

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

July 12, 2011

REGULAR MEETING

1.0 Chairman Kyle Galpin called the regular meeting of the Manchester Water District Board of Commissioners to order at 5:32 p.m. Present were Chairman Kyle Galpin, Commissioner Steve Pedersen, and Commissioner James Strode. Staff included Dennis O'Connell, Interim General Manager; Scott Wolf, Interim Operations Foreman; 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 June 14, 2011, Regular Meeting Minutes.**

2.2 **Approval of Vouchers.** Approval for payment of these vouchers included General Fund vouchers # 313-326; 327-339; and 341-370; totaling \$21,452.02; and Street Light Fund voucher # 340 totaling \$1,930.06.

2.3 **Approval of District Payroll Affidavit**

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

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

4.0 **Regular Agenda**

4.1 **Property Liens Information & Discussion** – Presented to the Board was a draft policy to formally establish procedures for assessing late penalties, fees, and property liens for late-pay and non-pay District customers. The draft includes limitations on compounded fees and penalties, not to exceed the current General Facilities Charge component of a new service connection. A digital copy of the policy has been forwarded to Attorney Rick Gross for review. After discussion, it was determined that we should take more time to review the policy and present revisions at our next meeting.

4.2 **Proposed Puget Sound Energy Rate Increase** – Puget Sound Energy (PSE) has filed a proposal with state regulators requesting a rate increase for both electric and natural gas rates for all PSE customers. If approved, the increase would go into effect in May of 2012. The District paid out nearly \$61,000 in electric bills during the previous year under varying rate schedules used at our pump stations and facilities. The overall impact could be as much as an eight (8) percent increase in electricity costs to the District. Staff will continue to research this proposal and include the potential impacts in our autumn planning session discussions.

4.3 **Developer Extensions & Capital Improvement Projects Update** – Work has begun in earnest at the Southworth (Curley Creek) Bridge replacement project. The water system is isolated in either direction, and the main has been partially removed.

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 June 2011.

4.5.2 **Income & Expense Report** - The Income & Expense Report through May 2011 was enclosed for review.

5.0 **Miscellaneous**

5.1 **Operations Update** - All water samples submitted in June tested satisfactory. Staff did one emergency service line repair on Olympiad Drive, and two main repairs on Cole Street and on Fernbrook since last report. Staff also installed two new services bringing our total to six (6) new services year-to-date. The District produced 19,366,000 gallons in June; which is over 12-percent more than the same reporting period in 2010.

5.2 **Administrative Update** – Staff extended their congratulations to Jacob Lovik and Scott Wolf. Jacob passed the examination for certification as a Water Distribution Manager I, and Scott Wolf received his District five-year service award.

5.3 **Board of Commissioner Comments** – No additional comment was offered.

6.0 **Executive Session** – The Board requested we move into executive session to discuss personnel issues and staffing assignments. The session lasted approximately one hour and no action was taken.

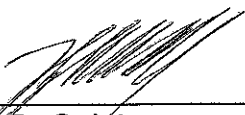
7.0 **Future Meeting Dates**

7.1 August 9, 2011, 5:30 p.m. – Regular Meeting, Manchester Library

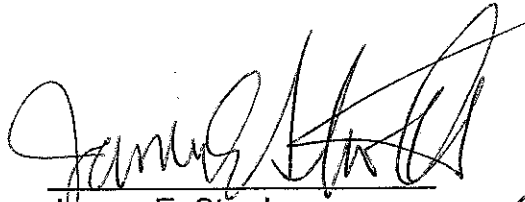
7.2 September 13, 2011, 5:30 p.m. – Regular Meeting, Manchester Library

8.0* **Adjournment**

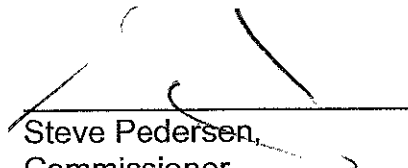
There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:22 p.m.



Kyle D. Galpin,
Chairman



James E. Strode,
Secretary



Steve Pedersen,
Commissioner