



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

July 8, 2025

REGULAR MEETING

1.0* **Call to Order** – Board Chair Steve Pedersen called the Tuesday, July 8th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Bob Ballard, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with one guest from the public. Secretary Strode was in attendance virtually via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of June 17th, 2025, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$48,795.17 and a Street Light Fund voucher totaling \$1,242.20.

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 2025-11 Amending Chapter 9.00 of the District Employee Manual – Tony Lang**

Presented for Board consideration and approval was Resolution 2025-11, amending Chapter 9.00 of the District Employee Manual. Lang stated that management is committed to supporting the overall well-being and mental health of District employees. He requested the District host periodic “Wellness Events” to encourage a healthy work-life balance, build community, and promote overall wellness. He explained these events will provide an opportunity for employees to relax, socialize, learn about their health and wellness, and enjoy quality time with family members and coworkers in an informal, enjoyable setting.

Lang stated that participation will be voluntary and no compensation for attending the event will be provided. Transportation and parking expenses shall be the responsibility of the employees and their guests. Employees and their guests will be expected to always conduct themselves in a responsible and respectful manner.



Lang explained the wellness events will be coordinated and scheduled by the General Manager. Activities may include recreational or entertainment-based experiences such as sporting events, food, games, and/or health-based trainings or other events designed to promote health and wellness. Lang requested that \$500 per calendar year be allocated for Wellness Event programming.

*Commissioner Ballard moved to approve Resolution 2025-11 as presented. Chair Pedersen seconded, and **the motion passed unanimously.***

4.2 **Review of Financials & Operations**

- 4.2.1 **Water Sales Data** – Water sales data through June 30, 2025, was reviewed with a total billing of \$162,044 to 1,576 services, and total consumption equaling 19,278,600 gallons or 2,577,353 cubic feet. This consumption total was 3,645,011 gallons more than the same billing period in 2024.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending June 30th, 2025, was presented. The total fund balance at the end of this reporting period was \$717,010.79.
- 4.2.3 **Quarterly Adjustment Report** – The quarterly adjustment report was reviewed and discussed. No concerning adjustments or billing corrections were noted.
- 4.2.4 **Quarterly Public Records Request Report** – No Public Records Requests were discussed.
- 4.2.5 **Operations Update** – Lang reported that total source production for the month was 26,303,00 gallons. June'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 completed most of the District's Lead and Copper sampling during June. Thirty (30) samples from various residences across the Water District are required for State compliance. Coordination with homeowners and teaching proper sampling techniques is crucial for the samples to be accepted and compliant. Lang stated the few remaining samples will be completed in July.

The eastern exterior fence at the entrance to Well 6/7 was installed. Staff used 6-foot preassembled cedar panels to secure the northeastern side of the entrance. The well, treatment facility, and garage are now fully secured. The remaining wellhead located outside the facility will be fenced in the next couple of months.



Staff continued to transfer ecology blocks for the shop's modified and improved material storage bins, and also completed vegetative maintenance of the District's easement near California/Garfield.

Lang explained a concrete floating dock appeared at the Port of Manchester during the month of June. Staff spent time securing and monitoring the dock so it didn't damage the pier. The concrete dock was secured at the Port for approximately two weeks until someone finally towed it away towards Bainbridge Island.

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

5.0 Executive Agenda

- 5.1 **Administrative Update** – Lang requested to change the August 12th regular Board meeting to August 7th due to a planned vacation. All three (3) Board members and attorney Ken Bagwell agreed to the date modification.

Lang reported that the 2025 Water System Plan has been submitted to the Office of Drinking Water for review and approval.

Lang informed the Board that next month's agenda will include an Employee Hearing Conservation Plan for Board approval that will be included in the District's Employee Safety Manual.

- 5.2 **Board of Commissioners' Comments** – No additional Commissioner comments were provided.

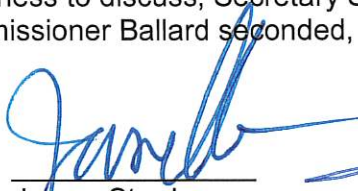
6.0 Future Meeting Dates

- 6.1 August 7, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
6.2 September 9, 2025, 5:30 PM - Regular Meeting, Spring Street Workshop
6.3 October 14, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop

7.0* Adjournment

There being no further business to discuss, Secretary Strobe moved to adjourn the meeting at 6:00 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**


Steve Pedersen
Board Chair


James Strobe
Secretary


Robert Ballard
Commissioner

* Indicates action item