

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

October 25, 2022

SPECIAL MEETING

1.0 **Call to Order** – Board Chair Steve Pedersen called the special meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 p.m. In attendance were Commissioners Steve Pedersen, Bob Ballard, and James Strode. District staff present included Dennis O’Connell, General Manager. Attorney Ken Bagwell was also present. Meeting notices included the ZOOM meeting access number and pass code; however, there were no public guests present in person or virtually.

2.0 SPECIAL AGENDA

2.1 **Review of 2022 Projected Revenue** – Staff presented spreadsheets projecting year-end revenue totals for 2022, along with projected revenue for 2023. The 2023 revenue includes an estimated balance forward from 2022 of \$ 1,194,036. The projections are as follows:

	2022	2023
2022 Balance Forward		\$ 1,194,036.30
Water Sales	\$ 1,520,000.00	\$ 1,600,000.00
Late Fees & Penalties	\$ 6,000.00	\$ 6,000.00
Street Light Revenue	\$ 27,000.00	\$ 25,000.00
Investment Interest	\$ 600.00	\$ 600.00
Satellite Systems	\$ 1,200.00	\$ 1,200.00
Port of Manchester	\$ 10,000.00	\$ 10,000.00
Rental (Cell Towers)	\$ 49,000.00	\$ 49,000.00
Jobbing		
New Meter Sales	\$ 120,000.00	\$ 120,000.00
Developer Extension Income		
Miscellaneous Revenue	\$ 250.00	\$ 250.00
	\$ 1,734,050.00	\$3,006,086.30

2.2 **Review of 2023 Projected Revenue** – Based on historical data and consumption trends, staff projected water sales revenue for FY 2023 to be \$1,600,000. This estimate was formulated using the District’s current rate structure and does not include revenue that may be gained or lost resulting from rate modifications.

Staff advised the Board that as in previous years, staff will prepare a FY 2023 Budget that builds on existing resources that do not include any changes to the current rate structure and new service

connection fees. Staff will also solicit input from the Board during regular meetings and planning sessions as we move toward adoption of a budget for the coming year.

2.3 FY 2023 Capital Improvement Projects - Staff outlined specific goals for 2023, which included drilling a deeper replacement well for Well 5, which has gone dry. Other major projects included repainting the exterior of California Tank 2, and replacing the secondary cable from the power pole to the control building at Wells 6 & 7. A more detailed itemized list will be included in the final draft of the FY 2023 Budget document.

Each of these goals was discussed and staff reminded the Board that there will be opportunity to exchange ideas during upcoming meetings prior to the planned budget adoption in December.

Based on projected 2023 revenue from all sources and including the projected \$1,194,036 balance forward from 2022, staff estimated total revenue for FY 2023 to be \$3,006,086. Using this total of all resources, staff projected a draft budget summary.

2.4 FY 2023 DRAFT Income & Expense Summary –

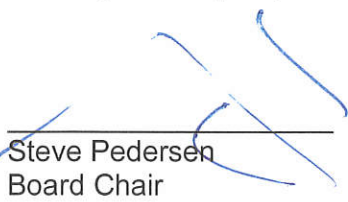
2023 Revenue	\$	3,006,086
Human Resources	\$	1,157,410
Pro Services	\$	26,000
Administrative	\$	245,000
O & M	\$	325,000
Street Lights	\$	24,000
Port of Manchester	\$	4,000
Satellite Systems	\$	600
Water System Plan	\$	5,000
Garfield Electrical	\$	60,000
Well 10 Manganese	\$	40,000
Well 5 Replacement	\$	225,000
Cal Tank Painting	\$	95,000
Debt Service	\$	99,000
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	\$	2,306,010
2023 Balance Forward	\$	700,076

3.0 **Future Meeting Dates**

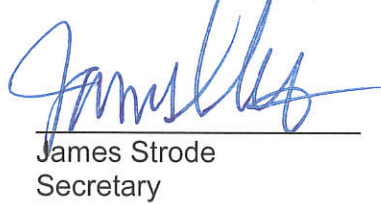
- 3.1 November 8, 2022, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 3.2 November 22, 2022, 5:30 p.m. – Special Meeting, Spring Street Workshop
- 3.3 December 13, 2022, 5:30 p.m. – Regular Meeting, Spring Street Workshop

7.0* **Adjournment**

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 7:06 p.m., Commissioner Ballard seconded; *the motion carried unanimously.*



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner