – Water sales data through December 31, 2019 was reviewed with a total billing of \$102,171 to 1,559 services, and total consumption of 1,555,208 cubic feet. Total consumption billed for 2019 was 26,569,041 cubic feet, which was 329,138 cubic feet less than 2018.

6.3.2 Income & Expense Report – The Income & Expense Report for the period ending December 31, 2019 was presented. The total fund balance at the end of this reporting period was \$814,764.25.

6.3.3 Operations Update – The Operations Update for the period ending December 31, 2019 was presented. Staff repaired four main leaks in the south-low zone in December. Staff also discovered a significant house line leak at a home on Calle Bonita Avenue. The owner was notified, and the leak repaired. All water quality samples submitted in December were satisfactory. The District produced 14,630,000 gallons during this reporting period, and 217,495,000 gallons for the year.

6.3.4 Capital Improvements and Developer Extension Update – There were no further updates to developer extension projects in January.

7.0 **Executive Agenda**

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

7.2 **Board of Commissioners' Comments** – No further comment was offered.

8.0 **Future Meeting Dates**

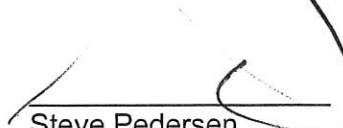
8.1 February 11, 2020, 5:30 p.m. – Regular Meeting, Manchester Library

6.2 March 10, 2020, 5:30 p.m. – Regular Meeting, Manchester Library

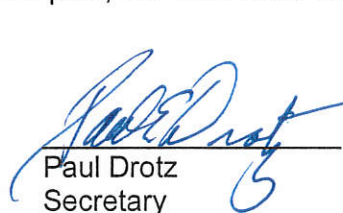
6.3 April 14, 2020, 5:30 p.m.- Regular Meeting, Manchester Library

7.0* **Adjournment**


There being no further business to come before the Board, Commissioner Drotz moved to adjourn the meeting at 7:27 p.m., Commissioner Ballard seconded; **the motion carried unanimously.**



Steve Pedersen
Board Chair



Paul Drotz
Secretary



Bob Ballard
Commissioner