

Tooley Water District Budget Committee Agenda

FISCAL YEAR 2023/2024 Budget

Version 1.0 (updated 5/12/23)

Meeting Date: Wednesday, May 17, 2023 5:30pm

Location: Microsoft Teams ONLINE MEETING

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODkyOWM3MzktYjNjMy00ZjRhLThlZGYtNjlhOWRjMmY4MjBm%40thread.v2/0?context=%7b%22Tid%22%3a%2263870596-78a8-4ee2-93b9-de492e15c25f%22%2c%22Oid%22%3a%227710e67a-7223-411a-975f-b495630b89e5%22%7d

Meeting ID: 283 473 025 505

Or call in (audio only)

+1 312-600-3709,,518185894# United States, Chicago

Type of meeting

Budget Committee Meeting

Chairperson

To Be Determined

Minute keeper

To Be Determined

Tooley Water District Budget Committee

Position	Method	Term length	Name	Term expires
Budget Member – Position 1	Appointed	3 Years	Susan Russ	06/30/23
Budget Member – Position 2	Appointed	3 Years	David Child	06/30/23
Budget Member – Position 3	Appointed	3 Years	Jeff Radford	06/30/24
Budget Member – Position 4	Appointed	3 Years	Jovonne Lentz	06/30/24
Budget Member – Position 5	Appointed	3 Years	Mark Stern	06/30/25
Board Member – Position 1	Elected	4 Years	John Amery	06/30/25
Board Member – Position 2	Elected	4 Years	Larry Russ	06/30/25
Board Member – Position 3	Elected	4 Years	Carol Mauser	06/30/23
Board Member – Position 4	Appointed	4 Years	Amanda Valentine	06/30/23
Board Member – Position 5	Elected	4 Years	Debby Jones	06/30/23

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Item 1 - Approval of Agenda – Carol Mauser

Item 2 – Approval of 2022/2023 Minutes – Carol Mauser

Tooley Water District 2022-23 Budget Meeting
May 19, 2022 / 5:00 pm Virtual Meeting

In attendance: John Amery, Larry Russ, Susie Russ, David Childs, Amanda Valentine, Jeff Radford, Carol Mauser, Tania Valencia, Mark Stern and Debby Jones

Tooley Board Chair Carol Mauser opened the meeting at 5:10 pm.

Carol asked for approval of the Budget Meeting. John made a motion to approve the agenda as presented. Larry seconded. All approved. Motion carried.

Carol asked for a motion to approve the 2021-22 budget meeting minutes. Larry seconded. All approved. Motion carried.

John made a motion to elect Carol Mauser as Budget Chair. Larry seconded. All approved. Motion carried.

Larry made a motion for Debby Jones to be the Budget Secretary. Amanda seconded. All approved. Motion carried.

Carol asked John to present the 2022-2023 Budget statement. John shared a brief summary of the budget meeting process and how budget members play an important role. John shared that this year's budget is somewhat different due to the increase of Highland Water's contract. The proposed budget incorporates those changes which is estimated to be a 15% increase. Additional adjustments also reflect the challenges at the lower well. John addressed projected revenues due to current weather as well as the proposed rate increase may encourage people to conserve water, thus lowering potential water revenues. John shared three new items they have been added to the budget compared to last year's budget which includes the following: Tooley specific QuickBooks account, Panda Doc services and meeting supplies. Meeting supplies applied to food for the back-to-back budget and regular board meeting in May of 2023. John updated budget members on the current financials. John stated that he felt that the district would need a revenue increase of 13.8% to balance against the projected expenses.

John shared the budget sheets from the current budget year with budget committee members. John shared updates on the profit/loss report and more detailed description of the individual line items.

Larry expressed concerns regarding the large increase in the base rate that there should be sufficient information to the members on the reasoning behind the increase as opposed to just the website. Debby asked for further clarification on the sizable increase of the Highland contract. Carol mentioned in the past that the board had attempted to supplement the rate increase by using reserves but due to the well situation it would be challenging to take funds out of savings. Larry agreed with the statement.

Debby made a motion to approve the Tooley Water District 2022-23 budget of \$67,834.79 with the following budget category breakdowns:

1. Capital Outlay - \$12,000
2. Materials and Services - \$43,041.42
3. Personnel Services - \$4,293.37
4. Contingency (unappropriated) - \$8,500.00

Amanda seconded. All approved.

John made a motion to approve a new Tooley Water District rate structure for fiscal year 2022/23 with an increase of 13.86% in the base and per gallons use rate. David seconded. The new monthly base rate is \$76.99 per month (monthly water usage is added to base rate) with a usage rate structure as follows:

Gallonage Rate	Rate Charge	Up to Gallons
1 st 10,000 gallons	\$2.31 per 1,000 gallons	10,000 gallons
Next 10,000 gallons	\$2.38 per 1,000 gallons	20,000 gallons
Next 10,000 gallons	\$2.61 per 1,000 gallons	30,000 gallons
Next 10,000 gallons	\$3.28 per 1,000 gallons	40,000 gallons
Next 10,000 gallons	\$3.79 per 1,000 gallons	50,000 gallons

The gallon usage rate beyond 50,000 gallons continues at \$3.79 per 1,000 gallons of water used.

Carol thanked all members and adjourned the budget hearing at 6:13 pm.

Item 3 – Election of Officers – Carol Mauser

The Tooley Water District Budget Committee is a 10 person committee. 5 of the 10 members are Tooley Water District board members. The additional 5 members are community members within the district. Each member of the committee has equal votes.

The role of the Chairperson is to run budget meetings (this meeting). In the event Tooley Water District required supplemental budget meeting(s) later in the year this person would also run that/those meetings.

The role of the secretary is to be a scribe for budget meetings. This person will take notes for the minutes to be approved next year.

1. Motion to elect _____ as chairperson for Tooley Water District's budget committee.
 - New chairperson to take over running meeting
2. Motion to elect _____ as Secretary for Tooley Water District's budget committee.

Item 4 – Budget Statement – John Amery

Tooley Water District

Budget Statement

Fiscal Year 2023 /2024

By John Amery – Board Member / Treasurer – Tooley Water District

Overview Statement

This year I am recommending a budget requirement increase of 10.92%. The primary drivers for this increase are:

1. Tooley's contract maintenance provider "Hiland Water Corporation" rate increases.
 - a. Base Fee Charge are increasing 8.05%
 - b. Labor Rates are increasing 11.52%
2. Additional maintenance associated with an auto chlorination testing system.
3. Increase of Capital Improvements line item by 25%.
 - a. New customer hookups fall under this line item.
 - i. It was identified there is risk of new hookups costing Tooley more than the customer pays Tooley; balance of which comes out of the Capital Projects line item.
 - ii. When new customer hookups occur, they drain the Capital Improvements line item which limits resources Tooley can apply towards other capital projects (even if the customer payment is more than or equal to the actual cost).

Additionally, it's worth noting that there is a general understanding that Tooley Water District will eventually have to increase rates to address the High Nitrate Issue associated with the Lower Well. It has been identified that the best solution would be for the development of a new well source near the reservoir.

Current estimates for development of a new well are around \$1.5 million. Tooley Water District is working with potential lending and granting entities to attempt to identify how much could be developed utilizing grant dollars. Between the grant timelines as well as potential water rights timelines it is not expected that this project will take place during the upcoming fiscal year (2023-2024).

Revenue projection

Revenue projections have been pretty accurate over the last few years. I am using the same methodology this year by increasing revenue projections by the same percentage as my proposed rate increases. We have had some changes regarding the number of paying members. This number fluctuates up and down as we get new hookups, or as households remove service (and in some cases we pull their meter). But overall, the last few years have seen very few changes.

Current fiscal year to date budget performance

5:20 PM

05/12/23

Accrual Basis

Tooley Water District Profit & Loss Budget Performance

July 1, 2022 through May 1, 2023

	Jul 1, '22 - May 1, 23	Budget	% of Budget	Jul 1, '22 - May 1, 23	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
System Development Chg, Income	5,000.00	0.00	100.0%	5,000.00	0.00	100.0%	
Water Revenue							
Water Sales	36,873.08	38,565.88	95.6%	36,873.08	38,565.88	95.6%	44,763.25
Total Water Revenue	36,873.08	38,565.88	95.6%	36,873.08	38,565.88	95.6%	44,763.25
Total Income	41,873.08	38,565.88	108.6%	41,873.08	38,565.88	108.6%	44,763.25
Expense							
Capital Improvements							
System Development Chg.-Expense	5,191.93	0.00	100.0%	5,191.93	0.00	100.0%	
Capital Improvements - Other	0.00	193.55	0.0%	0.00	193.55	0.0%	12,000.00
Total Capital Improvements	5,191.93	193.55	2,682.5%	5,191.93	193.55	2,682.5%	12,000.00
Materials and Services							
Computer and Internet Expenses	228.00	344.05	66.3%	228.00	344.05	66.3%	762.92
Copies	0.00	167.14	0.0%	0.00	167.14	0.0%	200.00
Dues and Fees							
Laboratory Fees	0.00	702.26	0.0%	0.00	702.26	0.0%	840.00
Dues and Fees - Other	375.45	349.61	107.4%	375.45	349.61	107.4%	360.00
Total Dues and Fees	375.45	1,051.87	35.7%	375.45	1,051.87	35.7%	1,200.00
Legal Services							
Liability Insurance	163.00	0.00	100.0%	163.00	0.00	100.0%	5,000.00
Boiler&Machinery							
Equipment Breakdown Coverage	0.00	160.50	0.0%	0.00	160.50	0.0%	160.50
Excess	150.00	0.00	100.0%	150.00	0.00	100.0%	205.44
General Liability	192.00	205.44	93.5%	192.00	205.44	93.5%	1,240.13
Insurance Refund	1,063.00	1,240.13	85.7%	1,063.00	1,240.13	85.7%	0.00
N/O Auto Liability	-162.00	0.00	100.0%	-162.00	0.00	100.0%	187.25
Property	175.00	187.25	93.5%	175.00	187.25	93.5%	434.42
Liability Insurance - Other	450.00	434.42	103.6%	450.00	434.42	103.6%	19.26
Total Liability Insurance	1,868.00	2,227.74	83.9%	1,868.00	2,227.74	83.9%	2,247.00
Maintenance and Repairs							
Network Monitoring Maintenance	2,826.94	5,595.29	50.5%	2,826.94	5,595.29	50.5%	6,692.80
Office Supplies	329.34	340.00	96.9%	329.34	340.00	96.9%	100.00
Operating Expenses	0.00	83.57	0.0%	0.00	83.57	0.0%	238.70
Customer CC pass through	91.00	199.54	45.6%	91.00	199.54	45.6%	60.00
Disconnect Fee	60.00	0.00	100.0%	60.00	0.00	100.0%	26,100.00
Hiland Base Maintenance Fee	21,750.00	21,820.16	99.7%	21,750.00	21,820.16	99.7%	
Total Operating Expenses	21,901.00	22,019.70	99.5%	21,901.00	22,019.70	99.5%	26,398.70
Postage and Delivery	24.98	83.57	29.9%	24.98	83.57	29.9%	100.00
Total Materials and Services	27,716.71	31,912.93	86.9%	27,716.71	31,912.93	86.9%	43,041.42
Personal Services							
Boardmember Incentives	2,300.00	2,508.06	91.7%	2,300.00	2,508.06	91.7%	3,000.00
Boardmember training/meetings	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Crime Bond	154.00	175.00	88.0%	154.00	175.00	88.0%	175.00
Meeting Expense	0.00	200.00	0.0%	0.00	200.00	0.0%	200.00
Workmans Compensation Insurance	634.67	668.37	95.0%	634.67	668.37	95.0%	668.37
Total Personal Services	3,088.67	3,551.43	87.0%	3,088.67	3,551.43	87.0%	4,293.37
Total Expense	35,997.31	35,657.91	101.0%	35,997.31	35,657.91	101.0%	59,334.79
Net Ordinary Income	5,875.77	2,907.97	202.1%	5,875.77	2,907.97	202.1%	-14,571.54
Other Income/Expense							
Other Income							
Grant Income	11,683.00	0.00	100.0%	11,683.00	0.00	100.0%	0.00
Interest Income	244.36	25.08	974.3%	244.36	25.08	974.3%	30.00
Total Other Income	11,927.36	25.08	47,557.3%	11,927.36	25.08	47,557.3%	30.00
Net Other Income	11,927.36	25.08	47,557.3%	11,927.36	25.08	47,557.3%	30.00
Net Income	17,803.13	2,933.05	607.0%	17,803.13	2,933.05	607.0%	-14,541.54

Proposed Budget for next fiscal year

Revenue						Proposed
		2021/22	% Change	2022/23	% Change	2023/24
Revenue	Revenue	\$39,315.35	9.53%	\$43,060.42	10.92%	\$47,761.09
Revenue	Grants	\$20,000.00	-100.00%	\$0.00	#DIV/0!	\$0.00
Revenue	Interest Income	\$32.00	-6.25%	\$30.00	733.33%	\$250.00
Totals		\$59,347.35	-27.39%	\$43,090.42	11.42%	\$48,011.09
Expenses						
Capital Outlay	Capital Improvements	\$10,000.00	20.00%	\$12,000.00	25.00%	\$15,000.00
Totals		\$10,000.00		\$12,000.00		\$15,000.00
Materials and Services	Dues and Fees	\$1,200.00	0.00%	\$1,200.00	0.00%	\$1,200.00
Materials and Services	Liability/Property Insurance	\$2,100.00	7.00%	\$2,247.00	3.00%	\$2,314.41
Materials and Services	Maintenance and Repairs	\$5,987.98	11.52%	\$6,677.52	33.98%	\$8,946.46
Materials and Services	Activation Fees	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$100.00
Materials and Services	Customer CC Charge passthrough	\$231.75	3.00%	\$238.70	-100.00%	\$0.00
Materials and Services	Disconnect Fees	\$60.00	0.00%	\$60.00	66.67%	\$100.00
Materials and Services	Operating Expenses – Hiland base	\$22,680.00	8.05%	\$24,504.83	8.05%	\$26,476.48
Materials and Services	Postage and Delivery	\$100.00	0.00%	\$100.00	0.00%	\$100.00
Materials and Services	Office Supplies	\$100.00	0.00%	\$100.00	0.00%	\$100.00
Materials and Services	Copies	\$200.00	0.00%	\$200.00	0.00%	\$200.00
Materials and Services	Network Monitoring Maintenance	\$339.90	0.03%	\$340.00	0.00%	\$340.00
Materials and Services	Computer and Internet	\$133.90	469.77%	\$762.92	0.00%	\$762.92
Materials and Services	Legal Services	\$5,000.00	0.00%	\$5,000.00	0.00%	\$5,000.00
Materials and Services	Grant fulfillment	\$20,000.00	-100.00%	\$0.00	#DIV/0!	\$0.00
Totals		\$58,133.53	-28.73%	\$41,430.97	10.16%	\$45,640.27
Personnel Services	Boardmember Training	\$250.00	0.00%	\$250.00	0.00%	\$250.00
Personnel Services	Crime Bond	\$150.00	16.67%	\$175.00	0.00%	\$175.00
Personnel Services	Meeting Expenses	\$0.00	#DIV/0!	\$200.00	0.00%	\$200.00
Personnel Services	Workmans Comp Ins.	\$648.90	3.00%	\$668.37	3.00%	\$688.42
Personnel Services	Boardmember Incentive	\$3,000.00	0.00%	\$3,000.00	0.00%	\$3,000.00
Totals		\$4,048.90	6.04%	\$4,293.37	0.47%	\$4,313.42
Contingency	Contingency	\$7,500.00	13.33%	\$8,500.00	0.00%	\$8,500.00
Totals		\$7,500.00	13.33%	\$8,500.00	0.00%	\$8,500.00
Total Expenses						
Total Budget		\$79,682.43	-16.89%	\$66,224.34	10.92%	\$73,453.69
<i>Year over year operation expense increases excluding grants</i>				\$66,224.34	10.92%	\$73,453.69

