Manchester Water District
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MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

July 14, 2026

REGULAR MEETING

1.0* **Call to Order –** Board Chair Jim Strode called the Tuesday, July 14th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:29 PM. Secretary Bob Ballard, Commissioner Steve Pedersen, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with four guests from the public. There was also one public participant in attendance via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of June 9th, 2026, Regular Meeting Minutes**
2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling $62,367.18 and a Street Light Fund voucher totaling $1,367.01.
2.3 **Approval of District Payroll Affidavit(s)** – Wages and benefit affidavits were presented.

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

3.0 **Public Comment –** Port of Manchester Board President Kevin Holst thanked the Water District Commissioners and General Manager Tony Lang for his work and coordination on getting two 30' sailboats moved to a different Port facility. The sailboats were dropped off by the Coast Guard a couple of weeks ago and were causing damage to the Port's piers.

Another public guest commented that he would be selling the back half of his property off Daniel's Loop in the near future. There have been previous stormwater runoff related issues in the past that he feels will come up again during that process. He also stated that he thinks District leadership should have more representation from mothers with children.

4.0 **Regular Agenda**

4.1* **Adoption of Resolution 2026-06 Amending the District's Personnel Policy to Reflect Washington State Paid Family Medical Leave – Tony Lang**

Lang stated the Adoption of Resolution 2026-06 would be rescheduled until the August Board meeting due to continued modifications to the policy with the District attorney. He reported the new policy will attempt to combine Federal FMLA and Washington State PFML into one policy. The updated policy will be presented next month for adoption.

No formal Board action was requested or taken.

4.2* **Adoption of Resolution 2026-07 Approving the District's 2025 Water System Plan – Tony Lang**

Lang stated the Board previously held a public forum during a regular public meeting on November 12, 2025, as an opportunity for the public to comment on the District's proposed Water System Plan. During that meeting, Lang discussed the major key elements of the plan. No public comment was presented. Since that time, the Kitsap County Fire Marshall has also approved the plan. Lang requested the Board's formal adoption of the plan so it can be sent to the Department of Health (DOH) for approval.

Commissioner Pedersen made a motion to adopt Resolution 2026-07 as presented. Secretary Ballard seconded; and ***the motion passed unanimously.***

4.3 **Reservoir Cleaning Results/Discussion – Tony Lang**

Lang displayed Advanced Diving Services diver's report on the shop projector for the Board and the public to see, highlighting the findings from the Sedgwick Reservoir cleaning. He discussed the valuable information the report provides resulting from the inspection of the interior/exterior of the tank. He also played video/audio footage of the cleaning and inspection process while the diver was in the tank.

There was a short discussion that followed regarding using the inspection results and recommended items for repair to help budget for 2027 and 2028.

4.4 **Review of Financials & Operations**

4.4.1 **Water Sales Data** – Water sales data through June 30, 2026, was reviewed with a total billing of $172,858 to 1,582 services, and total consumption equaling 19,273,791 gallons or 2,576,710 cubic feet. This consumption total was 4,809 gallons less than the same billing period in 2025.

4.4.2 **Income & Expense Report** – The Income & Expense Report for the period ending June 30, 2026, was presented. The total fund balance at the end of this reporting period was $1,128,603.29.

4.4.3 **Quarterly Adjustment Report** – The quarterly adjustment report was reviewed and discussed. No concerning items were identified.

4.4.4 **Quarterly Public Records Request Report** – There were no public record requests for the 2nd quarter of 2026.

4.4.5 **Operations Update -** Lang reported total source production for June was 24,704,000 gallons. June's monthly bacteriological and fluoride samples were completed. The results received from the testing lab were satisfactory and within the state's recommended ranges. Sampling reports have been submitted to the Department of Health (DOH).

Staff replaced and upgraded 9 water meters during the month of June. 6 were upgraded from manual read and 3 were replaced due to malfunctions.

Two new water services were installed. One was on Sedgwick Rd near the ferry terminal. The other service was installed on Corban Court.

Lang stated that Caleb Carlson, the District's Lead Service Technician, will be on medical leave for the next couple of months due to an accident he suffered at home. He will be utilizing Washington State PFML until his leg heals and we can get him back to work.

July's goals include completing Disinfection Byproduct and PFAS testing for the state, finish Well 1 improvements, relocate a service on Hemlock, and pressure washing of various facilities. Also, new service technician Connor Aylward started his employment with the District at the beginning of the month.

4.4.6 **Developer Extension Updates** – Lang reported there will be a small water main extension coming up for approval at the intersection of Alaska/Montana. The main will be extended west for one parcel. It will more than likely come to the Board for approval in August.

5.0 Executive Agenda

5.1 **Administrative Update** – No additional items were presented

5.2 **Board of Commissioner Comments –** Secretary Ballard asked GM Lang a few follow-up questions regarding the Water System Plan.

6.0 Future Meeting Dates

6.1 August 11, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop
6.2 September 8, 2026, 5:30 PM - Regular Meeting, Spring Street Workshop
6.3 October 13, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop

7.0* Adjournment

There being no further business to discuss, Chair Strode moved to adjourn the meeting at 6:30 PM. Secretary Ballard seconded, and **the motion passed unanimously.**

Steve Pedersen Commissioner	James Strode Board Chair	Robert Ballard Secretary

** Indicates action item*