



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

May 12, 2026

REGULAR MEETING

1.0* **Call to Order** – Board Chair Jim Strode called the Tuesday, May 12th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Secretary Bob Ballard, Commissioner Steve Pedersen, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with two guests from the public. There was also one public participant in attendance via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of April 14th, 2026, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$129,694.68 and a Street Light Fund voucher totaling \$2,075.97.

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** – No public comment was presented.

4.0 **Regular Agenda**

4.1* **Adoption of Resolution 2026-04 Declaring Surplus Equipment – Tony Lang**

Lang presented Resolution 2026-04 declaring surplus property of various electronic equipment to the Board for approval and adoption. Lang stated staff routinely dispose of property that requires surplus due to safety, age, wear, damage, mileage, end of useful life, or that is no longer needed for District purposes. It has been determined that the individual value of each item does not exceed \$2,500 so no formal notice of intent to sell is required. Lang determined the electrical equipment has no resale value and requested Board authorization to dispose of the property at a local recycling facility for proper environmental disposal. The list of equipment included:

- Five (5) – Apple iPhones (Various makes/models)
- One (1) – Nokia 710 cellular phone
- One (1) – Acer Aspire E15 Laptop (Asset #0018)
- Two (2) – Samsung Galaxy Tab 3



Commissioner Pedersen stated he has a District Samsung Galaxy Tab 3 at his residence that could be disposed of as well. Lang reported he would pick up the device and change the resolution to reflect (3) Samsung Galaxy 3 tablets to be disposed of. Lang recommended adoption of Res. 2026-04 as amended.

*Commissioner Pedersen made a motion to adopt Resolution 2026-04 as amended. Secretary Ballard seconded, and **the motion passed unanimously.***

4.2* **Adoption of Resolution 2026-05 Accepting the Bill of Sale and Conveyance of the Oregon Ave Water Main Extension from Jason Morgan – Tony Lang**

Presented for Board consideration and adoption was Resolution 2026-05, accepting the bill of sale and conveyance of the Oregon Ave Water Main Extension from Jason Morgan. Lang reported the improvements have been constructed in accordance with the District's Standards & Specifications. The Facilities have been inspected by the District and are deemed acceptable for ownership, operation, and maintenance by the District. Mr. Morgan has executed a Bill of Sale conveying all rights, title, and interest in the water main extension. Lang recommended accepting the conveyance of improvements into the District's assets, subject to any applicable warranty provisions.

*Commissioner Pedersen made a motion to adopt Res. 2026-05 as presented. Secretary Ballard seconded the motion; and **the motion passed unanimously.***

4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through April 30, 2026, was reviewed with a total billing of \$128,574 to 1,582 services, and total consumption equaling 11,175,696 gallons or 1,494,077 cubic feet. This consumption total was 32,613 gallons less than the same billing period in 2025.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending April 30, 2026, was presented. The total fund balance at the end of this reporting period was \$712,454.77.

4.3.3 **Operations Update** - Lang reported the District produced 15,817,000 gallons in April. April'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).

During April, staff replaced a fire hydrant that was damaged due to a vehicular accident at the corner of California Ave and Grandview. Staff filed a police report but there were no witnesses or suspects located for the District to seek reimbursement. In addition, staff performed water main flushing of the larger distribution mains of the North High Zone. The dead-ends of this zone will be flushed in the following months.



Well 1 improvements have commenced. The roof, fascia, and rotten siding of the treatment building have been replaced. In addition, the flat low-pitched roof of the compressor carport has also been completely replaced with new sheeting and metal roofing instead of the composite rolled roofing. The remaining wellhead building is scheduled for its envelope improvements in May/June.

Danny Brown and Jason Skolnik attended an Asbestos Cement (AC) class in Auburn during April. Jason also completed his CDL training and acquired his Class B license. All field staff now have their CDL's and their flagger certifications!!

- 4.3.4 **Developer Extension Updates** – No additional updates were presented.

5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Lang reported that the District is still waiting for Kitsap County permit approval for the ACUP and Building Permit for the Well 10 Project. He is still hoping to go to bid in June/July.

Advanced Diving Services is scheduled to start reservoir cleaning this month. The associated work will only take a few days to complete.

The District is currently working on migrating the current phone system to a VOIP phone system. Lang hopes to have the changeover completed by the end of the month.

Lang stated the termination date of his contract is coming up at the end of July and was wondering when the Board would like to start discussing renewing/extending. Attorney Bagwell advised Lang to add an Executive Session to next month's Board meeting so they can start discussions..

- 5.2 **Board of Commissioner Comments** – No additional comments were presented.

6.0 **Future Meeting Dates**

- 6.1 June 9, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop
6.2 July 14, 2026, 5:30 PM - Regular Meeting, Spring Street Workshop
6.3 August 11, 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 6:08 PM. Secretary Ballard seconded, and **the motion passed unanimously.**

Steve Pedersen
Commissioner

James Strode
Board Chair

Robert Ballard
Secretary

** Indicates action item*