

# 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\\_ODkyOWM3MzktYjNiMy00ZjRhLTlhZGYtNjIhOWRjMmY4MjBm%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODkyOWM3MzktYjNiMy00ZjRhLTlhZGYtNjIhOWRjMmY4MjBm%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)

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### 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     |

## Topics

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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 <sup>st</sup> 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

### Tooley Water District Profit & Loss Budget Performance

Accrual Basis

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     |
|-------------------------------------|------------------------|------------------|------------------|------------------------|------------------|------------------|-------------------|
| <b>Ordinary Income/Expense</b>      |                        |                  |                  |                        |                  |                  |                   |
| 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         |
| <b>Total Water Revenue</b>          | <b>36,873.08</b>       | <b>38,565.88</b> | <b>95.6%</b>     | <b>36,873.08</b>       | <b>38,565.88</b> | <b>95.6%</b>     | <b>44,763.25</b>  |
| <b>Total Income</b>                 | <b>41,873.08</b>       | <b>38,565.88</b> | <b>108.6%</b>    | <b>41,873.08</b>       | <b>38,565.88</b> | <b>108.6%</b>    | <b>44,763.25</b>  |
| <b>Expense</b>                      |                        |                  |                  |                        |                  |                  |                   |
| 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         |
| <b>Total Capital Improvements</b>   | <b>5,191.93</b>        | <b>193.55</b>    | <b>2,682.5%</b>  | <b>5,191.93</b>        | <b>193.55</b>    | <b>2,682.5%</b>  | <b>12,000.00</b>  |
| <b>Materials and Services</b>       |                        |                  |                  |                        |                  |                  |                   |
| 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            |
| <b>Total Dues and Fees</b>          | <b>375.45</b>          | <b>1,051.87</b>  | <b>35.7%</b>     | <b>375.45</b>          | <b>1,051.87</b>  | <b>35.7%</b>     | <b>1,200.00</b>   |
| Legal Services                      | 163.00                 | 0.00             | 100.0%           | 163.00                 | 0.00             | 100.0%           | 5,000.00          |
| Liability Insurance                 |                        |                  |                  |                        |                  |                  |                   |
| Boiler&Machinery                    | 0.00                   | 160.50           | 0.0%             | 0.00                   | 160.50           | 0.0%             | 160.50            |
| Equipment Breakdown Coverage        | 150.00                 | 0.00             | 100.0%           | 150.00                 | 0.00             | 100.0%           |                   |
| Excess                              | 192.00                 | 205.44           | 93.5%            | 192.00                 | 205.44           | 93.5%            | 205.44            |
| General Liability                   | 1,063.00               | 1,240.13         | 85.7%            | 1,063.00               | 1,240.13         | 85.7%            | 1,240.13          |
| Insurance Refund                    | -162.00                | 0.00             | 100.0%           | -162.00                | 0.00             | 100.0%           | 0.00              |
| N/O Auto Liability                  | 175.00                 | 187.25           | 93.5%            | 175.00                 | 187.25           | 93.5%            | 187.25            |
| Property                            | 450.00                 | 434.42           | 103.6%           | 450.00                 | 434.42           | 103.6%           | 434.42            |
| Liability Insurance - Other         | 0.00                   | 0.00             | 0.0%             | 0.00                   | 0.00             | 0.0%             | 19.26             |
| <b>Total Liability Insurance</b>    | <b>1,868.00</b>        | <b>2,227.74</b>  | <b>83.9%</b>     | <b>1,868.00</b>        | <b>2,227.74</b>  | <b>83.9%</b>     | <b>2,247.00</b>   |
| Maintenance and Repairs             | 2,826.94               | 5,595.29         | 50.5%            | 2,826.94               | 5,595.29         | 50.5%            | 6,692.80          |
| Network Monitoring Maintenance      | 329.34                 | 340.00           | 96.9%            | 329.34                 | 340.00           | 96.9%            | 340.00            |
| Office Supplies                     | 0.00                   | 83.57            | 0.0%             | 0.00                   | 83.57            | 0.0%             | 100.00            |
| Operating Expenses                  |                        |                  |                  |                        |                  |                  |                   |
| Customer CC pass through            | 91.00                  | 199.54           | 45.6%            | 91.00                  | 199.54           | 45.6%            | 238.70            |
| Disconnect Fee                      | 60.00                  | 0.00             | 100.0%           | 60.00                  | 0.00             | 100.0%           | 60.00             |
| Hiland Base Maintenance Fee         | 21,750.00              | 21,820.16        | 99.7%            | 21,750.00              | 21,820.16        | 99.7%            | 26,100.00         |
| <b>Total Operating Expenses</b>     | <b>21,901.00</b>       | <b>22,019.70</b> | <b>99.5%</b>     | <b>21,901.00</b>       | <b>22,019.70</b> | <b>99.5%</b>     | <b>26,398.70</b>  |
| Postage and Delivery                | 24.98                  | 83.57            | 29.9%            | 24.98                  | 83.57            | 29.9%            | 100.00            |
| <b>Total Materials and Services</b> | <b>27,716.71</b>       | <b>31,912.93</b> | <b>86.9%</b>     | <b>27,716.71</b>       | <b>31,912.93</b> | <b>86.9%</b>     | <b>43,041.42</b>  |
| <b>Personal Services</b>            |                        |                  |                  |                        |                  |                  |                   |
| 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            |
| <b>Total Personal Services</b>      | <b>3,088.67</b>        | <b>3,551.43</b>  | <b>87.0%</b>     | <b>3,088.67</b>        | <b>3,551.43</b>  | <b>87.0%</b>     | <b>4,293.37</b>   |
| <b>Total Expense</b>                | <b>35,997.31</b>       | <b>35,657.91</b> | <b>101.0%</b>    | <b>35,997.31</b>       | <b>35,657.91</b> | <b>101.0%</b>    | <b>59,334.79</b>  |
| <b>Net Ordinary Income</b>          | <b>5,875.77</b>        | <b>2,907.97</b>  | <b>202.1%</b>    | <b>5,875.77</b>        | <b>2,907.97</b>  | <b>202.1%</b>    | <b>-14,571.54</b> |
| <b>Other Income/Expense</b>         |                        |                  |                  |                        |                  |                  |                   |
| 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             |
| <b>Total Other Income</b>           | <b>11,927.36</b>       | <b>25.08</b>     | <b>47,557.3%</b> | <b>11,927.36</b>       | <b>25.08</b>     | <b>47,557.3%</b> | <b>30.00</b>      |
| <b>Net Other Income</b>             | <b>11,927.36</b>       | <b>25.08</b>     | <b>47,557.3%</b> | <b>11,927.36</b>       | <b>25.08</b>     | <b>47,557.3%</b> | <b>30.00</b>      |
| <b>Net Income</b>                   | <b>17,803.13</b>       | <b>2,933.05</b>  | <b>607.0%</b>    | <b>17,803.13</b>       | <b>2,933.05</b>  | <b>607.0%</b>    | <b>-14,541.54</b> |

