

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

May 10, 2011

REGULAR MEETING

- 1.0 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, Commissioner Steve Pedersen, and Commissioner James Strode. Staff included Dennis O’Connell, Interim General Manager; Scott Wolf, Interim Operations Foreman; Kristin Bilodeau, Customer Accounts Specialist; and Rick Gross, Attorney.

- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented. If modifications are needed to any item, the item will be pulled from the Consent Agenda and placed on the Regular Agenda.*
 - 2.1 **Approval of April 12, 2011, Regular Meeting Minutes.**
 - 2.2 **Approval of Vouchers.** Approval for payment of these vouchers included General Fund vouchers #199-213, and 214-228, totaling \$13,255.71, and Street Light Fund vouchers #229 totaling \$1,912.01, and Capital Fund voucher #230, totaling \$ 158,991.57 applied to Public Works Trust Fund debt service.
 - 2.3 **Approval of District Payroll Vouchers**

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

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

4.0 **Regular Agenda**

- 4.1 **Southworth Bridge Replacement Bid Review** – On April 26, 2011, the Kitsap County Department of Public Works had their official bid opening for the replacement of the Southworth Bridge, west of Banner Road on Southworth Drive. Staff presented a summary report of all bidders and their dollar amounts. The lowest bidder for the project was Quigg Brothers of Aberdeen, Washington with a total bid of \$ 2,032,654.05. Schedule B of the bid tabulation refers to the water main replacement portion of the project which will be paid by the District. The Schedule B total is \$ 56,119.05. Staff reminded the Board that in addition to the Quigg Brothers bid amount, there will be additional costs for engineering services and in-house local improvements in support of the project. These local improvements include the addition of a new isolation valve on Southworth Drive and the relocation of one residential service on Bay Street.

- 4.2 **Billing Dispute Resolution Policy Review** - Presented for review was a draft policy for resolving billing disputes and corrections. The purpose of the policy is

to define a fair and consistent means of resolving billing disputes and corrections. Following input from the Board and Attorney Rick Gross, staff shall revise the draft for inclusion as Exhibit A in a future presentation of Resolution 2011-01. Staff explained that in March of 2003, all property owners that were billed at the double base-rate for accessory dwelling units were notified and asked to confirm their billing status. Since that time, no formal audit of this particular billing issue had been conducted. As of this meeting, a total of four accounts were found to be billed incorrectly. Per the Board of Commissioners directive at the March 2011 meeting, refunds will be sent to those accounts to correct the billing errors. The total for all refunds is \$3,454.47.

Commissioner Pedersen requested that staff conduct annual billing audits to ensure accurate billing on an ongoing basis.

No action was taken pending future presentation of Resolution 2011-01 and associated Exhibit A.

4.3 **Developer Extensions & Capital Improvement Projects Update** – We have had inquiries regarding the Woods View (Cedar Creek Estates) project. The latest inquiry mentioned a tract design including 74 homes; however no site plans have been submitted for water main improvements.

4.4 **Port of Manchester Update** – A Request for Proposals to replace the south dock floating assembly was published on March 17, 2011. There were a number of respondents and seven proposals submitted. Staff will be working with the Port Commission to evaluate the proposals in the coming weeks.

4.5 **Review of Financials**

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

4.5.2 **Income & Expense Report** - The Income & Expense Report through March 2011 was enclosed for review. Our April numbers had not been computed as of the meeting.

5.0 **Miscellaneous**

5.1 **Operations Update** - All water samples submitted in April tested satisfactory. Staff did two service line repairs since last report; one on Cole Street, and one on Yukon Harbor Dr. We also completed our annual system flushing, and converted one more meter to our automated read system. Staff relocated one service on Bay Street in anticipation of the Curley Creek Bridge replacement. The District produced 16,386,000 gallons in April, up five percent from the same reporting period in 2010.

- 5.2 **Administrative Update** – Staff advised the Board of recent inquiries for water service on Aguilar Court. These properties were part of the original Puget Sunrise development project. Since the project began, ownership of the properties has changed and a developer’s payback agreement was never executed. Attorney Rick Gross reminded staff and the Board that it is the responsibility of the developer to ensure that a payback agreement is executed for qualifying properties. The District will not offer retroactive payments for developers that fail to do so. The cost of the service for each of the properties in question shall be consistent with our current schedule of fees and charges.
- 5.3 **Looking Forward** – Staff reminded the Board that we had discussed holding a mid-year planning session in 2011 last fall. The Board requested a planning session meeting for June 7, 2011 at 5:30 p.m. to be held in our Operations Building at 2081 Spring Street.
- 5.4 **Board of Commissioner Comments** – No additional comment was offered.

6.0* **Future Meeting Dates**


- 6.1 June 7, 2011, 2011, 5:30 p.m. – Planning Session, Operations Building
- 6.2 June 14, 2011, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.3 July 12, 2011, 5:30 p.m. – Regular Meeting, Manchester Library

7.0* **Adjournment**

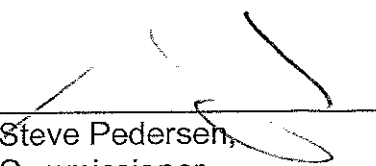
There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 6:55 p.m.



Kyle D. Galpin,
Chairman



James E. Strode,
Secretary



Steve Pedersen,
Commissioner