



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

May 13, 2025

REGULAR MEETING

1.0* **Call to Order** – Commissioner Bob Ballard called the Tuesday, May 13th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Board Chair Pedersen logged in virtually via Zoom at approximately 5:37 PM and took control of the meeting. Secretary Jim Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were also present along with one guest from the public. No public guests were in attendance via Zoom.

2.0* **Consent Agenda**

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

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$128,376.17 and a Street Light Fund voucher totaling \$1,727.85.

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** – No public comment was presented.

4.0 **Regular Agenda**

4.1 **Annual District Newsletter Draft Review – Tony Lang**

Lang presented the draft 2025 Annual District Newsletter/Water Quality Report for Board comments and suggestions. He explained the main topics presented this year are the District's upcoming Lead & Copper sampling and the EPA's revisitation of the benefits/risks of adding fluoride to drinking water. Lang explained that the Commissioners' Corner section covered the completion of the Well 5R project and the upcoming Well 10 filtration project. After a short discussion, the Board concurred that the presented Newsletter and corresponding topics were adequate for publication and authorized Lang to move forward with finalizing the draft and distributing the report to District customers.

No formal Board action was requested.



4.2* **Adoption of Resolution 2025-06 Amending Ch. 3.03 of the District Employee Manual – Tony Lang**

Presented for Board consideration and approval was Res. 2025-06, amending Ch. 3.03 "Overtime" of the District Employee Manual. Lang explained the need to modify the District employee manual due to changes in standby operational procedures and the use of "pagers" to alert personnel of customer emergencies and/or SCADA issues. Standby duty was previously conducted utilizing a "primary" and "backup" duty person who would each carry a pager in case of SCADA issues or emergency alerts after hours, on weekends, and/or holidays. Since the recent upgrade of the SCADA server, the District has transitioned to the use of a cellphone for emergency alerts instead of the obsolete pager system. The need for a dedicated backup person with a District issued "standby" cellphone has also been eliminated. All District Field Technicians are required to assist in unanticipated emergencies if they are available after normal business hours, weekends, and/or holidays. Lang stated the backup duty expense is unneeded and has been eliminated. Cost savings from eliminating "backup duty" will be approximately \$2,100 per year. A redlined version of the modifications to Ch 3.03 was provided for clarity along with the final clean version. Lang recommended adoption of Res. 2025-06 amending Ch. 3.03 "Overtime" of the District Employee Manual as presented.

Commissioner Ballard moved to approve Res. 2025-06 as presented. Secretary Strode seconded, and the **motion passed unanimously**.

4.3* **Adoption of Resolution 2025-07 Approval of a Water Main Extension for the Alaska Avenue Vista Project – Tony Lang**

Presented for Board consideration and approval was Res. 2025-07, Approving a Water Main Extension for the Alaska Avenue Vista Project being developed by Alaska Avenue, LLC. Lang stated that on April 16, 2025, staff received formal application for a Developer Extension Agreement from Alaska Avenue, LLC requesting a water main extension for a proposed 13 lot subdivision off Alaska Avenue. The corresponding development will be located on the eastern slope of Alaska Ave at the Center St intersection. The subdivision will be located in a "Tract" that runs down the steep slope just south of the Alki View Ct. development. Lang stated the Developer has already paid their associated application fees in the amount of \$1,420. After a short discussion Lang recommended adoption of Res. 2025-07 approving a water main extension with Alaska Avenue, LLC for the Alaska Avenue Vista Project.

*Secretary Strode moved to approve Res. 2025-07 as presented. Commissioner Ballard seconded, and the **motion passed unanimously**.*

4.4* **Adoption of 2025-08 Declaring Surplus Property – Tony Lang**



consumption total was 283,507 gallons less than the same billing period in 2024.

- 4.6.2 **Income & Expense Report** – The Income & Expense Report for the period ending April 30, 2025, was presented. The total fund balance at the end of this reporting period was \$703,871.15.
- 4.6.3 **Operations Update** – Lang reported that total source production for the month was 14,864,000 gallons. April'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).

District staff conducted water main flushing of the entire south low zone during April. This scheduled flushing removes sediment from inside the watermain resulting in improved water quality, especially the water quality on dead-end water mains. The results of the flushing will help us determine an appropriate frequency for flushing this area in the future.

Lang reported that staff installed one (1) new service on Beach Road and replaced a broken saddle on Alaska St. that caused a significant water leak. The mounting hardware that holds the saddle onto the water main corroded and blew off. Staff did a great job working together with our new employee Steve Dillon, who has now experienced his first District water leak.

