



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

October 22, 2024

SPECIAL MEETING

1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, October 22nd, special meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Bob Ballard, Secretary Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were present. No members of the public attended in person or virtually via Zoom.

2.0 Special Agenda

2.1 Review of 2024 Accomplishments

GM Lang discussed the accomplishments of District staff over the course of 2024. Major highlights of the year included the completion and submission of the initial Lead Line Inventory, completion of PFAS testing, Well 5R construction, appointment of a Foreperson, acquiring Public Works Board funding for Well 10, and the electrical improvements design for Well's 6 & 7. He explained the list is not all inclusive and there are plenty of other tasks that staff accomplished and are proud of.

2.2 Review Goals for 2025

Lang presented the District's 2025 Administrative Goals, Operations and Maintenance Goals, and Capital Outlay Goals for the upcoming year. The Board and Lang had a brief discussion about anticipated capital projects for next year, in-house labor projects, and new equipment for operations staff. 2025 Administrative goals include construction of Well 10's filtration, Well 6 & 7 electrical improvements, SCADA improvements, and completing the District's Water System Plan. Operational goals include rebuilding of the north zone pressure reducing valves, water meter replacement project, system wide flushing, and facility improvements at Well 1. Equipment desires for 2025 include a new rammer, demo saw, valve exerciser, and fall protection equipment.

2.3 2024 Projected Revenue

Lang discussed the projected revenue for the remainder of the 2024 fiscal year. He explained how the forecasted 2024 amount for each fund was calculated to reach their anticipated total 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. 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 retained earnings balance into 2025 than what was presented before the Board. Lang reported the anticipated Total Revenue for 2024 was calculated to be approximately \$3,135,894.

2.4 2024 Projected Expense

GM Lang discussed the projected expenses for the remainder of the 2024 fiscal year. He explained how the forecasted 2024 amounts for each fund were calculated to reach their anticipated totals for the end of the year. Current Professional Service and Public Works contract payments anticipated for the remainder of 2024 were calculated into the Capital Projects Fund total giving a more accurate total projection for the end of the year. Lang reported the anticipated Total Expense for 2024 was calculated to be approximately \$2,095,907. Anticipated Retained Earnings to be carried over into 2025 was calculated to be approximately \$1,039,987.

2.5 2025 Projected Revenue

Lang discussed the projected 2025 Total Revenue for the upcoming year. He explained how each fund was calculated using the previous year's budgeted amounts, historical trends, and 2024's 3rd Quarter Revenue totals. Lang explained to the Board that the Meter Sales projected revenue was a conservative projection since future 2025 construction and development requiring new meter sales is difficult to forecast. If meter sales end up being higher than projected in 2025, it will be beneficial to the District since revenue was calculated conservatively. Lang reported the anticipated Total Revenue for 2025 was calculated to be approximately \$2,919,487.

Staff and the Board also had a discussion regarding human resource initiatives. Lang cautioned that the District should take a step back and look at how last year's retention incentives play out before adding additional incentives, other than a cost-of-living increase, for employees in 2025. The longevity incentive will continue to raise employees' hourly rates as they hit their 5-year and 10-year anniversaries. The Board agreed that last year's incentives were great improvements in retaining employees and it set the District apart from what other organizations are doing. They agreed that a cost-of-living adjustment is most likely what will be implemented for 2025. Lang stated that he will provide more information once the CPI-U for October 2025 is available.

3.0 Future Meeting Dates

- 3.1 November 12, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop
- 3.2 November 26, 2024, 5:30 PM – Special Session, Field Operations Office



3.3 December 10, 2024, 5:30 PM – Regular Meeting, Spring Street Workshop

4.0* **Adjournment**

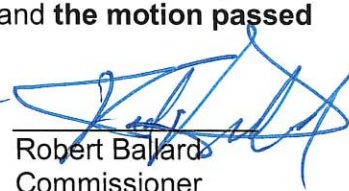
There being no further business to discuss, Chair Pedersen moved to adjourn the meeting at 6:40 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*