



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

December 10, 2024

### REGULAR MEETING

1.0\* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, December 10<sup>th</sup>, regular 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 along with one guest from the public. There were no virtual participants that attended via Zoom.

### 2.0\* **Consent Agenda**

- 2.1 **Approval of November 12<sup>th</sup>, 2024, Regular Meeting Minutes**
- 2.2 **Approval of November 26<sup>th</sup>, 2024, Special Meeting Minutes**
- 2.3 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$97,766.01, and a Street Light Fund voucher totaling \$2,058.99.
- 2.4 **Approval of District Payroll Affidavit(s)** – Wages and benefit affidavits were presented.

*Commissioner Ballard moved to approve the consent agenda as presented. Secretary Strode seconded, and **the motion passed unanimously.***

3.0 **Public Comment** – No public comment was presented.

### 4.0 **Regular Agenda**

#### 4.1\* **Adoption of Resolution 2024-12 Approving FY 2025 Manchester Water District Budget – Tony Lang**

Presented for Board consideration was Resolution 2024-12, adoption of the FY 2025 Manchester Water District Budget (Budget). Lang issued each Board member and the District Attorney their own copy of the Budget. Lang also presented a PowerPoint presentation of the final Budget reflecting the main topics discussed in previous planning sessions. Lang reported the 2025 Budget includes appropriations for Human Resource initiatives, such as a 3.0-percent Cost of Living Allowance (COLA) for all employees and District contributions (up to \$100/month) for all employees who participate in Washington State's Deferred Compensation Plan; Capital Improvement Projects including Well 10's Filtration Project; and Capital Outlay funding for the purchasing of new equipment. The FY 2025 Executive Summary lists total resources and revenue of \$2,919,487, and total expenses of \$2,533,027, with a projected balance forward to be



carried over to FY 2026 of \$386,460. Lang recommended adoption of Resolution 2024-12 as presented.

*Secretary Strode moved to approve Resolution 2024-12 as presented. Chair Pedersen seconded, and **the motion passed unanimously.***

**4.2\* Adoption of Resolution 2024-13 Amending the District's Schedule of Fees and Charges for FY 2025 – Tony Lang**

Presented for Board consideration was Resolution 2024-13, adoption of the FY 2025 Schedule of Fees & Charges. The Board decided to not raise the water base or commodity charges in 2025 due to increasing both rates in 2024.

Lang discussed the calculations used to modify the new day labor rates and water service connection fees for 2025. Jobbing labor rates will increase from \$56/hour to \$60/hour, and the cost of a new ¾" water service connection will be \$11,030.00, up from \$10,810.00 in 2024. This equals a 2.0-percent increase for new service connections. After a brief discussion, Lang recommended adoption of Resolution 2024-13 as presented.

*Secretary Strode moved to approve Resolution 2024-13 as presented. Chair Pedersen seconded, and **the motion passed unanimously.***

**4.3 Review of Financials & Operations**

**4.3.1 Water Sales Data** – Water sales data through November 30, 2024, was reviewed with a total billing of \$142,972 to 1,907 services, and total consumption equaling 13,340,700 gallons or 1,783,516 cubic feet. This consumption total was 118,715 gallons less than the same billing period in 2023.

**4.3.2 Income & Expense Report** – The Income & Expense Report for the period ending November 30, 2024, was presented. The total fund balance at the end of this reporting period was \$1,148,198.36.

**4.3.3 Operations Update** – Lang reported that total source production for November was 13,426,000 gallons. November's monthly bacteriological and fluoride samples were completed, the results received from the testing lab were reported as satisfactory and submitted to the Department of Health (DOH). Staff replaced 15 malfunctioning AMR water meters and upgraded 5 manual read water meters to AMR during November as well.

Lang stated that staff completed the concrete project at the Garfield well site. The concrete entry way of the controls building that connects to the adjacent garage was formed, poured, and finished. Staff did a great job of teaching





and assisting less experienced coworkers in the process of installing concrete forms.

Staff continued to prepare the Well 5R treatment room for new equipment. The new fluoride saturator is being assembled and the chlorine tank has been installed. New saddle and injection points will be installed in early December prior to putting the well online. The contracted electrician will be finishing up his portion of the work in the first week of December.

Lang reported that during November's inclement weather staff started cleaning up the lower yard at the shop facility. Miscellaneous scrap metal was hauled to Navy City Metals for compensation. Other junk that had no future use, value, or purpose was also disposed of at the Kitsap County Transfer Station. Staff will continue to organize the lower yard and will eventually dismantle the lower storage building to make room for improved construction material storage bins.

4.3.4 **Developer Extension Updates** – No Developer Extension Updates were reported.

5.0 **Executive Agenda**

5.1 **Administrative Update** – Lang reported he had a meeting with West Sound Utility District General Manager Randy Screws a couple of weeks ago to discuss some potential Retail Water Service Area modifications. Screws was wondering if MWD would like to acquire the west side of Bulman Rd. **and** the west side of Woods Rd north of Mile Hill. WSUD does not have a water main near either of these locations and it makes sense for MWD to serve these areas instead. Lang stated that there is no anticipated drawback from acquiring these areas and that it may help with potential future water main extensions if the District served both sides of these roads. The Board stated that they would like to see a modified map of the proposed changes before making a final determination. Lang will meet with Screws sometime early next year to discuss the parcels affected. Lang stated he will then present the Board with an overlaid map of the proposed modifications for reference and consideration.

Lang stated that the District employee Christmas party will be held at the shop on December 20<sup>th</sup> at 1:00 PM. He invited the Commissioners to attend and stated that if they planned to attend, he would issue a Notice of Quorum.

5.2 **Board of Commissioners' Comments** – No additional comments were provided.

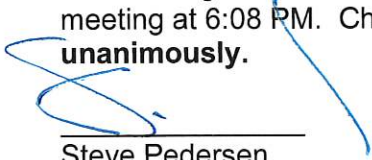
6.0 **Future Meeting Dates**

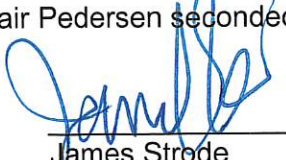
- 6.1 January 14<sup>th</sup>, 2025, 5:30 PM – Regular Meeting, Spring St Workshop
- 6.2 February 11<sup>th</sup>, 2025, 5:30 PM – Regular Meeting, Spring St Workshop
- 6.3 March 11<sup>th</sup>, 2025, 5:30 PM – Regular Meeting, Spring St Workshop

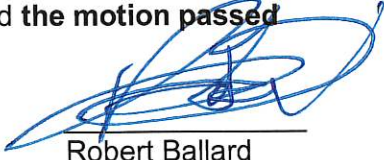


#### 7.0\* **Adjournment**

There being no further business to discuss, Commissioner Ballard moved to adjourn the meeting at 6:08 PM. Chair Pedersen seconded, and **the motion passed 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*