

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

November 22, 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 **FY 2023 Income & Expense Summary (DRAFT)** – Staff presented a draft of the FY 2023 Budget Income & Expense Executive Summary. The summary was based on information available and is subject to change. It was as follows:

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

2.2 **FY 2023 HR Initiatives** – Staff solicited Board input on various human resource (HR) initiatives presented, including a proposed 8.9-percent cost of living allowance for all employees. Based on the October 2021 to October 2022 Consumer Price Index for Urban Consumers in the Seattle – Tacoma – Bellevue region (CPI), which indicates an inflation rate of 8.9-percent for the previous year. When calculating HR expenses for FY 2023, staff included the salary of a new general manager for the entire year based on the current general manager's salary. By adding this amount into the budget, the Board will have flexibility when negotiating salary and signing incentives with prospective candidates, such as a relocation allowance. Also included in their discussion was a proposal to utilize The Prothman Company (Prothman) for advertising and recruiting assistance. Staff has already contacted Prothman in anticipation of this discussion and will submit a request for proposal before the next Board meeting.

The total projected expense for HR in FY 2023 is \$1,157,410.00.

2.3 **Schedule of Fees & Charges** – As a follow up to previous discussions, staff presented various rate modification models for the Board to consider. Following discussion, the Board directed staff to draft a resolution for their December business meeting that would modify the Schedule of Fees & Charges to include a \$1.00 per month increase to the base rate charge, and a 7-percent increase to each of the four rate tiers.

The Board also requested a change to the new service connection fee reflective of the Engineering News Record Construction Cost Index, which is currently up 9.7-percent over the previous year. This adjustment would be applied to the General Facilities Charge and Local Facilities Charge components of the new service connection fee.

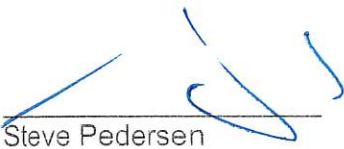
Also included in the resolution will be an adjustment to the hourly jobbing rate that the District charges for general services.

3.0 **Future Meeting Dates**

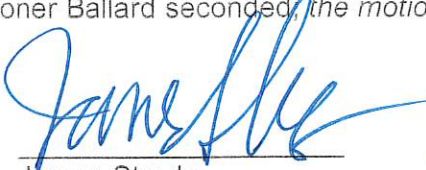
- 3.1 December 13, 2022, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 3.2 January 10, 2023, 5:30 p.m. - Regular Meeting, Spring Street Workshop
- 3.3 February 14, 2023, 5:30 p.m. - Regular Meeting, Spring Street Workshop

7.0* **Adjournment**

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 7:00 p.m., Commissioner Ballard seconded, *the motion carried unanimously.*



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner