



REGULAR SESSION OF THE BOARD OF COMMISSIONERS

Minutes

December 10, 2025

Board President Todd Citron called the Regular Session to order at 6:30 p.m.

Attendees:	Commissioner Todd Citron	General Manager Justin Clary
	Commissioner John Carter (v)	Finance Manager Jenny Signs
	Commissioner Bruce Ford (v)	Operations Manager Jason Dahlstrom
	Commissioner Jeff Knakal	Legal Counsel Bob Carmichael
	Commissioner David Holland	Recording Secretary Rachael Hope

One member of the public was in attendance (v) and participated only as an observer. Attendees marked with a (v) attended virtually.

Consent Agenda

Action Taken

Knakal moved, Holland seconded, approval of:

- Minutes for the 11.12.2025 Regular Board Meeting
- Payroll for Pay Period #24 (11.08.2025 through 11.21.2025) totaling \$56,390.34
- Benefits for Pay Period #24 totaling \$59,532.49
- Accounts Payable Vouchers totaling \$67,053.83
- Payroll for Pay Period #25 (11.22.2025 through 12.05.2025) totaling \$59,596.18
- Benefits for Pay Period #25 totaling \$61,318.68
- Accounts Payable Vouchers totaling \$248,936.63

Motion passed.

Oath of Office – Commissioner Position No. 3

During the November 2025 general election, Bruce Ford was elected to fill District Board of Commissioner Position No. 3 for the January 1, 2026 through December 31, 2031 six-year term. Commissioner Ford took the oath of office.

Wilson Engineering 2026 On-call Rates Approval

Clary recalled that Wilson Engineering provides on-call engineering services to the District through a professional services agreement executed on September 2, 2021, and effective through July 31, 2026. Per Section 8.4 of the agreement, Wilson Engineering may annually request revision of the approved rates to accommodate inflation and market conditions. Staff presented a letter from Wilson Engineering dated November 24, 2025, requesting revision to its rates and fees for 2026.

Action Taken

Knakal moved, Holland seconded, to approve rates and fees to be effective January 1, 2026, for professional services performed by Wilson Engineering under the existing on-call professional

services contract with the District, as requested in the November 24, 2025, letter from Wilson Engineering. Motion passed.

Non-union Employee 2026 Salary Cost-of-Living-Adjustment Approval

Clary explained that traditionally, non-represented employees have received the same annual cost-of-living-adjustment (COLA) as represented (union) employees. Non-union employees include the District Engineer/Engineering Manager, Finance Manager/Treasurer, Operations & Maintenance Manager, and Administrative Assistant. For 2025, all employee wages were set based upon the recommendations of the total compensation study performed in 2024 increased by 5% (with exception to the general manager, whose salary was revised by separate board action).

Per the 2025-2028 union collective bargaining agreement, represented staff will receive a COLA of 2.8%, which is set by the August 2024-August 2025 Consumer Price Index for All Urban Consumers (CPI-U) in the Seattle area and not less than 2% nor greater than 4%. Clary recommended that the same COLA contractually required for represented employees be provided to non-represented employees.

Action Taken

Knakal moved, Holland seconded, to approve a salary adjustment for all non-represented District staff, excluding the general manager, that is equal to an increase of 2.8% and effective January 1, 2026. Motion passed.

Water Utility Capital Projects Schedule Revisions

Clary gave a brief background of several upcoming capital projects, recounting that between 2016 and 2022, the District completed a series of evaluations of the District's drinking water reservoirs, including seismic evaluations, dive inspections and coating evaluations. These evaluations collectively determined that recoating, seismic improvements and/or replacement of the Division 22-1 and Geneva Reservoirs and the Sudden Valley WTP Chlorine Contact Basin (CCB) were needed in the very near future to address seismic deficiencies and deferred maintenance. Subsequent evaluations also determined that the Sudden Valley WTP Pump House does not meet current seismic design standards.

Considering these findings, the District created four separate capital improvement projects to address these deficiencies. Clary presented the Board with a table of original budget years planned for these four projects and explained that several factors have led District staff to consider revisions to the project schedules that would require changing the respective budget years. The proposed rescheduling of these capital projects will allow additional time for the District to pursue additional funding, and combining some of the projects into a single construction contract is anticipated to provide additional efficiencies that may result in lower construction costs. Discussion followed.

General Manager's Report

Clary updated the Board on several topics, including ongoing meetings with 40th and 42nd District State Legislators to brief them on the District's 2026 Legislative Agenda, and no findings of Per- and Polyfluoroalkyl Substances (PFAS) in required tests during 3rd quarter.

Dahlstrom apprised the board of recent testing done by District staff at the Scenic Intertie with positive results. He also gave an update on the District's response to the current weather event, with major flooding expected across Western Washington.

Discussion followed, during which staff recommended cancellation of the December 31, 2025 regular board meeting, and the board agreed.

Executive Session Per RCW 42.30.110(1)(g)

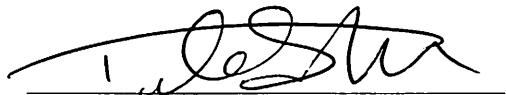
Citron recessed the Regular Session to Executive Session at 7:15 p.m. It was estimated that the Executive Session would take 60 minutes and end at 8:15 p.m. The purpose of the Executive Session was to review the

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performance of a public employee (General Manager performance evaluation). Citron recessed the Executive Session and reconvened the Regular Meeting at 8:07 p.m.

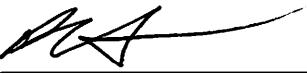
Action Taken

Knakal moved, Holland seconded, to increase Justin Clary's 2025 salary by 2.8%, resulting in an annual salary of \$197,867.38, effective January 1, 2026. Motion passed.

With no further business, Citron adjourned the regular session at 8:10 p.m.



Board President, Todd Citron

Attest: 

Recording Secretary, Rachael Hope

Minutes approved by motion at Regular Special Board Meeting on January 14, 2025