



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

April 14, 2026

REGULAR MEETING

1.0* **Call to Order** – Board Chair Jim Strode called the Tuesday, April 14th, 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 March 10th, 2026, Regular Meeting Minutes**

2.2 **Approval of Vouchers** - Presented for payment approval were General Fund vouchers totaling \$107,440.94 and a Street Light Fund voucher totaling \$2,084.75.

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

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

3.0 **Public Comment** – A representative from the Manchester Community Advisory Council (MCAC) informed the Board that the Manchester Fuel Depot will be conducting an informational presentation regarding their recent improvements. The MCAC meeting will be held at the Manchester Library on May 5th at 6:30 PM for interested participants.

4.0 **Regular Agenda**

4.1 **Department of Retirement Systems (DRS) Compliance Review – Tony Lang**

Lang discussed the Compliance Review Letter that all Board members received from the Department of Retirement Systems (DRS) last week. The letter indicates three issues DRS found when reviewing the District's compliance with DRS laws and regulations. The three issues were:

1. Elected Officials or employees in optional positions were not given the opportunity to choose membership.
2. Required written statements were not obtained.
3. Separation dates were not reported correctly.

Lang also presented the Retirement Status Verification form DRS provided so employers can document the retirement status of all new employees. Lang



stated that all new employees and Commissioner's will need to fill this form out for compliance.

It was also noted in the compliance report that elected officials are minimally compensated so they may not earn service credits as they receive the minimal stipend for their attendance at meetings.

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through March 31, 2026, was reviewed with a total billing of \$155,044 to 1,911 services, and total consumption equaling 13,176,955 gallons or 1,761,625 cubic feet. This consumption total was 1,119,352 gallons more than the same billing period in 2025.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending March 31, 2026, was presented. The total fund balance at the end of this reporting period was \$766,656.67.
- 4.2.3 **Quarterly Adjustment Report** – The quarterly adjustment report was reviewed and discussed. No concerning items were identified or discussed.
- 4.2.4 **Quarterly Public Records Request Report** – There were no public record requests for the 1st quarter of 2026.
- 4.2.5 **Operations Update** - Lang reported that March'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 were submitted to the Department of Health (DOH). Field staff also upgraded eleven (11) manual water meters to AMR.

During March, the crew installed a yard hydrant outside the Garfield treatment building. This new location will assist the team with filling the vac trailer after dumping while also providing a good sampling location for bacteriological testing for Wells 6 & 7.

Well 2 was having mechanical issues during March so it was turned off until a diagnosis could be determined by the electrician. After the electrician determined the probable issue, field staff replaced the submonitor that regulates/monitors the pumps incoming power phases. Everything has been working as designed since the submonitor replacement and Well 2 is now back online.

Also, during March field technician Jason Skolnik has been attending commercial driving school. He tested and passed his CDL test today. Beau Watson and Caleb Carlson attended a Pressure Reducing Valve (PRV) class conducted by WETRC in Auburn. We hope to send the other three



technicians to this class at West Sound Utility District (WSUD) in May/June of this year.

Lastly, the shop laundry room has been completed. Staff can now launder their gloves and soiled garments when needed. This upgrade will reduce the frequency of purchasing gloves as they can be washed and reworn by staff instead of continuously replacing dirty protective gear.

Envelope upgrades to Well 1 and flushing of the north system are scheduled for April.

- 4.2.6 **Developer Extension Updates** – Lang reported the Developer that owns the Woods View development requested 41 binding water availability letters so they can obtain building permits from Kitsap County. A discussion took place on potential options for taking a smaller deposit for each parcel instead of the full connection fee amount (\$11,411/connection). Previously, on two separate occasions, the developer has requested refunds of their connection fees due to permitting issues. These reimbursements were significant amounts of money that drastically reduced the District's retained earnings requiring certain projects to be postponed.

To eliminate this issue, the Board decided to accept the full payment for 41 connection fees but will earmark the money on the Income & Expense Report. The money will not be allocated for use by the District until all the Developer's building permits have been issued.

5.0 Executive Agenda

- 5.1 **Administrative Update** – Lang reported that Well 10's ACUP permit will most likely be approved in late April by Kitsap County. The building permit for the project was submitted this week. Lang stated that bidding will most likely occur in late May or June.

Lang reported that Well 1's envelope improvements have started. The roof and fascia have already been replaced. Siding and trim repairs are scheduled for the next week or two.

Lang stated the District plans to attend the Earth Day Festival on April 25th at Stormwater Park. He also informed the Board that the District has decided to participate in Kitsap County's Adopt a Spot Litter program. Volunteers from the District, and a couple of community volunteers, picked litter up on Mile Hill from Woods Rd to Alaska Ave. last week. 25 bags of trash were picked up along this stretch. Kitsap County's Adopt a Spot will occur twice a year.

- 5.2 **Board of Commissioner Comments** – Commissioner Pedersen expressed his condolences to the family of longtime community member Bud Larson who recently passed away. Commissioner Pedersen stated Larson was well known, respected, and influential to the development of the Manchester Community.



6.0 Future Meeting Dates

- 6.1 May 12, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop
- 6.2 June 9, 2026, 5:30 PM - Regular Meeting, Spring Street Workshop
- 6.3 July 14, 2026, 5:30 PM – Regular Meeting, Spring Street Workshop

7.0* Adjournment

There being no further business to discuss, Commissioner Pedersen moved to adjourn the meeting at 6:20 PM. Secretary Ballard seconded, and **the motion passed unanimously.**

Steve Pedersen
Commissioner

James Strode
Board Chair

Robert Ballard
Secretary

** Indicates action item*