

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

September 13, 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; Jamie Hatton, Accounting Specialist; and Rick Gross, Attorney.

- 2.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of August 9, 2011, Regular Meeting Minutes.**
 - 2.2 **Approval of Vouchers.** Approval for payment of these vouchers included General Fund vouchers # 417-437, 438-450, and 451-464; totaling \$ 54,496.07; and Street Light Fund voucher # 465 in the amount of \$ 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* **Execution of General Manager Employment Agreement** – Attorney Rick Gross presented the proposed Employment Agreement between Manchester Water District (District) and Dennis O'Connell. The agreement would designate O'Connell as District General Manager pursuant to the terms and conditions set forth in the agreement effective September 1, 2011, and ending December 31, 2013. The agreement has been reviewed by District's attorney Gross, Dennis O'Connell, and all Board members. Chairman Galpin asked if anyone present had any comments or questions regarding the agreement, and no comment was offered. Commissioner Strode then made a motion to execute the agreement as presented, and Commissioner Pedersen seconded.

The motion carried, and the contract was executed.

- 4.2 **Planning Session Preview** – O'Connell presented slides outlining potential financing options for replacement of the Banner Road Tank and transmission

main. The tank and main replacement are part of the District's long-term capital improvement program identified in the District's Comprehensive Water System Plan originally published in 2007. Two options presented were financing through bond sales, and a Public Works Trust Fund (PWTF) loan. Spreadsheets detailing the costs of each option; the commitment required of the District for debt service of each option; and incentives offered by PWTF to assist in managing debt service were all reviewed. This presentation was offered as a precursor to two follow up planning sessions scheduled in October, and no Board action was required.

4.3 **Developer Extensions & Capital Improvement Projects Update** – Work continues on the foundation for the Southworth (Curley Creek) Bridge replacement. The water system remains isolated on either side of the bridge without incident or complaint.

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 August, 2011.

4.5.2 **Income & Expense Report** - The Income & Expense Summary Report through July, 2011 was presented for review.

5.0 **Miscellaneous**

5.1 **Operations Update** - All water samples submitted in August tested satisfactory, with the exception of manganese levels at Well 4 (Bulman Road). Follow up testing has confirmed rising manganese levels in the well. Staff has taken the well offline until further notice. Staff did one emergency main repair on Denniston Lane, and repaired a service line leak on Caraway Road since last report. The District produced 26,076,000 gallons in August.

5.2 **Administrative Update** – O'Connell asked if the Board would favor an additional special meeting to discuss capital improvement projects prior to the next scheduled regular business meeting. The Board agreed that an additional meeting would be preferred and asked O'Connell to prepare materials and schedule a date.


5.3 **Board of Commissioner Comments** – No additional commissioner comments were offered.

6.0 Future Meeting Dates

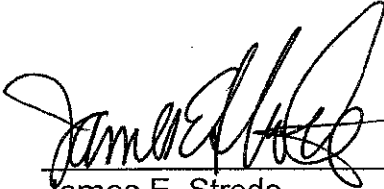
- 6.1 October 11, 2011, 5:30 p.m. – Regular Meeting, Manchester Library
- 6.2 October 25, 2011, 5:30 p.m., - Autumn Planning Session, Field Operations Building
- 6.3 November 8, 2011, 5:30 p.m., - Regular Meeting, Manchester Library

7.0* Adjournment

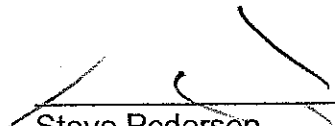
There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 7:30 p.m.



Kyle D. Galpin,
Chairman



James E. Strode,
Secretary



Steve Pedersen,
Commissioner