



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

September 9, 2025

REGULAR MEETING

1.0* **Call to Order** – Board Chair Steve Pedersen called the Tuesday, September 9th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Secretary Jim Strode, Commissioner Bob Ballard, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with one guest from the public. There were no public attendees via Zoom.

2.0* **Consent Agenda**

- 2.1 **Approval of August 7th, 2025, Regular Meeting Minutes**
- 2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$56,679.67 and a Street Light Fund voucher totaling \$1,199.43.
- 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 **Review of Financials & Operations**

- 4.1.1 **Water Sales Data** – Water sales data through August 31, 2025, was reviewed with a total billing of \$209,543 to 1,576 services, and total consumption equaling 27,038,068 gallons or 3,614,715 cubic feet. This consumption total was 1,539,160 gallons less than the same billing period in 2024.
- 4.1.2 **Income & Expense Report** – The Income & Expense Report for the period ending August 31, 2025, was presented. The total fund balance at the end of this reporting period was \$675,021.26.
- 4.1.3 **Operations Update** – Lang reported that total source production for the month was 28,745,000 gallons. August'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). The last of the remaining Lead & Copper samples were completed. The results for all Lead and Copper sampling



within the distribution system were below the Maximum Contaminant Levels established by the EPA.

Staff repaired a leaking service line on Eastway and installed the new chlorine dosing pump and storage tank at Well 1. The chlorine and fluoride discharge lines were rerouted from the outside meter vault to new inside saddle taps at the well head building. This eliminates the need for staff to enter a confined space when performing maintenance on either of these lines or injection fittings.

The exterior of the Sedgwick reservoir was pressure washed during August. Mildew and dirt were removed from the tank that had accumulated below the water level operating range due to condensation. The Sedgwick entrance landscaping was also completed with new gravel turnarounds, cottage stone walls, plants, and mulch/bark. Lang stated that Sean Steele did a great job designing and completing this project along with his other duties.

Cedar fence panels were installed at Well 7 around the well head building to prohibit unauthorized access to the facility and well source.

Lastly, the porch roof for the Port's rental property on Daniel's Loop was demolished and replaced. The old roof was leaking and had significant water damage to some of the support beams and underlayment. Staff replaced it with corrugated polycarbonate roofing that will improve water runoff since the roof has very little pitch.

- 4.1.4 **Developer Extension Updates** – No Developer Extension Updates were reported.

5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Lang updated the Board on the status of the submitted Water System Plan to the Department of Health. He stated that formal comments from DOH on the submittal should be received by the end of the month. He will provide an update at next month's Board meeting.

Lang stated that he and Beau Watson will be attending a tour at the City of Bremerton's Cassad Dam this month. The City of Bremerton is providing the opportunity for WaterPAK members to see the dam and watershed. Lang stated that he is excited about the upcoming tour as it should be informative.

An investigative reservoir cleaning bid was sent out in August to get a better idea on the cost to clean the interior of all the reservoirs so an appropriate amount can be budgeted for next year. The result of the bid was just under \$10,000. Lang explained that the cost of the water to drain all tanks (3.3 MG) would result in approximately \$12,130 of lost water revenue if the District cleaned the tanks themselves. This cost does not include labor, materials, and coliform testing after the tanks have been refilled. Contracting the work also provides the



opportunity for the diver's to inspect the inside of the tanks, ladders, and hatches as they clean them. A professional report is also submitted for each tank listing any deficiencies that should be corrected.

Lang reported that he also went out to bid for a system wide leak detection audit. Two bids were received. One from GPRS at \$19,800, and one from Hydrevo at \$16,800. Hydrevo was the lowest responsive and responsible bidder so they will be completing the leak detection work in the next month or so.

Lastly, Lang explained that he and Cody Hodge will be attending an Emergency Operations Center (EOC) tabletop exercise with Washington Water later this month in Gig Harbor. Neighboring municipalities are also involved in the exercise so it should be a great learning experience.

5.2 **Board of Commissioners' Comments** – No additional comments were presented.

6.0 **Future Meeting Dates**

- 6.1 October 14, 2025, 5:30 PM - Regular Meeting, Spring Street Workshop
- 6.2 October 28, 2025, 5:30 PM – Special Session, Spring Street Admin Office
- 6.3 November 11, 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 6:12 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**

Steve Pedersen
Board Chair

James Strode
Secretary

Robert Ballard
Commissioner

** Indicates action item*