



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

December 9, 2025

### REGULAR MEETING

1.0\* **Call to Order** – Board Chair Steve Pedersen called the Tuesday, December 9<sup>th</sup>, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:32 PM. Secretary Jim Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were also present. Commissioner Bob Ballard was excused for personal obligations. No public participants were in attendance in person or via Zoom.

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

2.1 **Approval of November 12, 2025, Regular Meeting Minutes**

2.2 **Approval of November 25, 2025, Special Session Meeting Minutes**

2.3 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$93,317.52 and a Street Light Fund voucher totaling \$1,917.45.

2.4 **Approval of District Payroll Affidavit(s)** – Wages and benefit affidavits were presented.

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

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

### 4.0 **Regular Agenda**

4.1\* **Adoption of Resolution 2025-14 Approving FY 2026 Manchester Water District Budget – Tony Lang**

Presented for Board consideration was Resolution 2025-14, adopting the FY 2026 Manchester Water District budget. Lang stated the Budget includes appropriations for Human Resource initiatives, such as a 2.8-percent Cost of Living Allowance (COLA) for all employees; District contributions (up to \$100/month) for all employees who participate in Washington State's Deferred Compensation Plan; and Capital Improvement Projects including Well 10's Filtration Project and Well 6/7 Electrical Upgrades. The FY 2026 Executive Summary lists total resources and revenue of \$3,707,642, and total expenses of \$3,240,174, with a projected balance forward to be carried over to FY 2027 of \$467,468. Lang recommended adoption of Res. 2025-14 as presented

*Secretary Strode moved to adopt Resolution 2025-14 as presented. Chair Pedersen seconded, and **the motion passed unanimously.***



4.2\* **Adoption of Resolution 2025-15 Amending the District's Schedule of Fees & Charges for FY 2026 – Tony Lang**

Presented for Board consideration was Resolution 2025-15, adopting the FY 2026 Schedule of Fees & Charges. For FY 2026, the Board decided to raise the water base rate by \$4.50 and corresponding commodity charges by 5%. The Board previously discussed the need to raise rates to help fund needed capital improvement projects and to keep up with annual inflation.

In FY 2026, new service connection fees will be adjusted to offset increases in construction costs. Lang stated the cost of a new ¾" water service connection will be \$11,411.00, up from \$11,030.00 in 2025. This equals a 3.3-percent increase for new service connections. Lang recommended adoption of Res. 2025-15 as presented

*Secretary Strode moved to adopt Resolution 2025-15 as presented. Chair Pedersen seconded, and **the motion passed unanimously.***

4.3\* **Approval of an Amendment to the General Manager's Employment Agreement – Tony Lang/Ken Bagwell**

Chair Pedersen stated the Board has expressed its intent to amend the General Manager's Employment Agreement in recognition of his performance with the District. The Board discussed awarding \$4,000 to GM Lang, to be provided either as a salary increase or as a one-time contribution to his Deferred Compensation Program. This compensation adjustment shall be issued on or after January 1, 2026. Chair Pedersen stated the terms of GM Lang's contract will subsequently be renegotiated prior to the expiration of his current employment agreement on July 31, 2026.

*Secretary Strode moved to approve the Amendment to the General Manager's Employment Agreement as presented. Chair Pedersen seconded, and **the motion passed unanimously.***

4.4 **Review of Financials & Operations**

4.4.1 **Water Sales Data** – Water sales data through November 30, 2025, was reviewed with a total billing of \$143,520 to 1,912 services, and total consumption equaling 13,174,726 gallons or 1,761,327 cubic feet. This consumption total was 163,251 gallons less than the same billing period in 2024.

4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending November 30, 2025, was presented. The total fund balance at the end of this reporting period was \$860,804.41.



- 4.4.3 **Operations Update** – Lang reported that November’s monthly bacteriological and fluoride samples were completed, the results received from the testing lab were satisfactory and within the state’s recommended ranges. These results have been submitted to the Department of Health (DOH).

Staff were especially busy throughout November as they balanced the leak detection audit, meter reading, and regular District operations while working with limited personnel. Lang stated the shop lost two service technicians in October to other employers. Despite this challenge, staff have done an excellent job covering additional responsibilities while management works to fill the two vacancies.

The District’s newly hired Service Technician, Jason Skolnik, began work in early November. He joins us as a Service Tech Apprentice and is already enthusiastically learning the water system and meter-reading procedures. The second vacant position will be filled on January 5th when Caleb Carlson returns to the District. Caleb previously worked for MWD before accepting a position with NAVFAC. The District is pleased to welcome back an employee who already holds water certifications and a Commercial Driver’s License.

In addition to completing the leak detection audit and meter reading during a holiday-shortened month, staff also repaired a leaking wrapped-steel water main on Colchester Dr. at Yukon Harbor. The main had been previously repaired in multiple locations with boiler plugs. Staff successfully made a permanent repair using a repair band. Due to limited staffing, management contracted RCE Traffic Control to provide flagging support during the repair.

- 4.4.4 **Developer Extension Updates** – Lang reported the Oregon Ave Water Main Extension has been completed between Grandview and Wyoming. Final documents are being prepared for acceptance.

## 5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Lang reported that inventory, employee performance evaluations, meter reading, and the District Christmas party will take place during the remainder of December.
- 5.2 **Board of Commissioners’ Comments** – No additional comments were received.

## 6.0 **Future Meeting Dates**

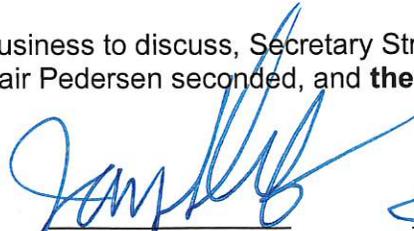
- 6.1 January 13, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.2 February 10, 2026, 5:30 PM - Regular Meeting, Spring Street Workshop
- 6.3 March 10, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop



7.0\* **Adjournment**

There being no further business to discuss, Secretary Strode moved to adjourn the meeting at 6:20 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*