

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 VIRTUALLY

February 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 5:31 pm. Commissioners Paul Drotz and Bob Ballard were also present. District staff Erin Civilla, Accounting Specialist, and Scott Wolf, Operations Foreman were present, as was Attorney, Ken Bagwell. General Manager, Dennis O'Connell was excused. There were no public guests in attendance.

2.0 *Consent Agenda – *Staff recommended approval of the consent agenda as presented.*

2.1 Approval of January 12, 2021 Regular Meeting Minutes

2.2 Approval of Vouchers – Approval for payment of General Fund vouchers that totaled \$43,099.98, and a Street Light voucher totaling \$1,893.76.

2.3 Approval of District Payroll Affidavit

Commissioner Drotz moved to approve the consent agenda as presented.

Commissioner Ballard seconded the motion, **the motion carried unanimously.**

3.0 Public Comment – No comment was offered.

4.0 Regular Agenda

4.1 Sedgwick Tank Paint Project* – At the March 10, 2020 regular Board of Commissioners meeting, bids for recoating the Sedgwick Road tank were opened. There were ten bids submitted and opened at that meeting. Cascade Industrial Services of Rathdrum, Idaho, was the winning bidder with a total project cost estimated at \$46,210.55. The original contract stated that work would be complete within 180 days from the date that the Notice to Proceed was given to the contractor. If the Notice to Proceed had been issued on/around March 11, 2020, the contract completion date would have been September 7, 2021.

Unfortunately, on March 25, 2020, Washington State Governor, Jay Inslee, shut-down all construction activity due to the COVID-19 pandemic. While construction related to essential services was a stated exception, it would have proven difficult to ensure that all COVID-related protocols were in place with regard to travel and social distancing.

On April 20, 2020, it was agreed that the project completion date would be extended until December 31, 2020, however due to fall and winter weather concerns, Cascade Industrial Services asked on October 26, 2020 to extend the project to Spring 2021.

After discussion regarding the original contract in late 2020, Ken Bagwell and Dennis O'Connell decided that too much time had passed from the original contract and that it would be best to terminate the original contract and re-bid the project in 2021.

After discussion and input from Ken, Staff asked the Board to approve terminating the March 2020 contract and going out for bid in March or April 2021.

Scott will review the contract specifications to ensure that everything is current before the bid packet and contract is published.

Commissioner Pedersen moved to terminate the existing contract and publish a new call for bid. Commissioner Ballard seconded the motion, **the motion carried unanimously.**

4.2 **Review of Financials & Operations**

- 4.2.1 **Water Sales Data** – Water sales data through January 31, 2021 showed total customer billing of \$128,147 to 1,850 services. The total consumption billed was 15,003,182 gallons.
- 4.2.2 **Income & Expense Report** – The total fund balance on January 31, 2021 was \$917,468.33.
- 4.2.3 **Operations Update** – All water quality samples submitted in January were satisfactory. The District produced 14,485,000 gallons for the month.

5.0 **Executive Agenda**

5.1 **Administrative Update**

- 5.1.1 **General Manager Absence** – Scott and Erin reported to the Board that Dennis had injured his shoulder mid-January and has been seeing a doctor and chiropractor. Both the administrative and operation staff have been working well together and are making sure that all necessary District functions are being managed.

The Board sends their regards to Dennis and to keep them abreast of anything that Dennis may need to heal and take care of himself.

5.2 **Board of Commissioners' Comments**

- 5.2.1 **Chemical Feeds & Security Risk** – Commissioner Drotz asked Scott if he had seen the recent news story regarding an attempted hacking, and poisoning, of a water supply in Florida. Scott explained that there had been an incident in Florida whereby a hacker attempted to increase the amount of sodium hydroxide (lye) in a water system. Thankfully, the water operators noticed the increase and were able to reduce the level to normal before any major problems occurred.

Scott also explained that the chemical feeds used by Manchester Water District can only be adjusted manually. SCADA limits any remote adjusting to on/off. Scott also reported that Frederick Granado, the District's contracted IT support person, is working on upgrades to the SCADA system. Commissioner Drotz suggested that Staff consider using funds from the proposed West Sound Utility District Interie to expedite the SCADA upgrade project.

- 5.2.2 **Port of Manchester Interlocal Agreement** – Commissioner Ballard asked for clarification on the Interlocal Agreement (ILA) with the Port of Manchester and if there needed to be an annual resolution that recognized Dennis as the Contract Administrator. Ken explained that as long as the ILA was current, the Water District should not need to sign a resolution each year to enforce the agreement. Ken also explained that while there may be common Board members, it is important that Port and Water District business be limited to their respective meetings.

5.2.3 **Manchester Citizens Advisory Committee** – Commissioner Pedersen asked the Board if any members would be interested in joining the Manchester Citizens Advisory Committee (MCAC) as a local business representative. The position would require attendance at a monthly meeting that lasts approximately 1.5 hours. Steve explained that there did not need to be a decision made immediately, but that the opportunity is available if any Board members are interested.

6.0 Future Meeting Dates

- 6.1 March 9, 2021 Regular Meeting – to be held virtually
- 6.2 April 13, 2021 Regular Meeting – location TBD
- 6.3 May 11, 2021 Regular Meeting – location TBD

7.0 *Adjournment – There being no further business to come before the Board, Commissioner Pedersen moved to adjourn the meeting at 6:23 pm, Commissioner Ballard seconded; **the motion carried unanimously.**

Steve Pedersen
Board Chair

Paul Drotz
Secretary

Bob Ballard
Commissioner

* *action item*