

# 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

November 10, 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 October 13, 2020, Teleconference Meeting Minutes**
  - 2.2 **Approval of October 27, 2020, Special Meeting Minutes**
  - 2.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$43,116.11, and a Street Light Fund voucher totaling \$1,822.16 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 **CARES Act & Account Status Update** – Staff presented information on the Coronavirus Aid, Relief, and Economic Security (CARES) Act and how it may impact the District in the future. Staff continues to track expenses incurred by the District associated with the COVID-19 pandemic. Relief funding may be available through the CARES Act, though disbursement is not guaranteed.

Staff also presented a summary of the total number of customer accounts that may be impacted by the pandemic. Effective March 18, 2020, Governor Inslee initiated Proclamation 20-23, Ratepayer Assistance and Preservation of Essential Services, which encouraged all local utilities to develop and implement their own COVID-19 ratepayer assistance programs and prohibited utilities from assessing late fees and shutting off services for nonpayment. The District adopted Resolution 2020-05 in June which includes the District ratepayer assistance program consistent with Proclamation 20-23. The District has been fortunate that the fiscal impact of the pandemic with regard to utility payments has been minimal. As of this report, the District has 32 accounts that have not made a

payment since March of 2020, representing 0.94-percent of all accounts.

Staff advised the Board that it will continue to pursue reimbursement funds from the CARES Act and keep the Board advised of delinquent account status.

**4.2 Autumn Planning Session – C.I.P. & Capital Outlay** – Staff reviewed information provided at previous meetings regarding the upcoming FY 2021 Budget proposal, and presented capital improvement project goals, as well as a capital outlay plan for FY 2021.

Capital improvement projects included two objectives carried over from FY 2020 that will not be completed by the end of the year. The two projects carried over are the Sedgwick Tank recoat, delayed due to COVID-19 restrictions, and preparations for the manganese treatment facility at Well 10. Two new capital improvement projects for FY 2021 include the addition of emergency generator switchgear at the Field Operations Complex, and construction of an intertie with West Sound Utility District on Nevada Avenue E.

Capital outlay goals include the purchase of a new meter reading data collector and software, replacement of the HVAC unit at the Field Operations office, as well as Spring Street Workshop and Administrative Office upgrades and replacements. The workshop will have new workbenches and power tools, such as a drill press and welding station added. The administrative office needs repainting and carpet replacement.

Staff stated that with projected FY 2021 revenue at \$2,449,118, and preliminary expense projections totaling \$1,931,216, the District would end the year with a balance forward to 2022 of \$517,902. Following Discussion, Commissioner Drotz expressed concern whether we would be holding enough in reserve. Staff agreed to include historical data on previous budgets and revisit the matter at the next planning session.

*No formal Board action was requested for Items 4.1 and 4.2.*

#### **4.3 Review of Financials & Operations**

- 4.3.1 **Water Sales Data** – Water sales data through October 31, 2020 was reviewed with a total billing of \$127,131 to 1,556 services, and total consumption of 17,792,392 cubic feet.
- 4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending October 31, 2020 was presented. The total fund balance at the end of this reporting period was \$828,814.39.
- 4.3.3 **Operations Update** – The Operations Update for the period ending October 31, 2020 was presented. The crew repaired a service line leak on Alaska Avenue, and replaced a hydrant on Southworth Drive, east of John Street. While replacing the hydrant, the crew added an inline main valve which will reduce the number of customers impacted in the event of an emergency shut down in the future. All water quality samples submitted in October were satisfactory. The District produced 15,367,000 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** – No additional comments were offered.

## 6.0 Future Meeting Dates

- 6.1 November 24, 2020, 5:30 p.m. – Regular Meeting, Video Teleconference
- 6.2 December 8, 2020, 5:30 p.m. – Regular Meeting, Video Teleconference
- 6.3 January 12, 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 6:41 p.m., Commissioner Ballard seconded; **the motion carried unanimously.**

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Steve Pedersen  
Board Chair

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Paul Drotz  
Secretary

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Bob Ballard  
Commissioner