## Proposed Budget for next fiscal year

| Revenue                |  | 2021/22            | % Change       | 2022/23            | % Change      | Proposed 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           |
| <b>Totals</b>          |  | <b>\$59,347.35</b> | <b>-27.39%</b> | <b>\$43,090.42</b> | <b>11.42%</b> | <b>\$48,011.09</b> |
| Expenses               |  |                    |                |                    |               |                    |
| Capital Outlay         | Capital Improvements   | \$10,000.00        | 20.00%         | \$12,000.00        | 25.00%        | \$15,000.00        |
|                        | <b>Totals</b>  | <b>\$10,000.00</b> |                | <b>\$12,000.00</b> |               | <b>\$15,000.00</b> |
| 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             |
|                        | <b>Totals</b>  | <b>\$58,133.53</b> | <b>-28.73%</b> | <b>\$41,430.97</b> | <b>10.16%</b> | <b>\$45,640.27</b> |
| 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   |                    | #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         |
|                        | <b>Totals</b>  | <b>\$4,048.90</b>  | <b>6.04%</b>   | <b>\$4,293.37</b>  | <b>0.47%</b>  | <b>\$4,313.42</b>  |
| Contingency            | Contingency  | \$7,500.00         | 13.33%         | \$8,500.00         | 0.00%         | \$8,500.00         |
|                        | <b>Totals</b>  | <b>\$7,500.00</b>  | <b>13.33%</b>  | <b>\$8,500.00</b>  | <b>0.00%</b>  | <b>\$8,500.00</b>  |
| <b>Total Expenses</b>  |  |                    |                |                    |               |                    |
|                        | <b>Total Budget</b>  | <b>\$79,682.43</b> | <b>-16.89%</b> | <b>\$66,224.34</b> | <b>10.92%</b> | <b>\$73,453.69</b> |
|                        | <i>Year over year operation expense increases excluding grants</i> |                    |                | <b>\$66,224.34</b> | <b>10.92%</b> | <b>\$73,453.69</b> |

### 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).

| <b>Gallonage Rate</b> | <b>Rate charge</b>       | <b>Up to Gallons</b> |
|-----------------------|--------------------------|----------------------|
| 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**

## **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 6 – 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**