



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

April 8, 2025

REGULAR MEETING

1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, April 8th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:37 PM. Commissioner Bob Ballard, Secretary Jim Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with two guests from the public. One virtual participant was in attendance via Zoom.

2.0* **Consent Agenda**

2.1 **Approval of March 11th, 2025, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$113,490.92 and a Street Light Fund voucher totaling \$1,733.60.

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

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

3.0 **Public Comment** – A public participant commented on motorists continuously driving recklessly around Manchester Village. Periodic speeding or spinning of tires are frequent around the Port of Manchester area. Chair Pedersen thanked the participant for their testimony and assured him that the District supports the County's effort to curb illegal driving practices. Illegal driving or speeding are a topic for Kitsap County discussions and not for the Water District to resolve.

4.0 **Regular Agenda**

4.1* **Adoption of Resolution 2025-05 Declaring Surplus Property – Tony Lang**

Lang presented for Board consideration and adoption Resolution 2025-05, authorizing the District General Manager to execute an Interlocal Agreement (ILA) with West Sound Utility District (WSUD) for the modification of the District's Retail Water Service Area near Bulman Rd.

Lang explained the Kitsap County Coordinated Water System Plan applies to both Manchester WD and WSUD and requires specific procedures for transferring retail water service area boundaries, and/or tax parcels, to adjacent municipalities. Designation of retail water utility service areas, together with the cooperation of adjacent water utilities, will help ensure that time, effort, and



money are best used by avoiding unnecessary duplication of service. Manchester Water District and West Sound Utility District have determined that it is in the public's best interest to transfer 16 tax parcels from WSUD to MWD. Lang explained that these parcels will be easier served by MWD due to MWD having a water main at Bulman/Mile Hill. Lang recommended adoption of Resolution 2025-05 Approving an Interlocal Agreement with West Sound Utility District Modifying the District's Retail Service Area near Bulman Rd. as presented.

*Commissioner Ballard moved to approve Resolution 2025-05 as presented. Secretary Strode seconded, and **the motion passed unanimously.***

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through March 31, 2025, was reviewed with a total billing of \$140,350 to 1,908 services, and total consumption equaling 12,040,893 gallons or 1,609,745 cubic feet. This consumption total was 1,528,665 gallons less than the same billing period in 2024.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending March 31, 2025, was presented. The total fund balance at the end of this reporting period was \$683,523.54.
- 4.2.3 **Quarterly Adjustment Report** – The quarterly adjustment report was presented followed by a short discussion.
- 4.2.4 **Quarterly Public Records request Report** – No public record requests were reported.
- 4.2.5 **Operations Update** – Lang reported total source production for the month was 14,139,000 gallons. March'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 also upgraded and/or replaced 27 water meters with new AMR meters.

District staff attended and renewed their First Aid/CPR/AED training certifications at West Sound Utility District last month. All First Aid certifications will be valid until mid-2027. Lang expressed his appreciation for WSUD's hospitality and invitation for staff to join their scheduled training.

Lang explained the water main replacement project at NOAA was scheduled for two separate night work shutdowns of the water main during March. The first shutdown was for the tie-in of the bypass line while the second shutdown was for the tie-in and startup of the new main. Staff attended and inspected the contractor's work during these events to ensure compliance and



appropriate disinfection methods were adhered to. The bypass and new main passed multiple purity samples, and the new main is now in service.

The SCADA server was installed during March by Controls Systems NW and Integrity Information Systems. Staff assisted with the migration of the software and provided input and troubleshooting assistance. Lang described that we are now receiving SCADA alarms through cellphone service rather than the outdated pager system. Staff are extremely excited about this upgrade and the alarm information the system can provide to standby operators through the online app.

The Operations Foreperson and Accounting Specialist assisted in reviewing applications for the Service Tech II position and helped in the interview process. Lang stated they will be conducting Customer Service Representative interviews in late April.

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

5.0 **Executive Agenda**

5.1 **Administrative Update** – Lang reported that all Field Technicians will be attending flagger certification training at WSUD in April.

In April, staff will also continue water main flushing the south zone east of Locker Rd.

Lang stated that the Well 6/7 MCC Electrical Design and Bid documents have been completed and the contract is now closed out with Parametrix. The new Engineer's Opinion of Probable Construction Costs (EOPCC) is approximately \$195,000 for the associated work. Lang stated that this project will most likely be pushed to 2026 due to the estimated increase and lack of financial resources at this time.

Lang reported that the Verizon representative has reached out again with another offer regarding the Cell Tower Lease. This offer is a one-time payment of \$150,000 with MWD retaining ownership if the tank and its current use. After discussion, the Board determined that the current contract is sufficient and they are not interested in renegotiating for less money.

Lang stated the airfare, hotel, conference fees, and Seattle airport parking accommodations have been reserved for the upcoming ACE25 Conference in Denver, Colorado, June 8-11. Meals and transportation around Denver are the only costs still outstanding.

Finally, Lang reported that several interviews were conducted and Steve Dillon was selected for the open position Service Tech II. His first day was April 1st, we're glad to have him as a part of the team and wish him the best.



- 5.2 **Board of Commissioners' Comments** – Commissioner Ballard discussed the upcoming U.S Health and Human Services, EPA, and CDC reevaluation of new information regarding the health benefits from the addition of fluoride in public drinking water. More requirements, or the elimination of fluoride from produced water, may be coming for water purveyors depending on the results of the reevaluation of new information. Utah has most recently banned fluoride use statewide.


6.0 **Future Meeting Dates**

- 6.1 May 13, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
6.2 June 17, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
6.3 July 8, 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 6:47 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**

Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

* *Indicates action item*