



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

March 10, 2026

### REGULAR MEETING

1.0\* **Call to Order** – Board Chair Jim Strode called the Tuesday, March 10<sup>th</sup>, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Steve Pedersen, Commissioner Bob Ballard, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with 4 guests from the public. There was one public participant in attendance via Zoom.

### 2.0\* **Consent Agenda**

2.1 **Approval of February 10, 2026, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$163,140.81 and a Street Light Fund voucher totaling \$2,182.95.

2.3 **Approval of District Payroll Affidavit(s)** – Wages and benefit affidavits were presented.

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

3.0 **Public Comment** – A community representative presented the Manchester Community Association's (MCA) flyer for the upcoming Manchester Earth Day Event at QaQad Park on Saturday April 25<sup>th</sup>. GM Lang stated he would place the flyers at the District customer service desk for the public.

### 4.0 **Regular Agenda**

#### 4.1 **Review/Approval of 2025 Water Quality Report/District Newsletter**

Presented for Board review and approval was the 2025 Water Quality Report. Lang discussed the cover page topics for this year's newsletter. He described the 2025 Leak Audit and upcoming repairs scheduled for 2026, and reservoir cleaning of all the District's storage facilities that will also occur in 2026. The remainder of the document discusses the District's 2025 Water Quality results. There were no bacteriological violations or samples that exceeded the Maximum Contaminant Level. All Board members agreed that the Report was sufficient for public distribution. Lang stated it will be published in the next two billing cycles.

#### 4.2\* **Adoption of Resolution 2026-02 Amending the Interlocal Agreement (ILA) Between Manchester WD and Port of Manchester**



Presented for Board review and adoption was Res. 2026-02, Amending the Interlocal Agreement between the Port of Manchester and Manchester Water District. Lang presented a redlined (tracked) version of the ILA describing the proposed language modifications. Land stated most of the modifications were to the “Services Provided to the Port” section of the Agreement. Most of the services provided to the Port by the District were captured and described in more detail. It also added verbiage so the Port could cancel any service provided by the District at any time, and at their discretion. A short discussion took place and the Board was happy with the proposed modifications.

*Commissioner Ballard moved to approve Res. 2026-02 as presented.  
Commissioner Pedersen seconded; and **the motion passed unanimously.***

#### 4.3\* **Adoption of Resolution 2026-01 Amending Ch. 4.12 of the District Employee Manual**

Presented for Board review and adoption was Res. 2026-01, amending the District Employee Manual to include Advanced Travel Pay. Ch 4.12 “Travel” of the District Employee Manual currently does not contain a policy for Advanced Travel Pay. Lang reported the State Auditor discourages reimbursing personal expenses for employees, or travel companions, when using the District credit card for traveling purposes. To alleviate this issue, management developed an Advanced Travel policy so employees can receive their meal allowance per diem prior to traveling. Using Advance Travel Pay will help alleviate tracking of meal expenses and receipts as these costs will already have been compensated. Per diem rates will be paid in accordance with the General Services Administration (GSA) for the time and place of travel, and must be submitted at the beginning of the month prior to the month of travel.

*Commissioner Pedersen moved to approve Res. 2026-01 as presented;  
Commissioner Ballard seconded; and **the motion passed unanimously.***

#### 4.4\* **Adoption of Resolution 2026-03 Approving a Water Main Extension with King Homes Inc for the Slayer St Water Main Extension**

Lang reported the District received formal application for a water main extension for Slayer St between Alaska Ave and Oregon Ave. King Homes Inc paid their \$1,380 application fee and submitted the required forms for approval on March 5, 2026. Lang stated the project will include an 8” water main with an anticipated 14 single family residences. Slayer St will be a new county maintained road with water main connections at Oregon Ave and Alaska Ave.