Summary of 2023/24 Budget

Total Revenue:	\$48,011.09
Total Expenses:	\$73,453.69
*Budget from savings:	\$25,442.59

Rate change recommendation

The board sets rates, not the budget committee. However, in order to understand a budget you have to understand the revenue component behind it.

I am proposing a 10.92% rate increase across the board. Additionally, I am proposing that Tooley Water District increase their System Development Fees (aka hookup fees) from \$5,000 to \$7,500.

The proposed rate fee would reflect the following fee structure for water usage:

Monthly base rate of \$85.40 per month (monthly water usage is added to base rate).

Gallonage Rate	Rate charge	Up to Gallons
1st 10,000 gallons	\$2.56 per 1,000 gallons	10,000 gallons
next 10,000 gallons	\$2.64 per 1,000 gallons	20,000 gallons
next 10,000 gallons	\$2.89 per 1,000 gallons	30,000 gallons
next 10,000 gallons	\$3.64 per 1,000 gallons	40,000 gallons
next 10,000 gallons	\$4.21 per 1,000 gallons	50,000 gallons

The gallon usage rate beyond 50,000 gallons continues at \$4.21 per 1,000 gallons of water used.

Item 5 – LB-20 and LB-30 discussion – John Amery

**FORM
LB-20**

RESOURCES

General

(Fund)

Tooley Water District

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023-2024					
Actual		Adopted Budget This Year Year 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
1			1			1			
2	45,683.64	41,592.91	37,085.38	2	Beginning Fund Balance/Net Working Capital	52,000.00	2		
3				3			3		
4	30.55	19.47	244.36	4	Interest	250.00	4		
5				5			5		
6				6	OTHER RESOURCES		6		
7	38,863.89	39,383.16	41,584.61	7	Water Revenue	47,761.09	7		
8		7,817.00	11,683.00	8	Grants	0.00	8		
9			5,000.00	9	System Development Charges	0.00	9		
10				10			10		
11				11			11		
12				12			12		
13				13			13		
14				14			14		
15				15			15		
16				16			16		
17				17			17		
18				18			18		
19				19			19		
20				20			20		
21				21			21		
22				22			22		
23				23			23		
24				24			24		
25				25			25		
26				26			26		
27				27			27		
28				28			28		
29	84,578.08	88,812.54	95,597.35	29	Total resources, except taxes to be levied	100,011.09	0.00	0.00	29
30				30	Taxes estimated to be received				30
31				31	Taxes collected in year levied				31
32	84,578.08	88,812.54	95,597.35	32	TOTAL RESOURCES	100,011.09	0.00	0.00	32

