

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

July 13, 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 included Alan Fletcher, General Manager, Dennis O'Connell, Operations Manager, Kristin Bilodeau, and Rick Gross, Attorney.

1.0* Consent Agenda

- 1.1 **Approval of June 8, 2010, Regular Meeting Minutes.**
- 1.2 **Approval of June 15, 2010, Special Meeting Minutes.**
- 1.3 **Approval of Vouchers.** Approval for payment of these vouchers includes Street Light Fund voucher #301, totaling \$1,945.05; General Fund vouchers #302-352, totaling \$88,586.71.
- 1.4 **Approval of District Payroll Vouchers.**

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

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

3.0 Regular Agenda

3.1 **Damage Claim.** Staff updated the Board on the damages caused by a leak on Alaska Ave & Alder Street. The damage was due to an underground leak that had not surfaced; instead, water traveled down the natural gradient and entered homes in their basements. The District first learned of a possible leak in April and has been diligently working on finding its cause ever since. Damage included carpeting, wallboard, curtain drain replacement, and lost business income. Evergreen Adjustment Services, representing Enduris, the District's insurance carrier, is handling the claim. Total damages are estimated at \$90,000, and most repair work has been accomplished.

3.2 Developer Extensions & Capital Improvement Projects Update

3.2.1 **Suite 111 -** Work continues at the new administrative office and we are hoping for an early August moving day. Carpet and furniture deliveries are scheduled for late next week.

3.2.2 **Southworth Drive Widening Project -** Approximately 130 feet of six-inch AC water main has been replaced and relocated to resolve conflicts with new storm water facilities being installed. Staff continues to monitor the project and modify services and appurtenances as needed.

3.3 **Port of Manchester Update.** Launch fee collections continue to increase with changing seasons. A total of \$5,836 has been received from ramp fees and annual pass sales. The District billed the Port \$586, for June General Services, Parking Lot Expansion Project, and supplies.

3.4 **Review of Financials**

3.4.1 **Water Sales Data.** The water sales and usage report through June 2010 was discussed. Revenues were down significantly from last years at this time due to the cool wet spring and summer.

3.4.2 **Income & Expense Report.** The financial reports for the fiscal year through May 2010 were reviewed and discussed. Purchase of the new service truck was noted.

4.0 **Miscellaneous**

4.1 **Operations Updates.** All water samples taken in June tested satisfactory. We installed one new service since last report, bringing our year-to-date number of new services installed to eight. Staff repaired three separate main leaks this month, and relocated two hydrants as part of the Southworth Drive widening project. The District produced 17,192,000 gallons in June, reflecting unseasonably cool weather.

4.2 **Administration Update.** Staff discussed the upcoming move including public notification, bill insert, and signage.

4.3 **Board of Commissioner Comments.** No additional comments.

5.0* **Future Meeting Dates**

- 5.1 August 3, 2010, 5:30 p.m. – Special Study-Session Meeting
- 5.2 August 10, 2010, 5:30 p.m. – Regular Meeting, Manchester Library
- 5.3 September 14, 2010, 5:30 p.m. – Regular Meeting

6.0* **Adjournment.** There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 6:25 p.m.



Kyle D. Galpin,
Chairman



James E. Strode,
Secretary



Steve Pedersen,
Commissioner