



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

August 7, 2025

REGULAR MEETING

1.0* **Call to Order** – Board Chair Steve Pedersen called the Thursday, August 7th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Secretary Jim Strobe, Commissioner Bob Ballard, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with one guest from the public.

2.0* **Consent Agenda**

2.1 **Approval of July 8th, 2025, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$178,999.05 and a Street Light Fund voucher totaling \$1,139.79.

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

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

3.0 **Public Comment** – No public comment was presented.

4.0 **Regular Agenda**

4.1* **Approval of the District Hearing Conservation Plan – Tony Lang**

Lang presented the draft Hearing Conservation Plan to the Board for approval. He explained the purpose and main elements of the plan. After a brief discussion, Commissioner Pedersen requested modification to the plan regarding an employee's request to use alternative hearing protection due to personal preference. He feels the plan should reflect that the approval should come from the General Manager only. Lang stated that he would modify the plan accordingly. Lang requested the plan be approved as amended.

*Secretary Strobe moved to approve the Hearing Conservation Plan as amended. Commissioner Ballard seconded, and **the motion passed unanimously.***

4.2 **Review of Financials & Operations**

4.2.1 **Water Sales Data** – Water sales data through July 31, 2025, was reviewed with a total billing of \$226,814 to 1,909 services, and total



consumption equaling 28,239,528 gallons or 3,775,338 cubic feet. This consumption total was 6,41,741 gallons more than the same billing period in 2024.

4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending July 31, 2025, was presented. The total fund balance at the end of this reporting period was \$614,679.54.

4.2.3 **Operations Update** – Lang reported that total source production for the month was 32,444,000 gallons. July'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 prepared the Port's facilities for the 4th of July. An 8 yd garbage dumpster was placed near the park entrance so the attending public could utilize it for their extinguished fireworks. The Port's new "No Fireworks" signs were placed at the entrances to the docks to prohibit fireworks use on the piers. A garden hose and spray nozzle were also placed at the entrance to the park due to last year's dumpster fire. Lang stated it proved to be a could decision as the dumpster caught fire again and a citizen was able to put the fire out before the fire department arrived.

Lang reported that the crew installed a new service line at Olympiad/Daria and repaired a leaking service line on Alaska at Hemlock.

All staff were trained on the District's new Hearing Conservation Plan and completed the required audiometric testing at Nilsson Audiology.

In addition, staff ordered and replaced the dilapidated back door of the Port's rental property on Daniel's Loop.

Next month, staff will be finishing up the fence install at Garfield and they will be pressure-washing the reservoir and hydropneumatic tank at Sedgwick.

4.2.4 **Developer Extension Updates** – No Developer Extension Updates were reported.

5.0 Executive Agenda

5.1 **Administrative Update** – Lang reminded the Board of the upcoming District tour next month that will occur prior to the Board meeting. Everyone will meet at the shop at 4:00 PM to tour the shop lower yard, Garfield, and Sedgwick sites. Lang stated he will send a reminder email to everyone prior to the date of the tour.

Lang reported that the District received free PFAS testing from the Department of Health for the State's initial quarterly reporting for each of the District's well sources. The free testing will save the District approximately \$4,000 over the course of 2025/2026.



The “Forest Meadows” Group B Water system contract with the District is currently being revised due to a request from Kitsap Public Health District. The old contract never stipulated ownership and maintenance responsibilities of the system. Lang explained that he has revised the contract and has been working with District Attorney Bagwell. The new agreement has been sent to Forest Meadows HOA for review and comments.

Lang reported the initial estimate from Anchor’s HOA for envelope improvements to the condo building has been received. They are anticipating that the District would be responsible for a special assessment fee of \$78,120, if the HOA moves forward with the proposed improvements. The modifications to the building are anticipated to cost \$2.1Mil. After discussion, the Board would like Lang to start researching funding options for relocating the Administrative office.

Lang stated that Agate Asphalt was the awarded contractor for District patching this year and they should be performing their work in the next month.

Lang explained the State Auditor is requiring Port Commissioner’s to be compensated as employee’s with W2’s rather than contractor’s who file a 1099. Since two Commissioner’s serve on both Board’s (Port/Water District), Kitsap County cannot set them up in their system with the same information for two different companies. This requires the District to process payment for them as employee’s of the District, then the Port will reimburse the District. The Water District Board will see an additional voucher for signature for Port Commissioner wage payments moving forward. The Port will reimburse the District quarterly for all wages and tax payments.

Lang presented an email from the homeowner located at 9816 Scatterwood Ln. They are requesting consideration for a Leak Rate Adjustment (LRA) even though they received two (2) small leak rate adjustments in March/April 2024. After a brief discussion, the Board determined that the LRA would not be granted but that District staff should work with homeowner on a generous payment plan. Lang concurred and would inform the homeowner.

- 5.2 **Board of Commissioners’ Comments** – Chair Pedersen asked about the status of next year’s health insurance premiums and the potential for an increase in employee costs. Lang stated that he has not heard yet but will inquire with PEBB about when to expect an update.

6.0 **Future Meeting Dates**

- 6.1 September 9, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.2 October 14, 2025, 5:30 PM - Regular Meeting, Spring Street Workshop
- 6.3 October 28, 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 6:25 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*