



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

January 13, 2026

REGULAR MEETING

1.0* **Call to Order** – Commissioner Steve Pedersen called the Tuesday, January 13th, regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:30 PM. Commissioner Bob Ballard, Commissioner Jim Strode, General Manager Tony Lang, and District Attorney Ken Bagwell were present along with one guest from the public.

2.0 **Oath of Office** – Attorney Ken Bagwell administered the Oath of Office to reelected Commissioner Position 1 - Bob Ballard.

3.0* **Election of Officers**

*Commissioner Ballard made a motion to elect Commissioner Strode to the position of Board Chair. Commissioner Pedersen seconded the motion; **the motion passed unanimously.***

*Commissioner Pedersen motioned to elect Commissioner Ballard to Secretary. Commissioner Strode seconded, and **the motion passed unanimously.***

Newly elected positions for 2026 are as follows:

Commissioner Strode – Board Chair
Commissioner Ballard – Secretary
Commissioner Pedersen - Commissioner

4.0* **Consent Agenda**

4.1 **Approval of December 9th, 2025, Regular Meeting Minutes**

4.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$76,785.77 and a Street Light Fund voucher totaling \$2,171.73.

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

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

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



6.0 Regular Agenda

6.1 Kitsap County Duncan Creek Fish Barrier Removal Project Discussion – Tony Lang

Lang updated the Board on the status of the Kitsap County Duncan Creek Fish Barrier Project. He reported Kitsap County is currently at 30% design with projections of completing design by the end of 2026. Consulting engineers are requesting District input on the feasibility of temporarily removing the 8" water main that lies in Colchester Dr above Duncan Creek. KC engineers reported that the water main can be replaced with no changes to elevation or alignment after the box culvert has been installed. Lang stated he would be consulting with BHC Consultants to verify that fire flow and distribution to customers would not be affected on either side of the project. As more details of the project develop, Lang stated he would keep the Board up to date.

6.2 Review of Financials & Operations

- 6.2.1 **Water Sales Data** – Water sales data through December 31, 2025, was reviewed with a total billing of \$122,525 to 1,581 services, and total consumption equaling 11,167,273 gallons or 1,492,951 cubic feet. This consumption total was 501,698 gallons more than the same billing period in 2024.
- 6.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending December 31, 2025, was presented. The total fund balance at the end of this reporting period was \$871,205.42.
- 6.2.3 **Quarterly Adjustment Report** – The quarterly adjustment report was reviewed and discussed. No concerning items were identified or discussed.
- 6.2.4 **Quarterly Public Records Request Report** – Lang stated there was one (1) public records request during the 4th quarter of 2025. The person requested all bids and solicitations for years 2023 & 2024. Lang reported that he responded with the requested documentation within the 5-day response period and closed the PRR.
- 6.2.5 **Operations Update** - Lang reported December'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).

Staff were especially busy through December as they balanced finalizing the leak detection audit, meter reading, annual inventory, performance evaluations, and regular District operations while working with limited personnel. December was Steve Dillon's last month with the District as he will be working with South Kitsap Fire and Rescue moving forward.



Staff repaired a broken hydrant on California Ave that was damaged in a vehicle accident. The resulting labor hours and cost of materials will be billed to the insurance carrier of the responsible driver.

Lang stated Caleb Carlson is scheduled to start his employment with the District in January. Management will also be conducting interviews in January to fill the remaining open Technician position at the shop.

6.2.6 **Developer Extension Updates** – No additional Developer Extension Updates were reported.

7.0 **Executive Agenda**

7.1 **Administrative Update** – Lang reported the Kitsap County Harper Estuary Project will be taking place in the next couple of months. Kitsap County has a preconstruction meeting planned for January that the District's Foreman will be attending.

7.2 **Board of Commissioner Comments** – Chair Pedersen stated the District previously hired summer or seasonal employees to help staff complete projects and perform site maintenance duties during the fair-weather months. He stated the Board is open to a possible new employee or seasonal hire to assist staff due to increased workloads and planned projects. Lang stated he will talk with staff to get their ideas, develop a proposal, and report back to the Board for authorization.

8.0 **Future Meeting Dates**

8.1 February 10, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop

8.2 March 10, 2026, 5:30 PM - Regular Meeting, Spring Street Workshop

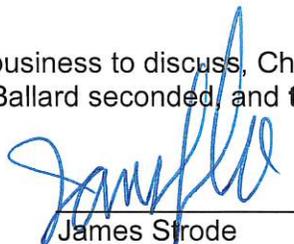
8.3 April 14, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop

9.0* **Adjournment**

There being no further business to discuss, Chair Strode moved to adjourn the meeting at 6:14 PM. Secretary Ballard seconded, and **the motion passed unanimously.**



Steve Pedersen
Commissioner



James Strode
Board Chair



Robert Ballard
Secretary

* Indicates action item

