

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

October 11, 2011

REGULAR MEETING

1.0 Chairman Kyle Galpin called the regular meeting of the Manchester Water District Board of Commissioners to order at 5:35 p.m. Present were Chairman Kyle Galpin, Commissioner Steve Pedersen, and Commissioner James Strode. Staff included Dennis O'Connell, General Manager; Scott Wolf, Interim Operations Foreman; Jamie Hatton, Accounting Specialist; Kristin Bilodeau, Customer Service Representative; and Rick Gross, Attorney.

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

2.1 **Approval of September 13, 2011, Regular Meeting Minutes.**

2.2 **Approval of October 4, 2011, Special Meeting Minutes**

2.3 **Approval of Vouchers.** Approval for payment of these vouchers included General Fund vouchers # 466-484, 485-499, and 500-511; totaling \$ 22,615.70; and Street Light Fund voucher # 465 in the amount of \$ 1,930.06.

2.4 **Approval of District Payroll Affidavit**

Commissioner Pedersen moved to approve the Consent Agenda. Commissioner Strode seconded. **The motion was unanimously approved.**

3.0 **Public Comment.** No public comment was offered.

4.0 **Regular Agenda**

4.1* **Execution of Public Works Trust Fund Loan Contract** – Presented for consideration was Public Works Trust Fund Contract # PC12-951-073. Under the terms of this agreement, the District agrees to reimburse the Public Works Board for a \$2,228,000 loan over twenty years at 2-percent interest. The funds are to be used to replace the Banner Road Tank and 4,750 feet of water main and appurtenances. The existing 100,000 gallon reservoir will be replaced with a 200,000 gallon capacity tank. The wrapped steel water main will be replaced with 12- inch ductile iron piping from the reservoir site, north to the intersection of Banner Road and Southworth Drive. The contract has been reviewed by Attorney Rick Gross, the District General Manager, and the Board of Commissioners at a special planning session meeting held October 4, 2011. This project is part of the District Capital Improvement Program defined in the Comprehensive Water System Plan (CWSP) published in 2007. Commissioner

Pedersen moved to authorize the District's General Manager to execute the contract as presented. Commissioner Strode seconded and *the motion was carried unanimously.*

4.2 **Planning Session Preview / 2012 Revenue Resources** – O'Connell presented slides outlining projected revenue sources for the District in 2012. These slides are presented as a precursor to our Autumn Planning Session. Included in the slides was a review of current billing processes including the application of late fees, service charges, and liens. Moving forward, the District will adopt revisions to the process as part of the Application of Fees, Penalties and Liens policy to be adopted at a future meeting. Also presented were charts depicting historical trends in investment interest revenue and the relationship between historical production data and water sales revenue. Trends and data will be further reviewed at our Autumn Planning Session meeting scheduled for October 25, 2011, and no Board action was taken.

4.3 **Developer Extensions & Capital Improvement Projects Update** – Work continues on the Southworth Bridge replacement. The Harper Church main extension on Wilson Creek Road has been completed and an escrow account established in lieu of a maintenance bond. There are no other developer extension projects pending.

4.4 **Port of Manchester Update** – Presented at the meeting were project updates for the replacement of the south dock and improved park lighting.

4.5 **Review of Financials**

4.5.1 **Water Sales Data.** The Board and staff reviewed the water sales & usage report through September, 2011.

4.5.2 **Income & Expense Report** - The Income & Expense Summary Report through August, 2011 was presented for review.

5.0 **Miscellaneous**

5.1 **Operations Update** - All water samples submitted in September tested satisfactory. Staff installed one new service on California Avenue. Staff repaired a main leak on Chester Road, west of Alaska Avenue. The District produced 20,798,000 gallons in September.


5.3 **Board of Commissioner Comments** – Attorney Rick Gross reviewed for the record the District's public information request policy, revised in 2006 and adopted as policy in Resolution 2006-11. As defined in the resolution, the District has established a policy for public information requests which includes a request form to be completed by the requesting party. Stated on the form, and supported by the resolution, are a 15-cent per page copy charge, and a \$ 25 per hour labor rate for administrative services directly related to the request. Mr. Gross reviewed the statutes and advised that requests may be made for existing documents and records; but that the compilation of reports relating to specific data is not required unless those reports already exist for District purposes.

6.0 **Future Meeting Dates**


- 6.1 October 25, 2011, 5:30 p.m. – Autumn Planning Session, Field Operations Building
- 6.2 November 8, 2011, 5:30 p.m., - Regular Meeting, Manchester Library
- 6.3 December 13, 2011, 5:30 p.m., - Regular Meeting, Manchester Library

7.0* **Adjournment**


There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:17 p.m.



Kyle D. Galpin,
Chairman



James E. Strode,
Secretary



Steve Pedersen,
Commissioner