150-504-020 (rev 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

General

Tooley Water District

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>(Name of Org. Unit or Program & Activity)</u>	Budget For Next Year 2023-2024			
Actual		Adopted Budget This Year 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020-2021	First Preceding Year 2021-2022						
1			1 PERSONNEL SERVICES			1	
2	0.00	0.00	2 Boardmember Training	250.00		2	
3	120.00	154.00	3 Crime Bond	175.00		3	
4	0.00	0.00	4 Meeting Expenses	200.00		4	
5	598.11	601.42	5 Workmans Comp Insurance	688.42		5	
6	2,749.96	2,499.95	6 Boardmember Incentive	3,000.00		6	
7			7			7	
8	3,468.07	3,255.37	8 TOTAL PERSONNEL SERVICES	4,313.42	0.00	0.00	8
9			9 Total Full-Time Equivalent (FTE)				9
10			10 MATERIALS AND SERVICES				10
11	258.91	349.61	11 Dues and Fees	1,200.00			11
12	1,803.00	1,920.00	12 Liability/Property Insurance	2,314.41			12
13	4,858.69	3,008.74	13 Maintenance and Repairs	8,946.46			13
14	0.00	0.00	14 Activation Fees	100.00			14
15	203.00	224.00	15 Customer CC Charge passthrough	0.00			15
16	60.00	0.00	16 Disconnect Fees	100.00			16
17	22,200.00	22,680.00	17 Operating Expenses - Hilland base	26,476.48			17
18	33.00	0.00	18 Postage and Delivery	100.00			18
19	0.00	0.00	19 Office Supplies	100.00			19
20	0.00	0.00	20 Copies	200.00			20
21	329.34	329.34	21 Network Monitoring Maintenance	340.00			21
22	116.05	460.10	22 Computer and Internet	762.92			22
23	0.00	0.00	23 Legal Services	5,000.00			23
24	0.00	19,500.00	24 Grant fulfillment	0.00			24
25	15.00	0.00	25 Bank Service Charges	0.00			25
26	0.00	0.00	26 Leak Adjustment	0.00			26
27	29,876.99	48,471.79	27 TOTAL MATERIALS AND SERVICES	45,640.27	0.00	0.00	27
28			28 CAPITAL OUTLAY				28
29	9,640.11	0.00	29 Capital Improvements	15,000.00			29
30			30				30
31			31				31
32			32				32
33			33				33
34			34				34
35	9,640.11	0.00	35 TOTAL CAPITAL OUTLAY	15,000.00	0.00	0.00	35
36	42,985.17	51,727.16	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	64,953.69	0.00	0.00	36

150-504-030 (Rev 11-18)

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General
(name of fund)

Tooley Water District
(name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			
	Actual		Adopted Budget This Year 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	0.00	0.00	0.00	4 TOTAL PERSONNEL SERVICES	0.00	0.00	0.00	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	0.00	0.00	0.00	9 TOTAL MATERIALS AND SERVICES	0.00	0.00	0.00	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	0.00	0.00	0.00	13 TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	0.00	0.00	0.00	17 TOTAL DEBT SERVICE	0.00	0.00	0.00	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	0.00	0.00	0.00	21 TOTAL SPECIAL PAYMENTS	0.00	0.00	0.00	21
22				22 INTERFUND TRANSFERS				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28	0.00	0.00	0.00	28 TOTAL INTERFUND TRANSFERS	0.00	0.00	0.00	28
29				29 OPERATING CONTINGENCY	8,500.00			29
30				30 RESERVED FOR FUTURE EXPENDITURE				30
31				31 UNAPPROPRIATED ENDING BALANCE				31
32	7,500.00	7,500.00	8,500.00	32 Total Requirements NOT ALLOCATED	8,500.00	0.00	0.00	32
33				33 Total Requirements for ALL Org.Units/Programs within fund	0.00			33
34				34 Ending balance (prior years)				34
35	7,500.00	7,500.00	8,500.00	35 TOTAL REQUIREMENTS	8,500.00	0.00	0.00	35

Item 6 – Public Discussion

Time is allotted for public input of up to 3 minutes per billing household if the public would like to weigh in on Tooley Water District's budget.

Item 7 – Vote on Budget for fiscal year 2023/2024

Potential Motion:

I move we approve a Tooley Water District total budget of \$73,453.69 for fiscal year 2023/24 with

- \$15,000 allocated for Capital Projects,
- \$45,640.27 allocated for Materials and Services,
- \$4,313.42 allocated for Personnel Services,
- and \$8,500.00 unallocated for purposes of Contingency.

Item 8 – Meeting Adjourned