Also in April, staff pressure washed the Port's bathroom exterior/roof and the pay station structure. Staff plan to apply fresh paint to these facilities this summer when higher temperatures are more prevalent.

All District field technicians renewed their flagger certifications during April. WSUD hosted the training, and Lang expressed his appreciation for their hospitality. Staff also attended the Earth Day event that took place at QaQad park. Staff provided information and answered questions on water conservation and what the public can do to help reduce their household consumption.

Lastly, Allie attended Cross-Connection Control training in Auburn and subsequently passed her certification test. Great job to Allie!!

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

5.0 Executive Agenda

- 5.1 **Administrative Update** – Lang reported that District staff interviewed for the open Customer Service Representative position in late April. After a competitive interview process, staff selected Jessica Smith to fill the position. She started May 1st and has been performing well so far.



Presented for Board consideration and approval was Res. 2025-08 Declaring Surplus Property and Authorizing its Sale or Disposal. Lang described that in

2020, the District purchased a 2020 LS tractor MT225E (Asset ID# 0003) with field mower and box grader attachments for use at its facilities and to help the crew with easement maintenance. After purchase, it was discovered that the loader does not reach high enough to dump into the dump truck and the tractor's overall use is directed more towards homeowners and landscaping companies. Lang stated the tractor and its attachments have not been put to use in multiple years. Easement maintenance can be completed with existing small riding equipment and hand tools. Due to this, Lang explained staff would like to sell the LS tractor and its attachments and utilize the funds for a second emergency portable generator. The new generator would also serve as a backup generator should the current generator (2009) breakdown for any reason. Two generators would ensure system wide functionality in case the District experienced power outages throughout the area. One generator could be located at the Sedgwick site (Well 9/5R) for south zone pumping, while the other generator would be located at Well 6/7 to provide service to the North Zone. No transporting generators back and forth to different pumping stations would be required. Lang stated that he is currently researching the cost of a new generator through the cooperative purchasing agency Sourcwell. Funds received from the tractor sale will be deposited in the District's General Fund until the Board approves the purchase of a new generator. Chair Pedersen stated that he liked the idea as long as staff have sufficient means to take care of easement maintenance. Lang recommended adoption of Res. 2025-08 as presented.

*Chair Pedersen moved to approve Res. 2025-08 as presented. Secretary Strode seconded, and the **motion passed unanimously.***

4.5* **Adoption of Resolution 2025-09 Amending District Coliform Monitoring Plan – Tony Lang**

Presented for Board consideration and approval was Res. 2025-09 Amending the District's Coliform Monitoring Pan. Lang went through the updated Coliform Monitoring Plan with the Board explaining the different sections and why the plan is important for District sampling operations. He stated that it is a guiding document for operators which lists coliform sampling locations, repeat sample locations, DOH contacts, and procedures should the District experience a coliform positive or Ecoli positive sample. The Board thanked Lang for his work on updating the plan. Lang recommended adoption of Res. 2025-09 as presented.

*Secretary Strode moved to approve Resolution 2025-09 as presented. Commissioner Ballard seconded, and **the motion passed unanimously.***

4.6 **Review of Financials & Operations**

- 4.6.1 **Water Sales Data** – Water sales data through April 30, 2025, was reviewed with a total billing of \$119,344 to 1,577 services, and total consumption equaling 11,223,673 gallons or 1,500,491 cubic feet. This



Lang stated that the permitting for Well 10 from Kitsap County is moving along. The District has received initial comments from the County on the original application submitted. NL Olson will need to update the Geotechnical Report for some items that need to be modified and then BHC will resubmit to the County.

Lastly, Lang reported that he received his Water Distribution Manager 4 certification in April.

- 5.2 **Board of Commissioners' Comments** – Commissioner Ballard discussed that Kitsap Public Utility District (KPUD) is seeking interest from the Manchester Community on the installation of fiber optic lines in the area. KPUD attended the Manchester Community Advisory Council (MCAC) open house at EPO elementary in April seeking interested parties.

6.0 **Future Meeting Dates**

- 6.1 June 17, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.2 July 8, 2025, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.3 August 12, 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 6:18 PM. Commissioner Ballard seconded, and **the motion passed unanimously.**

Steve Pedersen
Board Chair

James Strobe
Secretary

Robert Ballard
Commissioner

* Indicates action item