



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

June 9, 2026

REGULAR MEETING

1.0* **Call to Order** – Board Chair Jim Strode called the Tuesday, June 9th, 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 May 12th, 2026, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$35,532.26 and a Street Light Fund voucher totaling \$1,747.15.

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

Secretary Ballard moved to approve the consent agenda as presented.

*Commissioner Pedersen seconded, and **the motion passed unanimously.***

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

4.0 **Regular Agenda**

4.1 **Review of Financials & Operations**

4.1.1 **Water Sales Data** – Water sales data through May 31, 2026, was reviewed with a total billing of \$174,679 to 1,913 services, and total consumption equaling 17,218,219 gallons or 2,301,901 cubic feet. This consumption total was 1,941,074 gallons more than the same billing period in 2025.

4.1.2 **Income & Expense Report** – The Income & Expense Report for the period ending May 31, 2026, was presented. The total fund balance at the end of this reporting period was \$1,117,237.06. The large increase compared to April's total balance was in large part due to the connection fees received from the Woods View Development (\$394,000).

4.1.3 **Operations Update** – Lang reported that total source production for the month of May was 20,589,000 gallons. May'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).

Field staff were extremely busy during the month of May. Staff upgraded 17 manual read water meters to AMR, replaced 4 malfunctioning water meters with new AMRs, repaired a service line leak at an Olympiad residence, and repaired two water main breaks on Colchester near Haida and Pritchard.

The District's first seasonal hire started at the beginning of the month to assist with lead service line inventory and vegetative maintenance at District well/reservoir sites. All the sites are currently up to date and fresh bark has been added to the Banner site. Lang hopes to hire the next seasonal position sometime in June.

Lastly, Field Technician Allison Townsend gave her notice and departed the District during the month of May. She leaves the District after 3 years of employment for North Perry Water. The District's employment posting to fill the open technician position has been out for a couple of weeks and Lang is scheduling to find a replacement sometime in June.

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

5.0 **Executive Session**

At 5:56 PM, Board Chair Strode stated the Board would convene into Executive Session, pursuant to RCW 42.03.110(1)(g), to discuss the performance of a District Employee. Strode stated the meeting would be for 20 minutes, to reconvene at 6:16 PM, and that Board action was expected to be taken at the conclusion of the session. After 20 minutes it was announced the meeting would be extended an additional 10 minutes until 6:26 PM. The Executive session concluded at 6:26 PM.

*After conclusion of the Executive Session, Commissioner Pedersen made a motion to approve the General Manager's new employment contract. Secretary Ballard seconded the motion; and **the motion passed unanimously.***

6.0 **Executive Agenda**

- 6.1 **Administrative Update** – Lang reported that the Kitap County Fire Marshall finally approved the District's 2025 Water System Plan. They have been reviewing the plan since December 2025. It has now been resubmitted to the Department of Health for final approval. Lang plans to present the full Water System Plan to the Board at next month's regular Board meeting for adoption.

Lang stated that all the District's reservoirs were internally cleaned during May. He has not received the inspection report from the contractor yet, but he plans to present some of the video footage to the Board at one of the upcoming Board meetings so they can see how the cleaning process takes place.



Lastly, Lang reported the District's current phone system will be replaced with an upgraded Voice over Internet Protocol (VOIP) phone system. The new phone system will improve communications with staff and provide upgraded public calling options.

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

7.0 **Future Meeting Dates**

- 7.1 July 14, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop
- 7.2 August 11, 2026, 5:30 PM - Regular Meeting, Spring Street Workshop
- 7.3 September 8, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop

8.0* **Adjournment**

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



Steve Pedersen
Commissioner

James Strode
Board Chair

Robert Ballard
Secretary

* Indicates action item