

PORT OF MANCHESTER
MINUTES
September 8, 2025

Manchester Library Meeting Room
8067 E Main Street
6:00 pm

REGULAR MEETING

1.0 Call to Order – Board President Strode called the meeting to order at 6:00 pm. Commissioner Ballard, Commissioner Drotz, Manchester Water District GM Tony Lang, and 9 public guests were also present.

2.0* Consent Agenda

2.1 Meeting minutes for August 6th, 2025, Regular Business meeting.

2.2 Approval of vouchers numbered 2025.121 - 2025.133 were audited and certified by the Auditing Officer as required by RCW 42.24 in total sum of \$7,924.15.

Commissioner Ballard moved to approve the Consent Agenda as presented. Commissioner Drotz seconded; **the motion carried unanimously.**

3.0 Public Comment

A public guest stated the solar lights at the end of the south floating dock were not working. Lang stated that he would look at their condition and replace them if needed.

There was a discussion of the unfortunate passing of Bill Malmquist. Bill and Carol Malmquist were frequent attendees during the monthly Port meetings. Bill was influential in his support and advice in managing the Port's financial decisions. He will be missed by all who were fortunate enough to know him. Lang stated he would purchase a condolences card for next month's meeting so that everyone can have the opportunity to sign it for Carol.

The renter for the Daniel's Loop property stated that there have been some internal water issues with the mobile home. She asked Lang to discuss as he has been the one dealing with the problems. Lang stated that 2-3 weeks ago there seemed to be an area around the toilet/bathtub where the subflooring was becoming saturated. Upon inspection, Lang discovered that the toilet was never properly bolted down, so he bought a new wax ring and properly secured the toilet to the floor. Inspection of the fill line to the toilet and plumbing leading to the bathtub showed no signs of any leaks. The next week, the renter notified Lang that there was water sitting in the HVAC ducting. Since there was still a water issue coming from somewhere, Lang called Port Orchard Plumbing to see if there were any leaks in the crawlspace near the ducting and to have them fixed. After POP discovered and fixed a pinhole leak in a water line above the HVAC ducting, Lang had Manchester Water District staff rent an industrial fan to place in the crawlspace to help dry out any saturated materials. Rat bait stations were installed in the crawl space as well since the leak may have been caused by rodents. The POP representative stated that there was also a small drip coming from the bathtub drain in the crawlspace. He stated that he tightened the fitting which seemed to help but it would need someone to eventually repair it. Lang told him that Manchester staff can fix that issue if it's only dripping periodically and it's not in the living space.

After this series of events was explained during the Board meeting, the renter's caregiver questioned what the Port was doing as the living conditions were deplorable and uninhabitable due to the water issue and subsequent air quality issues from the fan placement in the crawlspace. She stated that the Port was not doing enough about the unlivable conditions for their renter and that she was going to call the Health Department. At this point, the discussion became very contentious between the Board and a couple of people in attendance.

After some back and forth discussion, it was determined that Lang would pull the fan from the crawlspace and investigate to see if there is another possible water leak. Based on the results, the Port will then need to make a decision on how they want to proceed with the repairs, or if the property is becoming too burdensome to continue renting out.

4.0 Regular Agenda

4.1* Adoption of Resolution 04-25 Renewal of Manchester Library Lease with the Friends of Manchester Library

President Strode discussed the current conditions of the Ground Lease for the Library that the Port leases to the Friends of Manchester Library (FOML). Presented for adoption was an extension and amendments to the current Lease extending the expiration date to August 12, 2079. The extension included amendments to sections related to subletting, taxes, insurance, and a purchase option and right of first refusal. After a short discussion, the FOML representative stated he would bring a check next month and pay for the extended term through August 12, 2079, so it can be reflected in the meeting minutes for documentation of payment.

Commissioner Ballard moved to approve Resolution 04-25 with the Friends of Manchester Library as presented. Commissioner Drotz seconded; **the motion carried unanimously.**

4.2 Financial Report

The financial report was discussed briefly. There was no concerning items identified.

5.0 Executive Agenda

5.1 Commissioner Comments

President Strode stated that the 2026 preliminary budget will be presented next month for everyone's review and input. He would like to adopt the budget at the November meeting.

Strode and Lang discussed the Port's floating docks and pilings. Lang stated Marine Floats will be assessing the both docks and pilings current condition, anticipated remaining life, and also provide a rough estimate for the cost of replacement.

6.0 Future Meeting Dates:

- 6.1** October 13, 2025, 6:00 p.m. – Regular Meeting, Manchester Library
- 6.2** November 10, 2025, 6:00 p.m. – Regular Meeting, Manchester Library
- 6.3** December 8, 2025, 6:00 p.m. – Regular Meeting, Manchester Library

7.0* **Adjournment**

Commissioner Ballard moved to adjourn the meeting at 6:49 pm. Commissioner Drotz seconded, and the **motion passed unanimously.**


James Strode
President
Robert Ballard
Secretary
Paul Drotz
Commissioner

* Indicates Action Item