



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

March 11, 2025

REGULAR MEETING

1.0* **Call to Order** - Board Chair Steve Pedersen called the Tuesday, March 11th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 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 February 11th, 2025, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$141,904.76, and a Street Light Fund voucher totaling \$2,291.07.

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 2025-03 Declaring Surplus Property – Tony Lang**

Lang presented for Board consideration and adoption, Resolution 2025-03; Declaring Surplus Property and Authorizing its Sale or Disposal. Lang explained that the District routinely disposes 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. For these reasons, Lang requested Board authorization to surplus the following list of equipment and/or tools:

One (1) Briggs and Stratton 850 series small engine
One (1) Briggs and Stratton 5HP small engine
One (1) Montgomery Ward 1100 Watts, 3HP generator
One (1) Century 80, 120V wire feed welder
One (1) Goldak/Udsec utility pipe locator – Serial #661886
One (1) Wacker/Neusom BS50-2i jumping jack (Inventory #0032)
Two (2) jack hammers and two (2) 50' air hoses
Two (2) Stihl weed eaters



One (1) Stihl Demolition Saw TS 510 AV
One (1) Bench Grinder

Lang stated he would attempt to sell the items on the Government Surplus Auction platform – GovDeals to obtain the best price. If the fair market scrap metal value of each item is not achieved through public auction, the District will dispose of the corresponding items through a local scrap metal recycling facility to receive the most value. Lang recommended adoption of Resolution 2025-03 Declaring Surplus Property and Authorizing its Sale or Disposal as presented.

*Secretary Strode moved to approve Resolution 2025-03 as presented.
Commissioner Ballard seconded, and the motion passed unanimously.*

4.2* **Adoption of Resolution 2025-04 Modifying District Cross-Connection Control Program, Policies, Procedures and Regulations – Tony Lang**

Lang presented for Board consideration and adoption, Resolution 2025-04; Modifying District Cross-Connection Control (CCC) Program, policies, procedures and regulations. Lang explained that the Federal Safe Drinking Water Act of 1974, and the statutes of the State of Washington Title 43 RCW and WAC 246-290-490, require that water purveyors protect public water systems from actual and potential contamination. Pursuant to WAC 246-280-490, it is the responsibility of the District to protect its distribution water by implementing and enforcing a Cross-Connection Program. Lang stated the last review and update to the District's CCC program was completed on February 12, 2013, and adopted through Resolution 2013-03. Staff reviewed the current CCC program and determined that changes are needed to reflect existing hazards, personnel, and procedures. After a short discussion, Lang recommended adoption of Resolution 2025-04 Modifying District Cross-Connection Control Program, Polices, Procedures and Regulations as presented

*Commissioner Ballard moved to approve Resolution 2025-04 as presented.
Secretary Strode seconded, and the motion passed unanimously.*

4.3 **Review of Financials & Operations**

4.3.1 **Water Sales Data** – Water sales data through February 28, 2025, was reviewed with a total billing of \$117,289 to 1,578 services, and total consumption equaling 10,947,885 gallons or 1,463,621 cubic feet. This consumption total was 2,705,733 gallons less than the same billing period in 2024.

4.3.2 **Income & Expense Report** – The Income & Expense Report for the period ending February 28, 2025, was presented. The total fund balance at the end of this reporting period was \$730,818.56.

4.3.3 **Operations Update** – Lang reported that February'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 upgraded three manual water meters to AMR and replaced three defective AMR's with new meters.

Lang explained that February was a busy month for staff as the District experienced a few days of snowfall followed by a significant windstorm that knocked power out to most of Kitsap County. All District facilities were without power for approximately 2 days. Staff did a great job of ensuring the reservoirs were adequately filled to meet consumer demand while also performing conditional assessments to make sure the District did not experience any structural damage to its facilities or equipment.

Beau Watson attended Cross-Connection Control training in Tacoma for additional guidance on submitting the District's Annual Summary Report. In addition, Beau also attended Authorized Person Fall Protection training along with Sean Steele at Gravitec Systems Inc. Cody Hodge attended a weeklong Competent Person Fall Protection Training course at Gravitec as well during February.

Lang also reported that Alle passed her Commercial Driving License test and is now an officially licensed CDL holder!! She obtained her Class B license with air brakes and tanker endorsement.

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

5.0 **Executive Agenda**

- 5.1 **Administrative Update** – Lang distributed a West Sound Utility District (WSUD) map showing a proposed boundary line adjustment with WSUD on Bulman Rd and SE Mile Hill Dr. The map depicted the addition of 15 parcels located on the west side of Bulman into the Manchester Water District retail service area. The closest WSUD water main is located at Mile Hill/Long Lake. Since MWD has a water main at the corner of Mile Hill/Bulman Rd, it's rational for MWD to incorporate and serve these parcels. After discussion, the Board authorized Lang to work with WSUD to draft up a boundary line adjustment for future board approval.

Lang reported that the annual inspection of the cathodic protection at the California tank II reservoir was completed. Testing indicated that the system was operating correctly.

He stated that the administrative office server replacement project was completed. All components of the migration and implementation have been completed with the new system functioning efficiently. The server now has on-site local hard drive backup as well as cloud backup redundancy. He stated that the SCADA server is scheduled to be replaced in March.

Lang updated the Board on the progression of the NOAA Water Main Replacement project. The hot tap for the new hydrant/bypass valve was installed



along with the bypass piping. The night work associated with tying the bypass into the existing water main is scheduled for next week. He stated that things are proceeding smoothly and as scheduled.

Lang reported that Well 5R has been online for approximately 3 weeks. There have been turbidity issues with the pumped water having significant air entrainment. Staff are currently researching the possible cause of the problem. Lang stated that he has reached out to the District's Consulting Engineer and Hydrogeologist for their thoughts on the issue. Well 9 will be put online in the meantime so the problem can be resolved.

Lang requested Board input on their interest in attending AWWA's ACE25 Conference in Denver, Colorado this year. Accommodations need to be booked as soon as possible to find the best rates and availability. After a short discussion it was determined that Secretary Strode, Commissioner Ballard, GM Tony Lang, Operations Foreperson Cody Hodge, and Chair Pedersen (tentatively), would all attend. Lang will start looking into booking accommodations and flights

Lastly, Lang reported that Kathryn Aguon will be resigning from her position as she has accepted a position with the City of Fircrest. Her last day is March 14th and we wish her nothing but success in her endeavors.


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

6.0 **Future Meeting Dates**


- 6.1 April 8, 2025, 5:30 PM – Regular Meeting, Spring St Workshop
- 6.2 May 13, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.3 June 17, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop

7.0* **Adjournment**

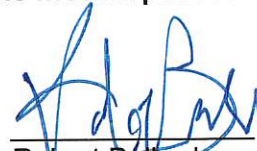
There being no further business to discuss, Commissioner Ballard moved to adjourn the meeting at 6:41 PM. Secretary Strode seconded, and **the motion passed unanimously.**



Steve Pedersen
Board Chair



James Strode
Secretary



Robert Ballard
Commissioner

* Indicates action item