

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

May 11, 2010

REGULAR MEETING

Chairman Kyle Galpin called the regular meeting of the Manchester Water District Board of Commissioners to order at 5:30 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 April 13, 2010, Regular Meeting Minutes.**
- 1.2 **Approval of May 4, 2010, Special Meeting Minutes.**
- 1.3 **Approval of Vouchers.** Approval for payment of these vouchers includes General Fund vouchers #183-244, totaling \$50,906.14; Street Light Fund voucher #245, totaling \$1,930.40.
- 1.4 **Approval of District Payroll Vouchers.**

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

2.0 Public Comment.

3.0 Regular Agenda

- 3.1* **Public Service Announcement - Friends of Manchester Library.** The Friends have requested an announcement for the annual Salmon Bake, to be held Father's Day Sunday, June 20, 2010, Noon - 4:00 p.m. Commissioner Strode moved to approve of the Public Service Announcement for the Friends of the Manchester Library. Commissioner Pedersen seconded. **The motion was unanimously approved.**
- 3.2* **Resolution No. 02-2010, Reducing Greenhouse Gas (GHG) Emissions.** Staff reported that in 2009 the Legislature began requiring competitive state infrastructure-funding programs to take into consideration the reduction GHG emissions in the selection process. To meet that test, staff drafted a policy that sets the framework for reducing GHG emissions in our general business practices. Examples include flex-fuel vehicles, using energy efficient equipment, recycling, and weatherization. While debate continues on the science surrounding Greenhouse emissions and climate change in general, the examples in the proposed policy resolution are activities we routinely have and will undertake in the future and make sense from a stewardship as well as business perspective. Commissioner Pedersen moved to approve Resolution No. 02-2010. Commissioner Strode seconded. **The motion was unanimously approved.**
- 3.3* **Public Work Trust Fund Loan Submittal.** Staff reported that it has submitted a PWTF loan application for possible 2011-2012 funding. The Board acknowledged and approved of the loan application and thanked staff for its work.

3.4* **Office Hours.** Staff explained that last meeting we discussed office hours and the potential for making changes to our current operating hours. When the District opens its new administrative office, staff prefers synchronizing work times and office hours. Currently, we are open 7:30-4:30, with overlapping start, stop, and lunch hours. Unfortunately, with a small staff, this can and has resulted in overtime and/or short staffing. Staff believes the situation will worsen as we maintain separate administrative and field office locations. Following internal discussion and analysis, staff recommends a fixed 8:00 a.m. – 4:30 p.m. office & work hour schedule. Part of this change would be to reduce overtime, maintain an open office during the noon hour, and maintain a 4:30 p.m. closing time, a minimum expectation expressed by the Board. Staff also reported that it will be forgoing the 5/9 flex-schedule this year due to staffing levels. Commissioner Pedersen moved to approve office hours of 8:00 a.m. – 4:30 p.m., with service throughout the noon hour. Commissioner Strode seconded. **The motion was unanimously approved.**

3.5 **Developer Extensions & Capital Improvement Projects Update.** Dennis O'Connell reported on the Suite 111 Tenant Improvement Project, noting that work continues to progress. The drywall is up with a coat of primer added, and staff continues to work toward a late June move-in date.

3.6 **Port of Manchester Update.** Staff reported that Ramp Fee collections are going well. Local residents are cooperating and revenue is increasing as the weather improves.

3.7 **Review of Financials**

3.7.1 **Water Sales Data.** The water sales & usage report through April 2010, was reviewed. The Board noted revenues are tracking with last years.

3.7.2 **Income & Expense Report.** The Board reviewed the financial reports for the fiscal year through March 2010.

4.0 **Miscellaneous**

4.1 **Operations Updates.** All water samples taken in April tested satisfactory. Two new meters were installed, bringing our total new services for the year total to five. Primary focus this month was the annual flushing program and continued work on the new office facility. Steve Ward and Jacob Lovik attended a two-day trenching and shoring safety class this month at Green River Community College. The District produced 15,527,000 gallons in April, up 354,000 gallons from the same reporting period last year.

4.2 **Administration Update.** Alan Fletcher reported on discussions with USDA on Gatewood Manor improvements. USDA has loan money available, with the caveat that any loan be made through the District. Loan money is also available for the District's Capital Improvement Program. Staff presented cost information for conducting a formal Salary Survey. The Board felt that performing an in-house look was more appropriate at this time. Fletcher also reported that he would be out of office on May 13-14, at the PNWS-AWWA conference and on vacation the week of June 28.

4.3 **Board of Commissioner Comments.** There were no additional Board comments.

5.0* **Future Meeting Dates**

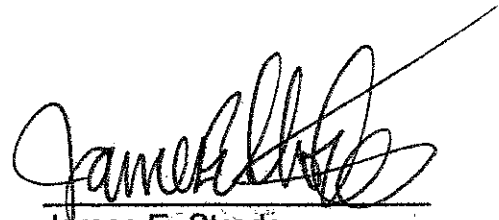
5.1 June 8, 2010, 5:30 p.m. – Regular Meeting, Manchester Library

5.2 July 13, 2010, 5:30 p.m. – Regular Meeting, Manchester Library

6.0* **Adjournment.** There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 6:45 p.m.



Kyle D. Galpin,
Chairman



James E. Strode,
Secretary



Steve Pedersen,
Commissioner