

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

January 12, 2010

REGULAR MEETING

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, Commissioners James Strode and Steve Pedersen. Staff present included Alan Fletcher, General Manager, Dennis O'Connell, Operations Manager, Jamie Hatton, and Rick Gross, Attorney. Also in attendance were Margaret Guariz, Joe Guariz, Paul Gilligan, and Janice Gilligan.

1.0* **Oath of Office.** Richard Gross, Attorney, administered the Oath of Office to Kyle D. Galpin.

2.0* **Election of Officers.** Commissioner Pedersen moved that the current slate of officers be retained for 2010 (Commissioners Galpin as Board President and Strode as Secretary). Commissioner Strode seconded the motion. **The motion was unanimously approved.**

3.0* **Consent Agenda**

3.1 **Approval of December 8, 2009, Regular Meeting Minutes.**

3.2 **Approval of Vouchers** - Vouchers that have been audited and certified by the Auditing Officer as required by RCW 42.24.090. Vouchers have been recorded on a listing that was reviewed by the Board prior to the meeting. Approval for payment of these vouchers includes General Fund vouchers #582-622, totaling \$38,708.65; Street Light Fund Voucher #581 totaling \$1,876.40.

3.3 **Approval of District Payroll Vouchers.**

3.4 **Approval of FY 2010 Position Placement Schedule.**

Commissioner Strode moved to adopt the consent agenda as presented. Commissioner Pedersen seconded the motion. **The motion was unanimously approved.**

4.0 **Public Comment.** There was no public comment.

5.0 **Regular Agenda**

5.1 **Kitsap County Hazard Mitigation Plan (Plan).** Staff is working with Kitsap County Department of Emergency Management and local partners in updating the countywide Plan. District participation in the plan allows it to receive State and Federal emergency funds in the event of a disaster. Staff discussed the need for a public meeting on the Plan, suggesting it be scheduled for the February meeting. The Board agreed and directed staff to publicize the meeting and develop an adopting resolution.

5.2 **Developer Extensions & Capital Improvement Projects Update.** Staff briefed the Board on recent developer activity, including Cedar Creek Estates, Washington Street water main extension, and some erosion problems with the Beaver Creek directional bore pipe installed for the development. The Board discussed the system issues at Gatewood Manor and what role the District should play.

5.3 **Review of Financials**

- 5.3.1 **Water Sales Data.** The usage report through December 31, 2009 was reviewed. Total sales for the year are above budget projections, and, \$104,000 above sales in FY-08.
- 5.3.2 **Income & Expense Report** – Staff reviewed the Income & Expense summary for the year through November 2009 is enclosed. Staff is working on closing out 2009 financials.

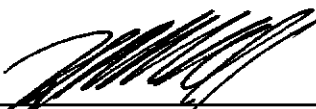
6.0 **Miscellaneous**

- 6.1 **Operations & Capital Projects Updates.** Staff reported that water samples collected in December all tested satisfactory. There were no new services installed in December and the year was closed out with 31 new service installations. Well 10 (Manchester Heights) submersible pump and motor has been replaced and is back in service. The well was also brushed and bailed to maximize yield. The Garfield Garage project continues to progress and is ready for final permit inspection. The Suite 111 permit has been approved through all but one-step in the process. Staff will be shifting its focus from Garfield to Suite 111 in the coming weeks. The District produced 14,824,000 gallons in December, down 4% from the same reporting period in 2008. For the year, the District produced a total of 221,388,800 gallons, up nearly 3% from 2008 total production.
- 6.2 **Administration Updates.** The Board was updated on flexible spending accounts and Veba programs.
- 6.3 **Board of Commissioners.** Commissioner Strode noted that he would miss the February meeting as he is out of town. Commissioner Pedersen inquired about progress in arranging financial planning classes for employees and in looking into a “helping hands” type fund for destitute customers.

7.0* **Set Future Meeting Dates**


- 7.1 February 9, 2010, 5:30 p.m. – Regular Meeting
- 7.2 March 9, 2010, 5:30 p.m. – Regular Meeting

8.0* **Adjournment.** There being no further business to come before the Board, Commissioner Strode moved to adjourn. Commissioner Pedersen seconded. The meeting was adjourned at 6:35 p.m.



Kyle D. Galpin,
Chairman

James E. Strode,
Secretary



Steve Pedersen,
Commissioner