



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

November 12, 2025

REGULAR MEETING

- 1.0* **Call to Order** – Board Chair Steve Pedersen called the Wednesday, November 12th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Bob Ballard, Secretary Jim Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with one guest from the public. No public participants were in attendance via Zoom.
- 2.0* **Consent Agenda**
 - 2.1 **Approval of October 14, 2025, Regular Meeting Minutes**
 - 2.2 **Approval of October 28, 2025, Special Session Meeting Minutes**
 - 2.3 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$47,120.88 and a Street Light Fund voucher totaling \$1,715.28.
 - 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 **Public Forum for 2025 District Water System Plan** – No public comment was presented.
- 5.0 **Regular Agenda**
 - 5.1 **2025 Water System Plan Overview/Discussion – Tony Lang**

GM Lang presented a PowerPoint presentation and discussed the updated 2025 Water System Plan (WSP) with the Board. Key elements of the plan were explained. The key elements discussed included the District's water service area, past water usage and conservation efforts, future water demands, water source & quality, operations and maintenance, water system evaluation, proposed water system improvements, and the financing plan. Following the presentation there was a short questions and answers session.

5.2 2026 Budget – Projected Expenses & Rate Models – Tony Lang

Lang presented another PowerPoint presentation discussing projected 2026 revenue and 2026 expenses. He also discussed priority projects and explained why these projects take precedence over others. Total anticipated projected expenses for 2026 equal \$3,240,174. This would leave retained earnings of \$467,468 for FY 2027. After a brief discussion of projects and associated costs, the Board was in approval of the presented 2026 expenses.

Lang also presented multiple scenarios of potential water rate increases for 2026 for Board consideration. The Board chose to not raise water rates in 2025 due to a rate increase in 2024. FCS Group, who conducted the financial analysis of the District for the Water System Plan, suggested a 10% increase in 2026 so the District would be on the right path to fund needed capital improvement projects in the future. After review and discussion, the Board would like to increase the base rate by 10% and the commodity rate by 5% for 2026.

5.3 Review of Financials & Operations

5.3.1 **Water Sales Data** – Water sales data through October 31, 2025, was reviewed with a total billing of \$160,840 to 1,580 services, and total consumption equaling 19,064,837 gallons or 2,548,775 cubic feet. This consumption total was 3,784,843 gallons more than the same billing period in 2024.

5.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending October 31st, 2025, was presented. The total fund balance at the end of this reporting period was \$836,578.30.

5.3.3 **Operations Update** – Lang reported that October's monthly bacteriological and fluoride samples were completed, the results received from the testing lab were reported as satisfactory, within state recommended range, and submitted to the Department of Health (DOH).

Staff handled repairing multiple water main leaks during October while also juggling staffing shortages. Sean Steele resigned shortly after completing his third year with the District. He received a job offer from Northwest Water Systems with his last day being October 10. Available staff repaired a 2" water main on Southworth Dr. near the Post Office, and repaired a 6" AC water main on Nokomis near Southworth Dr. A full shutdown of the water main was required for repairing the water main on Nokomis. Staff did a great job with homeowner notification, evacuating the main, making the repair, purging the main of air, and reestablishing service to customers in a timely fashion.

Lang also reported that Cody Hodge provided his resignation as he was offered employment by Washington Water Services. Cody's last day of employment was October 31st. As a result of the Foreman vacancy and due



to Beau's knowledge, skillset, positive attitude and dedication to the District, he was promoted to Operations Foreman. The District's newest employee, Jason Skolnik, started on November 3rd to replace the Field Technician/meter reader vacancy. A job posting to fill Watson's vacated Lead service Technician position is currently listed on all water-related employment websites. Lang stated he hopes to interview prospective employees in the middle of November.

Lastly, the Vermeer Vactor trailer broke down with a blown blower motor. Multiple projects were put on hold until the vactor was repaired.

- 5.3.4 **Developer Extension Updates** – Lang discussed the Oregon Ave water main extension for Jason Morgan's properties between Grandview and Wyoming. It is anticipated that the extension will be constructed in Nov/Dec 2025.

6.0 **Executive Agenda**

- 6.1 **Administrative Update** – Lang reported that the District's medical insurance costs for 2026 will remain at approximately \$1,490 per month. No increase is expected until June of 2026 when rates are reevaluated by PEBB/BCBS.

Lang reported that the District's Accountability Audit with the State Auditor is currently taking place. He requested a volunteer from the Board to attend a short meeting with the auditor to answer questions regarding Risk Management. The Board selected Commissioner Ballard to represent the Board for the meeting.

Based on last month's request from Chair Pedersen, Lang provided a breakdown of the total expenses incurred to date for the Admin Office Suite at Anchor's located on Daniel's Loop. Total cost to date is \$362,496, inclusive of the original purchase price, improvements, COA dues, and Special Assessments.

Lang provided a breakdown of total costs for Annual Leak Rate Adjustments (LRA) for Board review. LRA's were first tracked starting in 2022. Since 2022, total annual LRA's range from \$15,000 to \$19,000 per year.

The shop's solar panel Return on Investment (ROI) calculations were presented to the Board. Based on PSE invoices received to date; the District saves approximately \$3,300 per year on power consumption. This equates to approximately 23.7 years for a ROI for the total project cost of \$79,497. Since the project was partially funded by a grant, the ROI for the "District" funded portion (\$39,748) would be 11.87 years.

- 6.2 **Board of Commissioners' Comments** – No additional comments were received.




7.0 **Future Meeting Dates**


- 7.1 November 25, 2025, 5:30 PM – Special Session, Spring Street Admin Office
- 7.2 December 9, 2025, 5:30 PM - Regular Meeting, Spring Street Workshop
- 7.3 January 13, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop

8.0* **Adjournment**

There being no further business to discuss, Commissioner Ballard moved to adjourn the meeting at 6:47 PM. Secretary Strode seconded, and **the motion passed unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary

Robert Ballard
Commissioner

** Indicates action item*