*Commissioner Pedersen moved to approve Res. 2026-03 as presented;  
Commissioner Ballard seconded; and **the motion passed unanimously.***

#### 4.5 **Review of Financials & Operations**

4.5.1 **Water Sales Data** – Water sales data through February 28, 2026, was reviewed with a total billing of \$135,633 to 1,580 services, and total



consumption equaling 12,103,156 gallons or 1,618,069 cubic feet. This consumption total was 1,157,261 gallons more than the same billing period in 2025.

- 4.5.2 **Income & Expense Report** – The Income & Expense Report for the period ending February 28, 2026, was presented. The total fund balance at the end of this reporting period was \$780,706.94.
- 4.5.3 **Operations Update** – Lang reported February’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).

Danny Brown started his employment with the District in February. He’s a Manchester resident and brings with him a commercial driver’s license. He completed his first meter reading cycle and seems to be getting along well with staff.

Staff repaired a damaged fire hydrant located near the old Evergreen Lumber facility. It is unknown how long the hydrant has been damaged for as it is located in their back parking lot. Staff will submit an invoice for repairs to the facility owner for reimbursement.

During February, the District experienced major SCADA complications due to vandalized communication lines under Curley Creek Bridge. Astound has been attempting to repair the severed lines for most of the month. Due to the decrease in communication alarms, it is looking promising that their work is nearing completion.

Significant safety and educational training were completed during the month for most staff members. Caleb completed First Aid Training and Jessica, Danny, and Jason attended a Basics Waterworks Class at Silverdale Water. The District also conducted an in-depth Confined Space Training session for all Field Technicians. They were trained on the District’s Confined Space policy, L&I’s confined space training modules, gas monitoring equipment, and the District’s retrieval gear.

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

## 5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Lang reported that he met with Mike from Tom Herstad Building Design to look at possible expansion ideas for the shop facility. Four different options were discussed along with the difficulties associated with each option. After discussion, Chair Strode stated he would contact his connection who is a structural engineer to get his input on the best option. Lang will reach out to Northwest Infloor to see what can be done with the concrete radiant floor in case a structure needs to be built on top of it.

Lang reported that all iLOQ smart padlocks have been distributed to the gates of the District's pump stations and reservoirs. User credentials at each facility padlock is tracked through the cloud and can be seen on management's workstation. These new locks provide the next level of accountability and safety for District facilities.

An Invitation to Bid was sent out to contactors in February for District reservoir cleaning. The lowest responsive and responsible bid was received from Advanced Diving Services in the amount of \$14,927.64. All bids were higher than anticipated but still acceptable to complete the work within this year's budget.

Based on previous Board discussions regarding a potential new permanent employee, Lang stated he thought it would be most beneficial to the District, at this time, to hire two seasonal employees to complete facilities maintenance and lead service line inventory inspections. With the looming lead service line inventory plan coming in 2027, Lang feels it would be most advantageous to hire seasonal employees to help compile the required information on customer service lines. The Board conferred with Lang and supported his thoughts on hiring two temporary employees. Lang stated he would work on the job description and try to advertise in early April for the positions.

- 5.2 **Board of Commissioner Comments** – Commissioner Ballard discussed the importance of aquifer recharging and water use. As water is a limited resource it is important to understand the hydrologic cycle and how long it takes to recharge aquifers through rainfall and snow melt. No one knows when there may be a drought or less than average rainfall that may affect the District's ability to serve its customers.

## 6.0 **Future Meeting Dates**

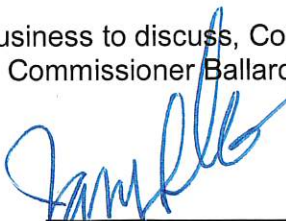
- 6.1 April 14, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop  
6.2 May 12, 2026, 5:30 PM - Regular Meeting, Spring Street Workshop  
6.3 June 9, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop

## 7.0\* **Adjournment**


There being no further business to discuss, Commissioner Pedersen moved to adjourn the meeting at 6:55 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**



Steve Pedersen  
Commissioner



James Strode  
Board Chair



Robert Ballard  
Secretary

\* *Indicates action item*