



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

June 17, 2025

REGULAR MEETING

1.0* **Call to Order** – Board Chair Steve Pedersen called the Tuesday, June 17th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Secretary Jim Strode, Commissioner Bob Ballard, and General Manager Tony Lang were present along with one guest from the public. District Attorney Ken Bagwell was not present due to personal obligations. No public guests were in attendance via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of May 13th, 2025, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$115,359.52 and a Street Light Fund voucher totaling \$1,392.06.

2.3 **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 **Regular Agenda**

4.1* **Adoption of Resolution 2025-10 Water Shortage Response Plan – Tony Lang**

Presented for Board consideration and approval was Resolution 2025-10, adoption of the District Water Shortage Response Plan (WSRP). Lang explained that public water systems in Washington State are required to prepare a water shortage response plan as part of their water system plan if they previously experienced a water shortage or anticipate experiencing one in the next six years. As no one can accurately predict future water availability, and the District is in the middle of updating its Water System Plan, the WSRP was presented for inclusion in the 2025 Water System Plan.

Lang explained to the Board that the WSRP provides systematic responses, methods, and procedures to reduce customer water demand due to water supply shortage from an emergency, drought event, or operational situation. The objective is to establish conditions and procedures for evaluating supply



options and managing water demand during a water supply shortage. Lang stated staff will use this plan during infrequent and unusual events, and it is not a substitute for the development of water supply projects and conservation programs. The WSRP establishes strategies in advance of actual conditions. According to the WSRP, the District would respond to a potential or actual shortage using a phased approach:

- Stage I: Advisory
- Stage II: Voluntary
- Stage III: Mandatory
- Stage IV: Emergency Curtailment
- Stage V: Immediate Emergency Curtailment Stage

The District will be prepared to maintain essential public health and safety, and minimize adverse impacts to residents and businesses should a water shortage event occur. After reviewing the plan and a short discussion, Lang recommended adoption of Res. 2025-10 approving the District Water Shortage Response Plan as presented.

*Commissioner Ballard moved to approve Resolution 2025-10 as presented. Secretary Strode seconded, and **the motion passed unanimously.***

4.2 Review of Financials & Operations

4.2.1 **Water Sales Data** – Water sales data through May 31, 2025, was reviewed with a total billing of \$154,255 to 1,911 services, and total consumption equaling 15,277,189 gallons or 2,042,405 cubic feet. This consumption total was 1,821,178 gallons less than the same billing period in 2024.

4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending May 31, 2025, was presented. The total fund balance at the end of this reporting period was \$773,933.28.

4.2.3 **Operations Update** – Lang reported that total source production for the month was 18,787,000 gallons. May'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 installed a new water quality sample point on Westway Dr. for the District's monthly bacteriological sampling events, and in accordance with the updated 2025 Coliform Monitoring Plan.

The physical water level indicator (target) on the exterior of the Sedgwick reservoir was replaced with a new cable. The old cable corroded and separated making the physical indicator useless for visually verifying the water level in the tank. Lang stated that this is a highly important level



indicator, especially when the electronic transducer malfunctions or is inoperable. Staff need to know the level in the tank for efficient pump operation and to maintain proper pressures in the south high zone.

Staff performed vegetative control at all the District's reservoirs and well sites. In addition, they also cleared the Nebraska/Woods water main easement during May.

Lastly, Lang stated that the small 20 gal. water heater at the shop field office suffered a decent leak damaging the kitchen linoleum flooring and subflooring. Staff did a great job of replacing the water heater, subflooring, and installing new vinyl plank flooring in the kitchen. They also installed a new drip pan and a moisture sensor to alert staff of any new leaks that may develop before significant damage occurs.

4.2.4 **Developer Extension Updates** – No Developer Extension Updates were reported.

5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Lang updated the Board on the sale of the LS tractor that was approved for surplus last month. He reported that the tractor and its attachments sold for \$15,000 through the GovDeals auction site. The District should be receiving a check from GovDeals in the next few weeks.

Lang discussed his desire for an employee social event where employees and their families can get together with other employees and their families in a social setting outside of work. He stated the event would be a positive influence on employee mental health and would help with camaraderie and teambuilding. The Board liked the idea and directed Lang to work with the District Attorney on updating the Employee Manual to reflect an annual "Wellness Event" up to \$500/year.

- 5.2 **Board of Commissioners' Comments** – Chair Pedersen requested that the previous version of the Income & Expense Report be included in the meeting packets in addition to the newly formatted version. Lang acknowledged that he would speak with Erin about including both versions moving forward.

6.0 **Future Meeting Dates**

- 6.1 July 8, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.2 August 5, 2025, 5:30 PM - Regular Meeting, Spring Street Workshop
- 6.3 September 9, 2025, 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 6:04 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**



Steve Pedersen
Board Chair

James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*