

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

January 11, 2022

REGULAR MEETING

- 1.0 **Call to Order** – Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:31 p.m. Commissioner Bob Ballard and Commissioner-elect Jim Strode were also present. District staff present was Dennis O’Connell, General Manager. Attorney Ken Bagwell and two Manchester residents were also present. There were no guests signed in via ZOOM Meetings on the virtual meeting platform.
- 2.0 **Oath of Office** – Attorney Ken Bagwell administered the oath of office to Commissioner James “Jim” Strode, elected last November to Manchester Water District No.11 – Commissioner Position 3.
- 3.0 **Election of Officers** – Commissioner Strode moved to maintain current commissioner officers. Commissioner Ballard seconded and **the motion carried as follows:**
Board Chair: Steve Pedersen
Secretary: Jim Strode
Commissioner: Bob Ballard
- 4.0* **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 4.1 **Approval of December 14, 2021, Regular Meeting Minutes**
 - 4.2 **Approval of Vouchers** – Approval for payment included General Fund vouchers totaling \$80,443.11, and a streetlight voucher totaling \$1,896.29.
 - 4.3 **Approval of District Payroll Affidavit**

Commissioner Ballard moved to approve the consent agenda as presented.
Commissioner Pedersen seconded and **the motion carried unanimously.**
- 5.0 **Public Comment** – No public comment was offered.
- 6.0 **Regular Agenda**
 - 6.1* **Port of Manchester Interlocal Agreement** – In July of 2006, the Port of Manchester (Port) entered into an interlocal agreement (ILA) with the District for accounting and administrative services performed by the District upon request from the Port. In April of 2012, the scope of the agreement was expanded to include emergency repairs and maintenance of Port facilities utilizing District personnel and assets. Over time, staff has noted that the scope of services provided has expanded beyond the original intent of the agreement. In some cases, the cost to the District exceeds the billable hourly rate currently charged.

At the District’s December meeting, staff presented a revised ILA that reconsiders many of

6.3 Review of Financials & Operations

- 6.3.1 **Water Sales Data** – Water sales data through December 31, 2021, were reviewed with a total billing of \$99,791 to 1,556 services, and total consumption of 10,335,512 cubic feet. For the year 2021, the District billed \$1,640,303 for 213,141,059 cubic feet of consumption.
- 6.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending December 31, 2021, was presented. The total fund balance at the end of this reporting period was \$1,192,681.65.
- 6.3.3 **Operations Update** – The Operations Update for the period ending December 31st was presented. The crew completed our annual physical inventory of parts and supplies in December. Despite holiday schedules and staffing challenges, the crew was able to convert eight more meters to AMR technology last month. The last week of the year brought heavy snow and ice with prolonged freezing temperatures. The weather made travel difficult and kept crew members busy with frozen pump controls, level indicators, and customer service calls for frozen pipes. All water quality samples submitted in December were satisfactory. The District produced 15,747,000 gallons for this reporting period. We closed out 2021 with a total production of 237,598,000 gallons for the year. That is an increase of 7.7-percent over the previous year.
- 6.3.4 **Capital Improvements and Developer Extension Update** – None

7.0 Executive Agenda

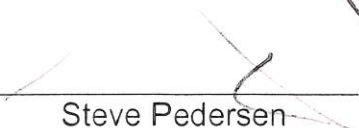
- 7.1 **Administrative Update** – No further update was offered.
- 7.2 **Board of Commissioners' Comments** – No further comments were offered.

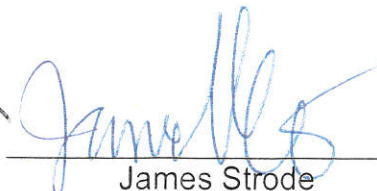
8.0 Future Meeting Dates

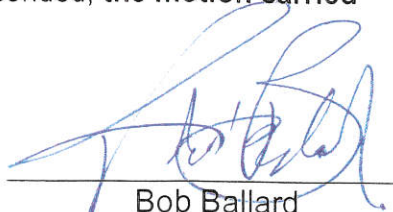
- 8.1 February 8, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop
- 8.2 March 8, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop
- 8.3 April 12, 2022, 5:30 p.m. – Regular Business Meeting, Spring Street Workshop

9.0* Adjournment

There being no further business to come before the Board, Commissioner Ballard moved to adjourn the meeting at 6:46 p.m., Commissioner Strode seconded; **the motion carried unanimously.**


Steve Pedersen
Board Chair


James Strode
Secretary


Bob Ballard
Commissioner