



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

January 14, 2025

REGULAR MEETING

- 1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, January 14th, 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 in attendance via Zoom.
- 2.0* **Election of Officers** – After a short discussion, Board Chair Pedersen made a motion to keep the officer positions the same as in 2024. The elected positions are as follows:

Board Chair – Steve Pedersen
Secretary - Jim Strode
Commissioner - Bob Ballard

*Secretary Strode seconded the motion, and **the motion passed unanimously.***

3.0* **Consent Agenda**

- 3.1 **Approval of December 10th, 2024, Regular Meeting Minutes**
3.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$86,542.05, and a Street Light Fund voucher totaling \$2,512.16.
3.3 **Approval of District Payroll Affidavit(s)** – Wages and benefit affidavits were presented.

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

- 4.0 **Public Comment** – No public comment was presented.

5.0 **Regular Agenda**

5.1* **NOAA Water Main Replacement Discussion – Tony Lang**

GM Lang explained to the Board his communications with NOAA representatives over the last week regarding a potential water main replacement project located at the NOAA property. NOAA is looking to develop new facilities and is requesting permission to replace the old 8" asbestos cement water main with new 8" ductile iron pipe through a portion of their site. They are requesting a Development Agreement with the



District and are seeking some form of credit for replacing the water main. Lang presented the project scope, anticipated connection fees, and the probable construction costs associated with the replacement project. After a short discussion, the Board determined that no credit will be offered to NOAA for the water main replacement. Lang will communicate with NOAA representatives on the Board's decision and see how NOAA would like to move forward.

5.2* **Woods View Connection Fee Reimbursement Request – Tony Lang**

Lang explained that on Thursday January 9, 2025, Manchester Water District received an email request from a representative of Lennar Northwest, Inc for the reimbursement of paid connection fees for twenty-one (21) parcels located in the Woods View Development off Woods Rd. In August 2023, Lennar Northwest, Inc paid 21 connection fees in a total amount of \$222,600, or \$10,600 per single family residential unit (SFR). Due to ongoing complications with septic design for the development they have decided to cancel their Kitsap County permits and forego building the residential homes. Lang stated they request their MWD connection fees be reimbursed in the amount of \$222,600. After discussion and approval, the Board requested Lang find answers on why septic design for this development is so problematic.

*Secretary Strode moved to approve Lennar Northwest's request for reimbursement in the amount of \$222,600. Commissioner Ballard seconded, and **the motion passed unanimously.***

5.3 **Review of Financials & Operations**

- 5.3.1 **Water Sales Data** – Water sales data through December 31, 2024, was reviewed with a total billing of \$117,796 to 1,576 services, and total consumption equaling 10,698,352 gallons or 1,430,261 cubic feet. This consumption total was 250,214 gallons less than the same billing period in 2023.
- 5.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending December 31, 2024, was presented. The total fund balance at the end of this reporting period was \$1,145,285.14.
- 5.3.3 **Quarterly Adjustment Report** – The Quarterly Adjustment Report was presented. A brief discussion ensued but nothing was out of the ordinary.
- 5.3.4 **Quarterly Public Records Request Report** – No public records requests were received during Q4 of 2024 to report.
- 5.3.5 **Operations Update** – Lang reported that the District's well production for December 2024 was 14,648,000 gallons. December'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).

Lang stated that during December, staff installed one (1) new service on Bullseye and repaired a broken 6" water main on Olympiad near Nokomis. The hardware securing the tapping saddle to the water main had apparently deteriorated from the saltwater content in the surrounding soils over the years. The water pressure caused the saddle to separate from the water main resulting in a significant leak. Staff did a great job of controlling the water pressure, installing the repair band, and then retapping the water main to reestablish service to the homeowner.

Also during December, staff completed the annual inventory of District assets through AsetTiger and continued organizing the lower lot behind the shop, which includes demolishing the old storage building. This work will continue through January/February as ecology blocks will be trucked in to help organize the District's construction materials.

Lang also reported that the Port of Manchester was delivered a derelict vessel by the Navy during December. District staff moved the vessel to the Port parking lot where management started the process of notification and removal with the Department of Natural Resources (DNR). Once this process was completed and the appropriate retention time was over, District staff dismantled the boat and disposed of it at a local recycling facility.

5.3.6 Developer Extension Updates – No Developer Extension Updates were reported.

6.0 Executive Agenda

6.1 Administrative Update – Lang reported that all budgeted capital outlay equipment items for shop personnel have been procured and purchased. Lang showed the Board the new project light, demo saw, and rammer during the meeting.

Lang stated that he has been working through the District's Master Contract Usage Agreement (MCUA) with the Department of Enterprise Services (DES) to procure the new admin and SCADA servers. It is looking promising that the District will save a significant amount of money utilizing the State's cooperative purchasing program.

Lang explained that the District's Water Use Efficiency (WUE) goals are due to be updated this year and that at the next meeting there will be an opportunity for the public to comment on the District's future goals. Lang will research and present some potential future goals to the Board next meeting for discussion and inclusion.



Lang also updated the Board on the status of Well 5R. He stated that all associated work has been completed, and the District is waiting on DOH's final approval. A Notice of Completion was sent to DOH prior to Christmas Break and the District has yet to hear back.

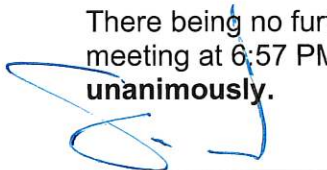
6.2 **Board of Commissioners' Comments** – No additional comments were provided.

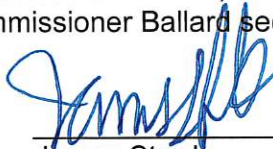
7.0 **Future Meeting Dates**

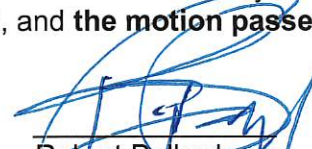
- 7.1 February 11th, 2025, 5:30 PM – Regular Meeting, Spring St Workshop
- 7.2 March 11th, 2025, 5:30 PM – Regular Meeting, Spring St Workshop
- 7.3 April 8, 2025, 5:30 PM – Regular Meeting, Spring St Workshop

8.0* **Adjournment**

There being no further business to discuss, Secretary Strode moved to adjourn the meeting at 6:57 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**


Steve Pedersen
Board Chair


James Strode
Secretary


Robert Ballard
Commissioner

* Indicates action item