

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

October 24, 2023

## 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. Commissioner Bob Ballard and Commissioner James Strode were both present. District General Manager Tony Lang, District Consultant Dennis O'Connell, and Attorney Ken Bagwell were also present. No members of the public were in attendance.

## 2.0 **Special Agenda**

### 2.1 **District Goals for 2024**

General Manager Lang presented the District's 2024 Administrative Goals, Operations and Maintenance Goals, and Capital Outlay Goals for the upcoming year. The Board and staff had a brief discussion about anticipated capital projects, desired vehicles and/or equipment, and regulatory compliance commitments that the District will face in the upcoming year.

### 2.2 **2023 Projected Revenue**

GM Lang discussed the projected revenue for the remainder of the 2023 fiscal year. He explained how the forecasted 2023 amounts for each fund were calculated to reach their anticipated totals for the end of the year. Meter sales were left constant from the September expense report since future construction meter sales are difficult to anticipate. GM Lang explained this conservative approach to meter sales will allow for a more realistic total revenue for the end of the year. If there are meter sales between October and December it will allow the District to carry over a larger total District balance into 2024 than what was presented before the Board. Lang reported the anticipated Total Revenue for 2023 was calculated to be approximately \$3,295,371.

### 2.3 **2023 Projected Expense**

GM Lang discussed the projected expenses for the remainder of the 2023 fiscal year. He explained how the forecasted 2023 amounts for each fund were calculated to reach their anticipated totals for the end of the year. Current Professional Service and Public Works contracts anticipated for the remainder of 2023 were calculated into the Capital Projects Fund total giving a more accurate expense fund total projection for the end of the year. Lang reported the anticipated Total Expense for 2023 was calculated to be approximately \$2,054,213. Anticipated Net Income to be carried over into 2024 was calculated to be approximately \$1,143,336.

### 2.4 **2024 Projected Revenue**

GM Lang discussed the projected 2024 Revenue for the upcoming year. He explained how each fund was calculated using the previous year's budgeted

amounts, historical trends, and 2023's actual Revenue totals contributed to the 2024 projected amounts presented to the Board. Lang explained to the Board that the Meter Sales projected revenue was a conservative projection since future 2024 construction and development requiring new meter sales is difficult to forecast. If meter sales end up being higher than projected in 2024, it will be an overall benefit to the District since revenue was calculated conservatively. Lang reported the anticipated Total Revenue for 2024 was calculated to be approximately \$3,007,336.

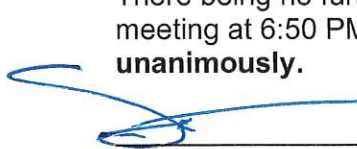
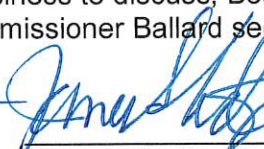
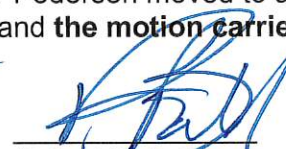
Staff and the Board also had a discussion regarding employee retention initiatives. Various incentive packages such as longevity pay and District contributions to Deferred Compensation Plans were discussed. Board Chair Pedersen requested that staff investigate what other neighboring jurisdictions are doing for their employees so the Board may have future discussions and consider the various alternatives.

### 3.0 Future Meeting Dates

- 3.1 November 14, 2023, 5:30 p.m. - Regular Meeting, Spring Street Workshop
- 3.2 November 28, 2023, 5:30 p.m. - Special Meeting, Field Operations Office
- 3.3 December 12, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop

### 4.0\* Adjournment

There being no further business to discuss, Board Chair Pedersen moved to adjourn the meeting at 6:50 PM. Commissioner Ballard seconded, and **the motion carried unanimously.**

  
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Steve Pedersen  
Board Chair  
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James Strode  
Secretary  
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Robert Ballard  
Commissioner

\* Indicates action item