

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

October 26, 2021

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 5:36 p.m. In attendance were Commissioners Steve Pedersen, Bob Ballard, and Paul Drotz. 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 **Projected FY 2021 Income & Expense** – Staff presented spreadsheets projecting fourth quarter revenue and expense totals for 2021. Staff projected that water sales for the year would exceed \$1,640,000, and along with \$52,000 in wireless communication lease revenue would contribute to an overall total revenue of \$2,762,113. Total expense for the year is projected to be \$1,658,041. Staff projected a net surplus of \$1,104,072. Using this projected balance forward at the end of FY 2021, staff can then begin to build a budget for FY 2022.

Staff advised the Board that as in previous years, staff will prepare a FY 2022 Budget that builds on existing resources that do not include any changes to 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.

Staff then outlined specific goals for 2022 which included further implementation of the District's asset management program, adding AutoCAD drawing software to update and improve asset mapping, and new paint and flooring in the administrative office. New projects include exterior paint on California Tank 1, and beautification of the California Tank site and Sedgwick Tank site front footage. Complete summaries of each objective will be included in the FY 2022 Budget document.

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

3.0 **Projected FY 2022 Water Sales Revenue** – Based on historical data and consumption trends, staff projected water sales revenue for FY 2022 to be \$1,520,000. This estimate was formulated using existing rate structure and does not include revenue that may be gained or lost as a result of rate modifications.

4.0 **FY 2022 Total Resources** - Based on projected 2022 revenue from all sources and including the projected \$1,104,072 balance forward from 2021, staff estimated total revenue for FY 2022 at \$2,838,122. Using this total of all resources, staff will project expenses and prepare a complete FY 2022 Budget Executive Summary at upcoming meetings and planning sessions. The following FY 2022 revenue summary was presented: