



Regular Meeting Board of Commissioners
Thursday, May 18, 2023 - 3:30PM
In Person and Via Teams
Agenda

1. Call to Order
2. Attendance
3. PublicComment
4. [Approval of Regular Meeting Minutes from April 20, 2023](#)
5. [Finance Manager's Report April 2023](#)
 - a. [Board Approval of Payables](#)
6. General Manager's Report
7. [Operations Manager's Report](#)
8. [Engineering Manager's Report](#)
9. [Information Technology Manager's Report](#)
10. [HR Manager's Report](#)
11. Other Business
 - a. Acknowledgment of Employee Wages Increases
None for this month.
 - b. Commissioner Barton WASWD update
 - c. Next Commissioners Meeting June 22, 2023
12. PublicComment
13. Adjourn



**LAKESWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Regular Meeting
April 20, 2023
Boardroom & Via Microsoft Teams**

1. CALL MEETING TO ORDER

President Korsmo called the Regular Meeting to order at 3:35 PM.

**Technical difficulty (no sound on Teams) 3:35 PM – 3:41 PM.*

2. ATTENDANCE

Present at the meeting: Commissioners J. Korsmo, G. Rediske, and G. Barton; General Manager R. Black, Operations Manager I. Black, Engineering Manager M. Meyer, Finance Manager P. Mendoza, IT Manager C. Fast, Administrative Assistant J. Clark. Guests: Jeff Kray and Jessica Ferrell (Martin Law)

3. PUBLIC COMMENT

None.

4. EXECUTIVE SESSION - PENDING/POTENTIAL LITIGATION PURSUANT TO RCW 42.30.110(1)(I)

Commissioner Korsmo called Executive Session to order at 3:40 PM and moved to close the Executive Session at 4:01 PM. No action was taken.

5. APPROVAL OF MEETING MINUTES FROM 3/16/23 REGULAR MEETING.

COMMISSIONER REDISKE MOVED TO APPROVE THE MARCH 16, 2023, SPECIAL MEETING, SECOND BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

6. FINANCIAL INFORMATION

Philip Mendoza, Finance Manager, presented the March 2023 financials to the Board. He shared that *retail sales* in March 2023 were 5.31% higher than budgeted and 6.81% higher YTD. *Wholesale water sales* are 3% lower than projected and 2.18% lower YTD, Summit 1.5 MGD, Firgrove 2 MGD, Washington Water 1.5 MGD, Spanaway 1.0 MGD. *Operating revenue* is 0.5% lower than budgeted and 1.8% lower YTD. *Pumping operations* is 20.2% lower than budget and 10.5% under budget YTD; *Water Treatment operations* are 51.8% under budget and 35.4% under budget YTD. *Transmission and Distribution operations* is 27.8% under budget and 25.1% under budget YTD. Total *operating expense* is 24.2% under budget and 15.9% under budget YTD. Maintenance Expense 23% higher than budget and 7.6% higher budget YTD (Water main break).

a. Approval of Payables

Disbursements made from the General Ledger Fund for checks number 45765 through 45887 totaling \$793,051.13, salary direct deposits totaling \$320,260.86, payroll taxes

totaling \$120,685.60, and other electronic payments totaling \$391,237.97 for a total of \$1,625,235.56 were presented to the Board for approval.

COMMISSIONER REDISKE MOVED TO APPROVE THE PAYABLES AS LISTED. COMMISSIONER BARTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

7. GENERAL MANAGERS REPORT

Randall Black, General Manager, provided the following updates:

Western State Hospital – Larry Covey, Chief Office of Capital Programs DSHS, stopped by to meet with General Manager Black to discuss the requirements from LWD. One of the items discussed was LWD being responsible for the contract for the conditional assessment. DSHS would like to control the contract but would give LWD authority to work directly with the contractor and ensure the work is correctly done. General Manager Black shared that this would save time and money if LWD worked directly with the contractor. DSHS would create the contract and pay the contractor. The District is fine with this as long as we do get to have a say with the conditional assessment contractor.

Mr. Covey asked to know more about the potential credit that comes with the value of the land and water rights. General Manager Black shared a variety of options that can be considered with the potential credits. Mr. Covey liked the suggestions and shared DSHS would like to move forward and keep it simple. We are concerned with the design plans we received from KPPF; the original plan was for three buildings, and now there are seventeen; this shows the lack of communication challenges we are facing. Mr. Covey said if there are any communication challenges moving forward, let him know, and he will make sure things are corrected.

An agreement will be put together shortly, and potentially the contract will be ready for approval around July.

Commissioner Barton inquired if there are still two contracts. General Manager Black said there would be one contract with two phases. The first phase would be administrative and new construction, and the second phase would be the remaining items. They agreed to an 18-month timeline. DSHS submits its budget in mid-August. Operations Manager Black will be the point person for the construction side of this project. There will be a lot of catching up to ensure everything is going properly.

Commissioner Barton wants to ensure that we are not using District water. General Manager Black shared that we would not be using LWD water. We would use their water rights for the water. If DSHS comes along another 20 years and wants to build more, they would have to provide more water rights for the additional water usage.

Federal Infrastructure Funds

We have reached out to the 28th & 29th District Legislatures to let them know we need support from them to help get the DCCA funding. Commissioner Barton has also reached out to the legislatures. The DCCA \$3.8M funding is tied to the federal money we already have that requires matching funds.

Rep. Leavitt is working through the DCCA funding or Toxic Clean Up funds through DOE.

We received notice from Congresswoman Strickland's office that our \$5M project was one of the fifteen she supports for Community Grant Funding. It is still early in the process, and we will not hear a definitive answer until later in the year. If selected, the funds would be available in 2024.

The Executive Director for L&I ruled against the hearing examiner, who ruled in favor of L&I paying plumber wages to laborers. Now, the laborers will be paid at labor rates, not plumber rates. This will save the District 7%-10% (\$700K a year) at the new correct wage.

HB1621 was approved to increase the in-house public works amount from \$50k to \$150k per project. WASWD did a great job championing this bill.

8. OPERATIONS REPORT

Ian Black, Operations Manager, shared that he is working on designing four 2024 projects to prepare for next year's R&R projects. We are over halfway through the 2023 R&R projects. In June, the Front St project will start. We are working in conjunction with the City, and they split the Hipkins project up; originally, it was in conjunction with the Dresden/Elwood project. That project has been moved up to install the new roundabout before SummerFest in July.

a. REQUEST FOR CONDITIONAL ACCEPTANCE FOR THE LAKE STEILACOOM DRIVE SW PHASE 2: JOB (799).

HCON did a great job on this project. HCON, Inc has completed all the work required under the specifications and reached substantial completion on March 20, 2023, with final project completion on March 31, 2023. Some warranty work with the paver still needs to be completed.

MOTION OF CONDITIONAL ACCEPTANCE FOR THE LAKE STEILACOOM DRIVE SW PHASE 2, JOB 0799 BY COMMISSIONER KORSMO, SECONDED BY COMMISSIONER REDISKE. MOTION PASSED UNANIMOUSLY.

Commissioner Barton wanted to share that he had a pleasant encounter with Kevin Wycoff and wanted to share he was very friendly, courteous, and professional. He was also impressed by Kevin's awareness that he knew that it was a Commission day.

9. ENGINEERING MANAGER'S REPORT

Marshall Meyer, Engineering Manager, shared that total demand is approximately 11 mgd, including around 5 mgd for wholesale partners. He updated the Commissioners on the mechanical issues and repairs.

We are working on the wells with the direct appropriations funding from Senator Murray's office. The G-4 & K-3 Wells designs are completed. We needed to go out for RFP for Hydrogeologist, and Burt Clothier with Mott MacDonald was selected. They will work through the construction phase/drilling work.

Engineering Manager Meyer shared that he plans to present updated strategies at next month's meeting regarding the new EPA guidelines and provide written and formal comments. The timeline for implementing the rule is where we will have the most success in pushing back. The levels of 4ppt are coming from the White House, we most likely will not be able to change the lower threshold, but hopefully, we will be able to make a strong suggestion that the timeline doesn't work. This timeline is setting the country's water system for failure.

Commissioner Rediske asked if we were in the middle of the summer would 67% be enough water? Engineering Manager Meyer shared that it would not be enough, but there are wells in the process of being fixed, and we planned to have them offline during the slower season in order to be ready for the summer. The new PFAS rules are so much lower, basically a third, and impact double the number of wells. It would be much more challenging if we did not start a year ago.

Commissioner Barton attended a WASWD and DOH meeting regarding the lead service inventory survey. He asked if we were still planning on using the statistical approach to have more time to complete it and save costs, and that DOH shared they have yet to approve the statistical approach. Engineering Manager Meyer shared we need to submit our proposed approach to DOH for approval. We need to review all of our literature, the age of structures from Pierce County, and when our service lines were installed. He shared that two-thirds of our service lines were installed before lead was banned, and two-thirds of service lines were on both the public and private sides. We have about a year and a half to complete the survey and are working on all the items. General Manager Black shared that he has heard from DOH that it will be left up to the utility on how they do it.

10. IT MANAGER REPORT

The Cyber Security test resulted in one employee clicking on the test email. They have completed cyber security training.

Weekly training continues with field staff to ensure they are comfortable with Elements and have a solid foundation for using the application. This meeting has evolved into a tech talk session between field staff and IT/GIS. Managers also attend the training to ensure there are no mixed messages.

Cell towers update:

Three of the four Dish contracts have been completed. Once the PCS lease expires from the Farwest Tower, Dish will take its place.

a. BOARD APPROVAL OF SURPLUS/DISPOSAL/ECYLE ITEMS

IT Manager Fast shared the items for surplus/disposal with the Commissioners.

MOTION TO APPROVE THE SURPLUS/DISPOSAL/ECYLE ITEMS BY COMMISSIONER REDISKE, SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

11. Other Business:

- a. The Board acknowledged the wage increase this month.

- a. General Manager updates – HR Manager Levo has presented to each of the Commissioners an update from the logo & mission statement committee and wanted to ensure the committee is on the right track. Commissioners Korsmo and Commissioner Rediske stated they feel they are and like what they have completed. Commissioner Barton declined to comment. Commissioner Korsmo asked if there would be a presentation at the May meeting. General Manager Black confirmed there would be a presentation.

- b. Newsletter Responsibility

Commissioner Barton inquired about who writes the newsletter articles and who is responsible for writing the Commissioner's letter. General Manager shared that the Commission President is the primary; if he is unavailable, it will go to the Vice President. If he is not available, it will go to the Commission secretary.

Commissioners Korsmo and Commissioner Rediske would like additional direction and topics from staff when asked to write the letters. Staff agreed they would make sure to provide a list of topics.

Commissioner Barton shared he is available if ever needed to write the letter.

- c. City Council and Commissioner meeting on June 26, 2023, from 5:45 PM-7:00 PM at City of Lakewood City Hall.
 - d. Approval to move June 15, 2023 to June 22, 2023 due to the AWWA Ace conference. The Commissioners approved the date change.

Commissioner Barton provided a brief update on the WASWD Legislative Committee. He would like to thank WASWD for their hard work on the L&I decision to change from plumber to labor rates. They also worked hard on HB1621, increasing the in-house public works project threshold from \$50k to \$150k to match the city's limits.

The bio-solids bill did not pass. It will likely be back at the next session. Commissioner Barton said he would like to convene a special committee with water and sewer districts to work on the bio-solids bill before the next session.

Operations Manager Black shared that Tucci and Son shared the prevailing wage issue with the plumber pay for laborers. LWD reached out to WASWD about the situation, and they did a great job advocating to fix it and have it corrected.

- e. Our next Commissioner's meeting will be on May 18, 2023, at 3:30 PM.

12. PUBLIC COMMENT

None.

13. ADJOURN

President Korsmo adjourned the meeting at 5:09 PM.

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:

ITS PRESIDENT

BY:

ITS VICE PRESIDENT

BY:

ITS SECRETARY

BY:

DISTRICT SECRETARY (DATE)

DRAFT

**LAKWOOD WATER DISTRICT
2023
INCOME STATEMENT**

APRIL	CUR MO ACTUAL	CUR MO BUDGET	CUR MO VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE
SALE OF WATER	728,426	761,059	(32,633)	2,754,809	2,678,830	75,979
OTHER OPERATING REVENUE	156,993	146,641	10,352	374,182	379,548	(5,365)
WHOLESALE WATER SALES	461,216	478,815	(17,600)	1,823,029	1,871,014	(47,985)
TOTAL OPERATING REVENUE	1,346,634	1,386,515	(39,881)	4,952,020	4,929,391	22,629
OPERATING EXPENSE						
PUMPING	86,329	109,006	(22,677)	390,675	446,769	(56,094)
WATER TREATMENT	18,888	43,070	(24,182)	108,682	172,280	(63,598)
TRANSMISSION & DISTRIBUTION	110,245	103,288	6,957	364,002	415,086	(51,085)
CUSTOMER ACCOUNTS	62,886	70,246	(7,360)	257,144	280,983	(23,839)
CUSTOMER INFORMATION	(115)	1,309	(1,423)	113	5,234	(5,121)
ADMINISTRATIVE & GENERAL	198,975	230,110	(31,135)	862,810	977,816	(115,006)
TOTAL OPERATING EXPENSE	477,208	557,029	(79,820)	1,983,426	2,298,169	(314,744)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	3,403	3,440	(36)	12,654	13,758	(1,104)
PUMPING	22,793	21,953	840	80,127	87,812	(7,684)
WATER TREATMENT	12,245	16,032	(3,787)	43,728	64,127	(20,399)
TRANSMISSION & DISTRIBUTION	79,240	101,606	(22,366)	448,879	406,423	42,456
ADMINISTRATIVE & GENERAL	31,262	27,024	4,238	162,290	108,096	54,195
SUB-TOTAL	148,943	170,054	(21,110)	747,679	680,215	67,464
DEPRECIATION EXPENSE	262,000	262,000	-	1,048,000	1,048,000	-
UTILITY EXCISE TAXES	32,270	28,802	3,468	158,187	129,236	28,951
TOTAL MAINTENANCE EXPENSE	443,213	460,856	(17,642)	1,953,866	1,857,451	96,415
TOTAL OPERATING & MAINT EXPENSE	920,422	1,017,885	(97,463)	3,937,292	4,155,620	(218,328)
NET OPERATING REVENUE	426,213	368,631	57,582	1,014,728	773,771	240,957
GAIN (LOSS) ON DISP. OF PROPERTY	50	-	50	845	-	845
RENTAL OR LEASE INCOME	300	600	(300)	22,616	2,610	20,006
INTEREST INCOME	42,311	4,000	38,311	151,311	16,000	135,311
MISC NON-OPERATING INCOME	-	-	-	12,355	-	12,355
INTEREST L-T DEBT	(181,121)	(183,627)	2,506	(724,482)	(734,507)	10,025
DEBT ISSUANCE COSTS	-	-	-	-	-	-
CARES GRANT FUNDING	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(138,459)	(179,027)	40,568	(537,354)	(715,897)	178,543
NET INCOME	287,753	189,604	98,150	477,374	57,874	419,500

We, the undersigned Board of Commissioners of the Lakewood Water District
Pierce County, Washington, do hereby certify that the merchandise or services
hereinafter specified have been received and checks numbering 45888 through
45988 and all electronic payments for this period are hereby approved for payment in the sum of
\$2,137,921.56 this 18th day of May 2023.

Commissioner Korsmo

Commissioner Rediske

Commissioner Barton

General Manager

Check no.	Vendor Name	Payment Description	Amount
45888	WA State Support Registry	April Payroll - 04/14/2023	195.50
45889	American Landscape Service	March 2023 - Office - Well Sites - NY Ave - Ponders Well	6,924.50
45890	Asphalt Patch Systems	Main Break - 104th & Butte Dr	107,989.86
45891	Associated Petroleum Products	(550.20) Gals Unleaded & (100.20) Gals Diesel Fuel	2,654.88
45892	Backflows Northwest	Dec22, Jan23, & Feb23 Backflow Tests	5,750.00
45893	Bill Clarke Attorney at Law	March 2023 - WA State Legislative	3,500.00
45894	Ceccanti Inc	Pay# 12 Scotts Well & Pay# 5 WTME Connection	238,892.55
45895	Center Electric Inc	Re-Build Booster Pump - 104th St (Parts & Svc)	696.30
45896	Chemsearch	(1) Box Sting-X Pro - Wasp & Hornet Spray	278.20
45897	Cintas Corporation	04/05/23 Weekly Svcs	194.39
45898	City of Lakewood	1st Qtr 2023 - City Franchise Fee	105,863.28
45899	Core & Main	(12) Repair Clamps & Assorted Corp Stops	7,024.33
45900	Environments	50% Deposit - Desk & Accessories - Office Manager	3,206.00
45901	Eurofins Eaton Analytical Inc	03/02/23 & 03/17/23 PFAS Sampling	6,300.00
45902	Harold Lemay Enterprises	March 2023 - Dumpster - Recycling - Shredding	1,006.12
45903	Holroyd	20 Yards Crushed Rock	627.00
45904	Holt Services	N-3 (View Rd) Pump & Motor	5,324.00
45905	Insidesource	(4) New Desks & EOC Work Space Areas	6,855.11
45906	Interwest Metals Inc	(2) PC Flat Expanded Metal	220.00
45907	K & D Services	Flagging Svcs - 5708 79th St - New Service	2,159.44
45908	Lakewood Hardware & Paint	Assorted Primers & Svc Repair(s) Stock Supplies	72.51
45909	LASA	1st Qtr 2023 Cap Donations	112.50
45910	Lowe's Company	Window Materials, Conduit, Address Signs, Paint	1,000.64
45911	McClains Soil Supply	(3) Yards Top Soil	72.80
45912	McClatchy Company LLC	Legal Ad - Hydrogeologist Consultant (DWSRF)	132.42
45913	Miles Resources	(2.42) Tons Cold Mix & Haul Asphalt (Yard Clean Up)	395.60
45914	Mooses Auto Tech	Trk# 36 Diagnose Anti-Freeze Leak; Oil Chg & Svc	467.61
45915	NC Power Systems	New Generator - G-1 Scotts Well Site (DOH Grant)	73,549.08
45916	Open Works	April 2023 Janitorial Services	1,997.51
45917	Pacific Power Group	Generator Svcs - Phillip's Tank Site	3,619.00
45918	Pape & Sons Construction	Pay# 6 Generator & R&R - Pay# 5 Naomi/NewGrv/HighInd	120,627.63
45919	Pierce County Sewer	March 2023 - 8100 WA Blvd & 11900 Grav Lk - Sewer Chgs	84.28
45920	Pitney Bowes	03/02/23 - Refilled Postage Meter	1,020.99
45921	Pro Call Center	March 2023 - After Hours On-Call Svcs	297.57
45922	Rainier Supply	(1) Circuit Breaker (1) Steel Condulet Cover	1,471.58
45923	S&B Inc	MCC Scotts G-1 & G-2 & VFD - Steilacoom	13,221.37
45924	Seattle Ace	Threaded Rods/Fasteners/Hex Bushings/Insulated Wire	77.94
45925	Sierra Construction	Refund Payment made to LWD (Cust Pmt to Other Utility)	865.54
45926	Sunbelt Rentals	(1) Day Rental - Stair Climber	166.13
45927	Utilities Underground	March 2023 - (317) Locates	408.93
45928	Water Management Labs	(2) Manganese Tests	54.00
45929-45930	Void Check - Printing Error	VOIDED - Misprint	-
45931	Airgas	(2) Aceteylene Rentals	23.87
45932	American Landscape Service	February 2023 - Office - Well Sites - NY Ave - Ponders Well	6,924.50
45933	Associated Petroleum Products	(550.40) Gals Unleaded & (45.30) Gals Diesel Fuel	2,270.16
45934	Bailey & Sons Spraying	Qtrly Spray - Insect & Disease Control - Well Sites & Office	781.88
45935	Centurylink	Internet Svcs - (3) Sites	278.90
45936	Chemsearch	(1) Box - 12 Cans Yield Lubricant Spray	223.25
45937	City of Lakewood	R&R - Pay# 13 - Phase#2 Grav Lk - WA - Nyanza	299,268.81
45938	Doxvault	(593) Conversion of Documents	548.86
45939	Fastenal Company	(2) Boxes Nitrile Gloves - Anchor Hooks - Drop-In Tool	1,034.43
45940	Ferguson Waterworks	(2) 140 Pk D-Chlor Tablets	453.68
45941	Multicare Centers	(2) DOT Exams	262.00
45942	Pierce County Auditor	Release of Lien - 9201 114th St SW	18.00
45943	Verizon Wireless	March 2023 SCADA Data Charges	1,065.46
45944	Water Management Labs	(62) Total Coliform (29) Heterotrophic (1) MMO-MUG Test	1,710.73
45945	Lakewood Water District	Employee Fund - April Payroll - 04/25/23	315.00
45946	WA State Support Registry	April Payroll - 04/25/23	195.50
45947	American Landscape Service	April 2023 Office - Well Sites - NY - Oakbrook - 115th St	7,188.50
45948	Capital Heating & Cooling	April 2023 - June 2023 Qtrly HVAC Maint	1,484.18
45949	Cintas Corporation	04/12/23 & 04/19/23 Weekly Svcs	352.17
45950	Core & Main	Concrete Meter Boxes & Lids - Insta-tites - Ball Corp Stops	6,998.11
45951	Cosco Fire Protection	Repair & Flush Fire Line Safety System	12,800.71
45952	Ferguson Waterworks	2023 Sensus Analytics Maint Fee & Brass Nipples	3,679.08
45953	Grainger	Tags & Protectors - Garden Hose Reel - Mineral Oil - Hooks	2,458.05

45954	H D Fowler	Assorted Meter Box Lids	1,418.61
45955	Hach Company	DPD Chlorine Re-Agent Vials & Tests	819.57
45956	HCON Inc	R&R - Pay App# 3 - Lake Steilacoom Drive	337,219.55
45957	Ian Black	Reimburse - Elements Training - Qtrly Meeting	66.02
45958	Marsh, Tyler	Uniform Reimbursement	37.48
45959	Pacific Groundwater Group	R-2 Well - WD-3 Rehab - Abitibi - Quifer E - Deep Drilling	7,161.25
45960	Preferred Roof Services	Repair Roof Leak - Office Managers' Office	794.62
45961	PSI Inc	Soil Testing - 5702 79th St W	707.50
45962	Rainier Supply	CL2 Gen Circuit Breakers - 600V Fuses - Bulbs	293.63
45963	Rainier Welding Supply	Oxygen Refill Bottles & Safety Glasses Trk# 39	116.05
45964	S&B Inc	New Pressure Transducer - 88th & Pine	1,691.35
45965	Seattle Ace	Sprinkler Parts - Paint - Saw Wallboard - Bolts - S/S Timer	244.25
45966	Sound Transit	Annual BNSF Rent Permit# 71429 (04/01/23 - 03/31/24)	2,400.00
45967	State of Washington	2022 Old Age & Survivors Insurance (OASI)	25.00
45968	Stronghold Armored Inc	March 2023 Armoured Truck Svcs	375.00
45969	Associated Petroleum Products	(500.10) Gals Unleaded Fuel	2,083.61
45970	AWWA	(3) Annual Memberships Dues - KW - CF - JLC	765.00
45971	Caselle	May 2023 Contract Support & Maintenance	3,547.50
45972	Centurylink	Internet Svcs - (7) Sites	612.94
45973	Cintas Fire Protection	Qtrly Monitoring - 8019 Wash Blvd	407.00
45974	Construction Testing Labs	Scotts Well Site - Concrete Work	445.00
45975	Daily Journal of Commerce	(12) Month Subscription	225.00
45976	Day Wireless Systems	April 2023 Communication - Radio Svcs	636.41
45977	Grainier Inc	Rolltop Drum - Funnel - Crd Memo Single Point Hooks	1,521.28
45978	Inslee Best Doezie & Ryder PS	March 2023 General Svcs - T-Mobile/AT&T - W State Hosp.	7,149.70
45979	Lakewood Hardware & Paint	Assorted SCH40 PVC Caps - Cplgs - Mip Plugs	31.30
45980	Marten Law	March 2023 PFAS Contamination Svcs	68,184.10
45981	Pacific Groundwater Group	Sept 2022 - Dec 2022 Lakewood WHPP Svcs	98.75
45982	Pacific Power Group LLC	Troubleshoot Dampener Alarm	985.27
45983	Rainier Supply	(3) Fuses - G-1 Bldg Temp Install - Disco Switch Box	1,609.30
45984	Sitts & Hill Engineers Inc	Lake Steilacoom Dr Ph2 - Monument Destruction Permits	1,820.00
45985	Sprague Pest Solutions	April 2023 Pest Control Svcs	104.50
45986	Town of Steilacoom	April 2023 View Rd Electric & Sewer Chgs	856.05
45987	US Geological Survey (USGS)	10/01/22 - 09/30/23 Water Resources Investigation	5,434.50
45988	Water Management Labs	(19) Total Coliform P-A3 or more Tests	399.00

Sub-Total

1,525,999.01

April Payroll

207,223.88

April Payroll Taxes (PMT# 713 & PMT# 718)

79,434.55

Date

Other Electronic Payment

4/13/2023	PMT# 714 - WA Deferred Comp	3,785.35
4/13/2023	PMT# 715 - WA PERS	25,033.92
4/13/2023	PMT# 716 - CEP Enterprises LLC	6,023.00
4/13/2023	PMT# 717 - Sir Speedy	3,118.54
4/13/2023	PMT# 719 - AFLAC	468.65
4/13/2023	PMT# 720 - WA Deferred Comp	3,785.35
4/13/2023	PMT# 721 - Delta Dental	3,996.40
4/13/2023	PMT# 722 - Principal Insurance	2,855.87
4/13/2023	PMT# 723 - Regence	59,588.20
4/13/2023	PMT# 724 - WA PERS	24,630.60
4/27/2023	PMT# 725 - RH2 Engineering	24,926.27
4/27/2023	PMT# 726 - Sir Speedy	3,814.06
5/4/2023	PMT# 727 - RH2 Engineering	3,745.31
5/4/2023	PMT# 728 - Sir Speedy	1,942.87

B&O Tax

37,875.99

Key Bank Acct Analysis (APR)

1,018.11

US Bank CC (Less Power)

33,724.82

US Bank CC Power Costs

76,771.77

Paymentech / Merchant Fees (APR)

4,828.08

Xpress Bill Pay (APR)

3,330.96

325,264.12

GRAND TOTAL

2,137,921.56



Operations Manager's Report
 May 18, 2023
 Board of Commissioners Meeting

OPERATIONS

Work ORDERS & PM's

- 302 Billing/Office Field Service Orders
- 22 Field Work Orders Elements
- 87 Fleet Service Orders
- 411 Total Service Orders

DELINQUENT ACCOUNTS – Debbie

- 113 Delinquent Accounts
- 27 Paid on Door Hangers or on Disconnect
- 86 Services Disconnected
- 77 Paid on Disconnect
- 8 Remained Disconnected at the end of the month

LOCATES - Debbie

- 322 Locate Requests Received
- 46 Requests were out of LWD Service Area
- 00 Locates were submitted by LWD
- 01 Cancelled Locates
- 285 Locates Completed
- 285 Total amounts owed

Right of Way Permit: 0

Water Availability Letters: 24

4/3/2023	COLEMAN 47TH AVE TOWNHOMES	11001 47TH AVE SW - DUPLEX	4/6/23	\$ 130.00	N/A		R/NEW CONSTRUCTION
4/3/2023	COLEMAN 47TH AVE TOWNHOMES	11001 47TH AVE SW - 7-PLEX	4/6/23	\$ 130.00	N/A		R/NEW CONSTRUCTION
4/3/2023	WACHIRA REMODEL HOME	9112 ONYX DR SW	4/6/23	\$ 130.00			R/REMODEL
4/3/2023	IVY GYM AND STORAGE	12015 CLOVER CREEK DR SW	4/6/23	\$ 130.00	N/A		R/NEW CONSTRUCTION
4/5/2023	STRONGTREE WAREHOUSE	7301 150TH ST SW	4/6/23	\$ 130.00			R/NEW CONSTRUCTION
4/11/2023	STARBUCKS COFFEE	10314 S TACOMA	3/18/23	\$ 130.00			C/ T/I REMODEL
4/11/2023	NJOROGE ADULT FAMILY HOME	11701 55TH AVE SW	3/18/23	\$ 130.00			R/REMODEL
4/12/2023	CLOVER CREST ESTATES	11305 CLOVER CREST DR	3/18/23	\$ 130.00	N/A		R/NEW CONSTRUCTION
4/12/2023	JACOB MWAURA REMODEL	9907 114TH ST SW	3/18/23	\$ 130.00			R/REMODEL
4/14/2023	ARCO AM/PM FUELING FACILITY	84TH ST S & S TACOMA WAY	5/2/23	\$ 130.00	N/A		R/NEW CONSTRUCTION
4/18/2023	ANNASTASIA - RAMP	7617 SAPPHIRE DR SW	5/2/23	\$ 130.00			R/ADDITION
4/19/2023	NGUGI FAMILY HOUSE REMODEL	8904 104TH ST SW	5/2/23	\$ 130.00			R/REMODEL
4/20/2023	ANDERSON SHORT PLAT	9721-29 LK STEILACOOM DR SW	5/2/23	\$ 130.00			R/SHORT PLAT BLA
4/24/2023	RENOVATION - ADULT FAMILY HOME	12614 REBECCA DR	5/2/23	\$ 130.00			R/REMODEL
4/24/2023	MINAMI SUSHI	6125 100TH ST SW	5/2/23	\$ 130.00			C/REMODEL
4/24/2023	McBRIDE - NEW GARAGE	8202 NORTH WAY SW	5/2/23	\$ 130.00	N/A		R/NEW GARAGE
4/26/2023	TENANT IMPROVEMENT UNIT 101	3520 96TH S #101		\$ 130.00			C/ T/I REMODEL

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES:

None this month.

MAINS MAINTENANCE

None this month.

JOBS

Crew finished the first Paseo if the Avalon Project.

SERVICE MAINTENANCE

None to report this month.

VALVE MAINT.

None to report this month.

VALVE OPERATION CHECKS

None to report this month.

HYDRANT MAINTENANCE

Abandoned Hydrant at 8203 S Tacoma Way per Fire Department approval this gets hit constantly.

HYDRANT REPLACEMENT:

None to report this month.

METER MAINT.

Upgrade from a 5/8" to 1" meter at 7217 Topaz CT

Replumbed 1" service connection bad alignment that had brass meter at 9225 Lk. Steilacoom PT Rd.

FLUSHING SEASON:

Program continues and is expected to wrap up the 1st week of June.

LEAK DETECTION REPAIR

None to report this month.

GROUND MAINT.

New topsoil Paced for planters around the office.

CITY FRANCHISE PROJECTS

None to report this month.

OPEN METER BOX CHECKS

513 completed for this month

IDLE METER CHECKS

None to report this month.

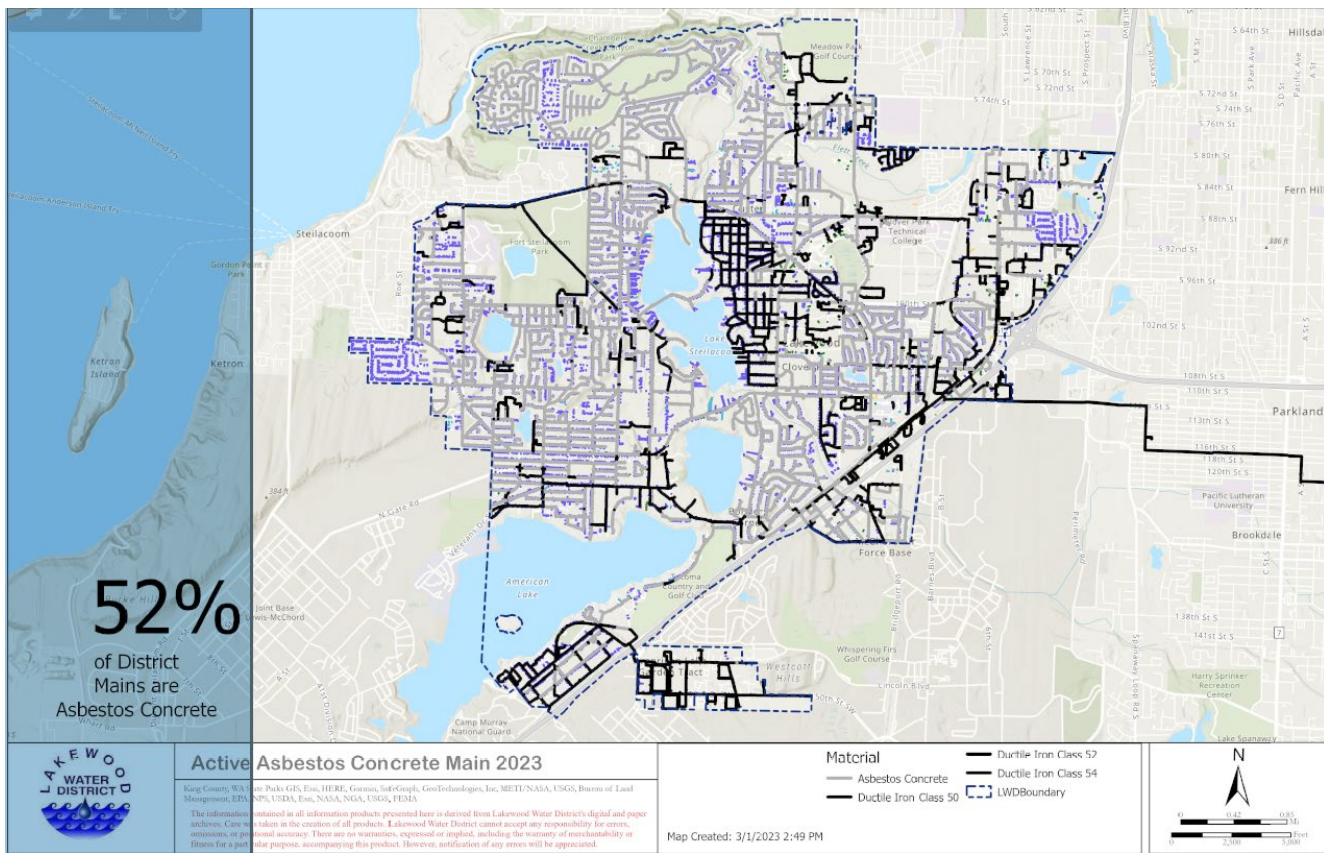
TRAINING:

Two days of Training this month the Lock out tag out training and the De-escalation training from HR.

DEPARTMENT ACTIVITIES Operations and Maintenance:

5-3-2023: The programs are moving forward we anticipate the Flushing to be completed by the 1st week in June. The Fire Hydrant maintenance program is caught up for now, and we are awaiting a new list from the Fire department checks that they do but this will arrive late in the fall. We have completed nearly ½ of the box checks for the year and will be hitting them hard again after the season slows a bit in September. The valve maintenance program was impacted by the turner being down with engine issues for 6 weeks. We are going to run a second crew on Valves to help get that caught up as well.

We have continued to allow contractors to install Mains services and taps up to this point and are planning to keep this in place through this season, we will revisit during the budget period and make the call if we want to resume all of those duties revised for COVID.



This is an updated map of Ductile Iron Main in Black compared to remaining A/C main to be replaced. Main in Black is Ductile Iron, Silver is A/C Main.

We did suffer a significant main break on the 23rd of February at the intersection of 104th and Butte. We had a full stick of C-900 crack and open about ¼” this was exacerbated by the fact that we have a booster station less than 100 feet from the break. This line was not putting any customers out of service, as this is a transmission main from the Booster to the Hemlock Tank. We lost approximately 200,000 gallons of water and are awaiting a bid for the restoration work on the pavement and curb and gutter. There was a significant amount of damage that the water caused to the Sidewalk Curb and Gutter as well as the pavement and filling the catch basins. We just received the restoration estimate from Asphalt Patch and they are at \$97,000.00 plus sales tax.

CAPITAL & R & R PROJECTS – Operations Manager Projects

Design Projects:

North, Forest and Loch Main replacement Projects: Job # XXXX

4-6-2023: We have engaged David Evans and Associates to provide a scope and budget for our Forest, north and Loch main replacement project. If all is good with the scope and budget, we will start the design of this the 3rd R & R project design scheduled to go to construction in 2024.

Hemlock Hill Main replacement Project Phase 1: Job # XXXX

4-6-2023: We have asked Parametrix to provide a scope and budget for the design of Phase one. This includes work on Glenwood to get rid of some of our extremely deep pipe, and work on Hemlock St SW, 102nd St SW, and Cedrona St SW

Front Street / 96th Main Improvements: Job#: 781

3-2-2023: This project bid, and was awarded at the last BOC meeting, with HCON Inc being the successful Low Bid Contractor. They have ordered materials but likely the end of May before they can start due to the 16” main which is not a typical stock pipe size these days.

5-3-2023 we are anticipating a June First Start date for this project. HCON has been waiting for materials to arrive and they are finishing up another project but once completed they will be starting for us.

Scott well site GAC and Iron and Manganese Treatment # 757, # 758, and #778

4-6-2023: Excavation of the footings, placement of the electrical foundation penetrations and rebar has been completed. The foot pour will be next week with slab and construction soon to follow. The contractor is estimating June 1st for completion. We will keep a close eye on the progress to make sure we stay on track as this is an essential site to the District.

5-3-2023: The G-1 Building frame has been erected, the mechanical slab is being poured today, and sheeting will go up starting tomorrow. Interior walls starting next Wednesday, then the electricians can begin. A small situation arose with the MCC panel expected to be arriving in December. We are having to design a temporary system to operate over the summer.



Spanaway Spur Project – WTME connection # 777

4-6-2023: Ceccanti fixed the Hahn’s driveway and is grading out for Curb and Gutter on 41st street. We are anticipating paving toward the 3rd week of the month.



5-3-2023: We are on the list for paving with Miles Resources but have not been informed of our window yet. We met with Leonard’s and the Hahn’s and have gone over some additional concerns that they have that they would like us to address. We are working with them on this final list of concerns and hope to have these issues resolved by next week. The new Vault lid to replace the second attempt will be here after the 9th.

Hipkin's Road reconstruction With City of Lakewood Job (840)

4-6-2023: Due to the time constraints with the City and the Summer Fest at the park the city has moved up the work on Elwood and is putting it out to advertisement on the 11th. This work was originally scheduled with the Hipkins Project but has been separated. This will be let and awarded separately from the Hipkins Project.

5-4-23: This project has been broken into Phases where Phase 1 Elwood Dresden is designed bid and awarded to a contractor already this was to get the roundabout at the park done before Summer Fest. Sound Pacific got the job we bid the water improvements as a schedule B with the City. They are replacing about 1300' of 8" main, and 4 services with 2-meter vaults one for the LWD meter and the other for the City of Lakewood's Backflow devices. Sound Pacific is mobilizing next week with start on the 15th of May.

Western States Hospital: JOB #0XXX

We have been working on the agreement with Inslee best and gave the DSHS our minimum requirements. We are hoping by mid may to have a DEA in place with more definition to occur later in an agreement after the Conditional assessment is funded and completed. Me on site for the first time on the 2nd it brought up some more questions that we will have to look in to. It appears this is a net Zero building and one of the energy saving methods they are prepared to utilize is Geothermal. In further discussions they revised down the number of wells that they are prepared to drill from 150 in my original conversion to more than 50 but less than 100 these would be 300' deep wells.

We are also pushing for them to do away with the phasing plans that they are currently planning and moving towards installing all of the 5200 lf of 12" in up front then we can supply LWD water to the loop and cut in the existing buildings as we would any other project, but the line would never have had non-chlorinated water in it.

There is a significant amount of work to be done to steer the project in the direction that we at Lakewood would like it to go, there will need to be a considerable effort required initially over the balance of this year. We are approaching this as if we were building a new system and what it would look like. The contractor seems very willing to work with us and has started to hammer out some of the issues that we have pointed out recently, and we are just getting into this. I am confident we will have more suggestions and ideas to expand on as we get in deeper.



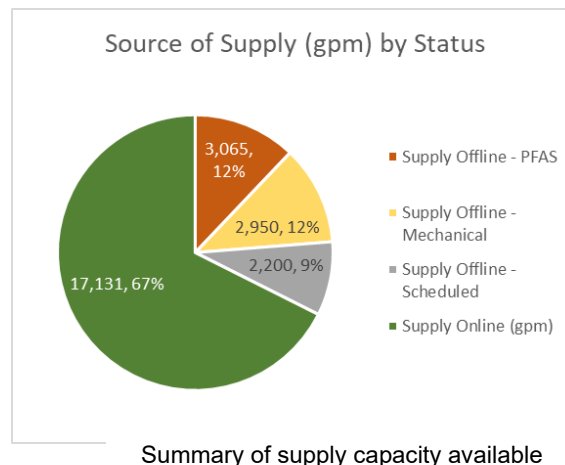
Engineering Manager's Report
May 18, 2023
Board of Commissioners Meeting

Source of Supply

Operations

1. Total demands are approximately 12 million gallons per day, including roughly 5 million gallons a day to wholesale partners.
2. 67 percent of total supply capacity is online; 12 percent is offline due to PFAS, 12 percent is offline due to mechanical issues, and 9 percent is offline for scheduled activities.
 - a. Mechanical Issues:
 1. The N-3 Well pump and motor are waiting on some final components to be installed. There are still supply chain delays that have pushed this back. Due to the challenges of the submersible motors used at this well, we've elected to convert it to a vertical turbine pump and motor, which will both reduce the likelihood of a motor failure and make it easier to repair.
 2. The P-1R Well had a motor failure and has been pulled for replacement. The motor is at the repair facility and being diagnosed.
 3. In early January, the N-1 pump failed. It was pulled for diagnosing on January 12th. We are working with the vendor to install an older pump temporarily while the N-1 pump is being diagnosed and repaired. The temporary pump is still being put together with the required connection pieces to be able to put into service.
 4. The F-2 pump and motor continues to be offline. New equipment was ordered and is now available. We are working with Pumptech to schedule its installation in May. This well will be converted from a submersible pump to a vertical turbine to improve reliability and ease of maintenance.
 5. G-1 and G-2 Wells are offline for construction of the new G-1 well building (the G-2 Well is supplied with power from the G-1 building). The building is scheduled for completion in late May and the wells will be back in service once the building is completed. The pumping department staff have done a great job of working with the contractor to help the facility get started up as soon as possible.

PFAS - I-3, O-2, O-3, and U-1 wells out of service due to PFAS.



Maintenance

1. Field crews continue to work on preventative maintenance tasks.
2. Completed monthly lake and stream monitoring tasks, which support our water rights perfection process.
3. I will give a brief presentation at the Board meeting to provide an overview of our routine well maintenance activities and program.

Capital Projects

1. R-2 Well
 - a. Installing equipment for this well is included in the 2023 budget. The pump and motor were ordered and anticipated to be ready later this month.
 - b. Design of the site and facility improvements is underway. We have ordered the longest lead items as the designs are being finalized. Due to supply chain issues the longest lead item, an electrical distribution panel, isn't anticipated to be ready until the end of July. We plan to have construction work underway ahead of that part arriving but won't be able to commission the well until it arrives.
 - c. Permitting through the State Department of Health has begun for this new well source.
 - d. The City site development permit has been submitted and is being processed by the City now.
2. F-2 Well Redevelopment
 - a. New equipment has been ordered and should be installed soon.
3. P-2 Well Redevelopment
 - a. Redevelopment and expansion of the P-2 Well has been postponed until after the fall due to the current number of wells being out of service due to mechanical issues.
4. Emergency Generators and Well Improvements project –
 - a. Contract was awarded to Pape & Sons at the March 17, 2022 Board Meeting.
 - b. Site work including flexible couplings on the well piping began in October and is now complete for all five sites.
 - c. Generators are suffering from supply chain issues and are currently anticipated to be delivered in August 2023.
5. Abitibi Well Evaluation
 - a. Holt Services completed this evaluation, and the project will be closed out following required paperwork being received from the contractor.
6. K-3 and G-4 Wells
 - a. Tacoma/Pierce County Health Department has approved the site locations for both wells.
 - b. We submitted the required application forms and paperwork to EPA to receive funds from the grant. The EPA continues to work on review and approval of our cost-share waiver.
 - c. Mott MacDonald has prepared the technical specifications for the well drilling. We are working to advertise the work for bids as soon as possible but is impacted by the timing of the grant agreement. Drilling work will begin this year, but the wells will not be online in 2023 based on the timeline required to drill the well, design and permit improvements, and then build the wellhouses and associated facilities.
7. Defense Community Compatibility Account (DCCA) – In late 2022, applications were submitted for grant funding requests for 5 wells. Two of our proposed well projects were selected for funding in the 2023/2024 biennium – the K-3 and G-4 Well projects. We anticipate finalizing the contracts over the next few months. The total award was \$1.86 million of grants.

8. We submitted four applications to the State Department of Health's Drinking Water State Revolving Fund (DWSRF) program in late November. As discussed at the January 19, 2023 Board of Commissioners meeting, we are continuing along the process to secure a total of \$8.2 million of low interest loans to fund construction of two replacement wells – one at our Oakbrook site (\$4.1 million), and one well at the Hipkins site (\$4.1 million). We recently received draft contracts and anticipate having final agreements for the Board to consider at the July meeting.
9. Public Works Board Funding – The Public Works Board opened applications for low-interest loans in early May, with applications being due by July 7, 2023 for funding in 2024. The loan has an interest rate of 1.72% for a 20-year term. One advantage to this loan over the DWSRF program is that since it uses State funds, it is a bit easier to work with than the DWSRF (federally funded) program. The Public Works Board loan program is competitive and offers up to \$10 million per applicant per biennium. We are gathering more information about the program and requirements to see if it would be a good option for the District. We will provide an update to the Board at the June meeting and make recommendations at that time.

Water Quality

Operations

1. The field crew completed monthly water quality samples.
2. PFAS testing continues throughout the system.

Maintenance

1. Field crews continue to work on preventative maintenance tasks.
2. We have ordered materials required to regenerate the filter media at the Deepwood Well site to restore its iron and manganese removal efficiency.

Capital Projects

1. EPA published its proposed PFAS MCLs in March and is anticipated to finalize the rule in late 2023 or early 2024. The proposed MCLs are significantly lower than the State's action levels, which are currently in effect. The proposed MCLs impact the District in multiple ways, outlined below.
 - a. The proposed limits expand the number of regulated PFAS compounds from 5 (Washington SAL) to 6.
 - b. The significant reduction in allowable levels moves four wells – D-3, E-3, J-1, and J-3 – into an area where action needs to be taken. These sources contribute approximately 4 MGD to our supply portfolio.
 - c. The timeline of the proposed rule is aggressive, with the requirement to sample all sources and meet the MCL by the beginning of 2027. This means all design, construction, permitting, material procurements, and startup would need to be complete within the next three years.
 - d. The significantly lower proposed MCLs will significantly reduce the lifespan of our GAC media. For example, at our Ponders site, we anticipate approximately 5 years of media life under the SALs, but approximately 2.5 years under the proposed MCLs. This cost will be a significant, ongoing expense to ratepayers throughout the lifespan of any GAC treatment system we install.

Public comments are due to EPA by May 30, 2023. We are working on comments to provide to EPA directly as well as through other industry associations. We are hearing of numerous others concerned about the timeline of the rule. We have gotten a good start compared to other water systems and the Board and staff have done their best to try to keep up with the issue, which seems

to change frequently. It appears we still have much work ahead of us, and we appreciate the Board's continued support on efforts to address this issue with minimal impacts to our ratepayers.

2. EPA released its guidance document on how to conduct a lead service line inventory in early August and in January, the state DOH issued additional guidance. We are using those documents to develop a plan to complete our initial inventory as required by the rule. We will use this plan to support our application for grant funds to complete the inventory.
3. Using District and County information, we estimate approximately 12,350 of the 18,500 services in the District were installed prior to 1988, when lead components were no longer allowed in water plumbing. Staff will continue to review records to complete our service line inventory, which is due in October 2024.

Pumping

Operations

1. 100 percent of pump station capacity is online. Wholesale pump stations are supplying approximately 5 MGD.

Maintenance

1. Field crews continue to work on preventative maintenance tasks.
2. Pump inlet screens have now been installed on all four pumps at Wholesale Booster Pump Station 1 to protect them from additional rocks that may be in the pipeline and that could cause damage. Staff did a great job working quickly to prepare the pumps for service by PumpTech. The entire process took a total of two working days and there was no water service interruption.



Crane lifting pump for service



Newly installed screen on pump inlet

3. Roof maintenance and repairs were included in the 2023 budget and will start soon on the Steilacoom Blvd Booster Pump Station and P-2 Well building. There was some water damage and were some loose shingles at these buildings. Taking care of the repairs now will prevent further damage to the building and protect the equipment housed in the structures.

Capital Projects

1. ShakeMonitor sensors for the Steilacoom Boulevard site were installed in early April. Staff met and developed a control scheme for water system automation to reduce equipment damage and retain stored water during an earthquake. The sensors have been online and gathering baseline data for how the structures normally move and will be used to compare with seismic data.

Storage

Operations

1. 100 percent of storage capacity is online.

Maintenance

1. Field crews continue to work on preventative maintenance tasks.

Capital Projects

1. Nyanza Tank Cathodic Protection System
 - a. A cathodic protection system for the new Nyanza Tank is being designed and will be installed in the spring. The cathodic protection system will help increase the service life of the facility and will be similar to the other systems at our other steel tanks.
2. Seismic retrofits of Washington Boulevard Tank and 104th and Bridgeport Tank
 - a. This budgeted project includes design of improvements in 2023. This work will help to improve the seismic resiliency of these two important tanks and resolve the deficiencies documented in the 2017 study of our storage facilities. RH2 has begun the preliminary design efforts for this project.



IT Manager's Report
May 18, 2023
Board of Commissioners Meeting

CYBER SECURITY UPDATE

There is 0 minor Cyber Security Issue to report.

- All Penetration Testing results for April came back with zero findings.
- The March Spam testing campaign resulted in 0 employees clicking on the test link. The user completed additional training.
- All operations networks are patched up to date and report no suspicious activity.
- All production devices and networks are patched up to date and reporting no suspicious activity.
- No user accounts have been flagged for suspicious activity.
- No malware has been detected on District equipment.

TECHNOLOGY UPDATE

Weekly training continues with field staff to ensure they are comfortable with elements and have a solid foundation on how to use the application. This meeting has evolved into a tech talk session between field staff and IT/GIS. I think all involved would agree it's been a valuable endeavor and plans are to continue the weekly sessions.

CELL TOWER UPDATE

The fourth Dish site (Oakbrook) is now completed, and the agreement has been executed. Dish is now working on getting the Farwest site added. Clover Park School District has expressed interest in the Hemlock site for 3 private radio antennae.

CROSS CONNECTION UPDATE

379	Assemblies Tested
04	New Applications
03	New Installations
01	Assemblies Replaced
14	Repairs
00	Removals
4656	Existing installations permitted.
379	Test Reports Completed & Entered
00	Disconnects for non-compliance.



HR Manager's Report
May 18, 2023
Board of Commissioners Meeting

Travel Policy and Procedures

The District affords its employees the opportunity to travel to conferences or other training each year as the budget and work activity allows. To ensure fiscal responsibility and clarity of expectations, we have memorialized our travel procedures in a comprehensive travel policy.

Please see the attached policy for details.

Mission, Vision, and Values Statements (MVV) Project

At the April meeting, the Board approved the direction the committee was headed with the MVV project. I will be attending the one-on-ones next week to update each Commissioner on the progress the committee has made since last month. A final presentation is intended for the Board at the June meeting.

General Manager Recruitment

The General Manager posting will go live June 05 and run through June 30. I will have more to share with the Board as we get closer and into the process. As a reminder, here is the approved schedule:

Task	Start Date	End Date
Post Job	06/05/2023	06/30/2023
HR Resume Screening	06/26/2023	07/07/2023
HR Phone Screening	07/10/2023	07/14/2023
First Panel Interviews	07/17/2023	07/28/2023
Second Panel Interviews	07/31/2023	08/04/2023
Candidate Meet & Greet	08/07/2023	08/11/2023
Board Meeting		08/17/2023
HR Offer		08/21/2023
Candidate Start Date		09/25/2023



Lakewood Water District Travel Policy

This travel policy describes Lakewood Water District's travel rules and regulations. These guidelines and procedures ensure accountability and fiscal responsibility. The District will generally pay reasonable and necessary expenses incurred by its employees while conducting District business. When incurring such expenses, District employees must be sensitive to the public's expectations of the use of public funds and the need to use good judgment.

All District travel must be approved in advance.

Responsibilities of Travelers

A traveler on District business is responsible for:

- Being familiar with District travel and transportation policies before embarking on travel.
- Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of District business travel are not acceptable.
- Paying any expenses incurred for personal preference or convenience.
- Returning as promptly as possible to either the District or official residence when the District business is completed, unless arrangements have been made to combine business travel with other personal leave time.
- Securing prior authorization for travel.
- Preparing an Expense Reimbursement Form or Travel Expense Voucher, or reconciling a District credit card report, as applicable, and providing appropriate receipts and documentation.

Travel Process At A Glance

All employees will complete a Travel Request Form prior to travel to confirm the availability of budget funds and ensure traveling employees understand the District's policies and procedures surrounding travel. After the request form is approved, registration, airfare, and lodging will be secured on behalf of the employee, as applicable. Prior to departure, traveling employees will receive a travel packet containing necessary and helpful information for their trip. After travel is complete, traveling employees will complete and submit a reimbursement form, travel expense voucher, or credit card reconciliation report, as appropriate to their situation.

Requesting Travel

All employees who are traveling must complete and submit a Travel Request Form to Human Resources prior to travel. Human Resources will:

- Confirm availability of budget funds
- Ensure the traveler has a complete travel profile
- Verify completeness and accuracy of Travel Request Form
- Confirm understanding of travel policies and procedures
- Approve Travel Request Form

Travel Advances

To avoid placing a hardship on traveling employees, District employees may request a travel advance for approved anticipated out-of-pocket meal expenses to be paid by the employee during authorized travel. An advance may be made up to the daily meal per diem rate multiplied by the number of full travel days. Travel advances are not intended for other travel expenses like airline tickets, pre-registration fees, lodging, or other items that are generally paid by the District prior to travel. Employees who wish to request an advance must complete the travel advance section of the Travel Request Form at least 10 business days prior to travel.

Within 10 business days following their return from travel status, the traveler must submit a completed, approved Travel Expense Voucher, including itemized receipts, to substantiate the travel advance expenditure. If the advance exceeds the total amount of authorized expenses, the employee must reimburse the District via cash or check within 10 business days.

Travel advances are considered liens against any amount owed by the District to the employee. Any amounts in default may be withheld by the District from funds owed to the employee. No advance will be made to an employee who has an advance which is in default. A travel advance is not a personal loan; expenditure of these funds for any purpose other than for official business will be considered a misappropriation of public funds.

Travel Arrangements

Generally, all travel arrangements including but not limited to registration, airline reservations, and hotel reservations, will be made by the District on behalf of the employee prior to travel, after a Travel Request Form has been completed and approved. Prior to an employee entering travel status, Human Resources will provide the traveler with a travel packet that includes transportation and accommodation information, conference or event information, meal allowance information, approved travel request form, blank travel expense voucher, blank expense reimbursement form, and a copy of the travel policy for reference.

Employees who are authorized District credit card holders will utilize those credit cards to pay for travel related expenses while in travel status. Employees who do not have a District credit card may use personal funds to pay for meal costs and other travel related expenses while in travel status. After travel is complete, the employee may be reimbursed for allowable business expenses. Original itemized receipts are required for all travel expenses, whether for District credit card reconciliation or for reimbursement requests.

Use of District Credit Cards

Employees who are District credit card holders should utilize this method of payment for any allowable expenses that are not paid by the District prior to travel. Payments made using a District credit card must comply with all District credit card policies and procedures. Original, itemized receipts are required for all credit card purchases, and must be reconciled by the cardholder in line with normal statement periods. Any credit card charges that are not allowable under District policy, properly documented, or unrelated to official District business are the responsibility of the traveler and must be repaid to the District.

Employees with assigned District credit cards should not use personal credit cards to pay for travel expenses unless there is an unforeseen expense incurred and use of a District credit card is not possible.

Returning From Travel

Traveling employees are required to submit all travel expense reimbursement requests, expense vouchers, itemized receipts, and unused travel advances to Human Resources for approval, no later than 10 business days following their return from District travel. Once verification has been completed, requests will be submitted to the Finance department for processing.

Original, itemized, paid receipts are required for all travel expenses, whether purchased with a District credit card or out-of-pocket by the employee for reimbursement. The Travel Request Form, including conference or training registration documentation that indicates the purpose, dates, and times of the meeting, and details of what is included with registration must be included with the reimbursement request. An agenda should be attached if one was provided at the conference or training.

All requests for reimbursement for meals must include an itemized receipt to show that no alcoholic beverages are included in the reimbursement request. Travelers may submit itemized receipts including the cost of alcoholic beverages, so long as the cost of the alcoholic beverages is removed from the total amount requested.

Questions on allowable rates, travel policies, completing forms, or other travel-related questions should be directed to Human Resources.

Travel Expense Vouchers

Employees who receive a travel advance are required to complete a Travel Expense Voucher, no later than 10 business days following their return from travel. The vouchers, submitted along with itemized receipts, provide documentation for purchases made with the travel advance.

Registration

Registration should be prepaid by the District prior to travel. Registrations will be made in a timely manner to take advantage of early registration discounts. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement, for documentation of advance funds received, or for purposes of District credit card reconciliation, as applicable.

Transportation

Air Travel

All air travel will be booked in advance and limited to coach class or equivalent. Air travel for companions, upgrades to seats, or other premium selections are the responsibility of the traveler.

Cost Versus Reasonable Flight Itinerary

The most economical airfare should be purchased that also provides a practical flight itinerary and meets the requirements of the trip, with a preference for non-stop flights and/or short layovers. The District will book air travel using government discounts or other special rates, as applicable. District employees must provide legitimate business justification where airfare purchased is notably higher than the lowest available fare providing a reasonable flight itinerary.

Rental Vehicles

When necessary to carry out District business, a rental vehicle may be authorized while traveling. If the event or purpose of the travel is held at the same location as the hotel, within reasonable walking distance, if a rideshare would be more economical, or if necessary travel is only between the airport and hotel, a rental vehicle is discouraged.

Rideshares and Taxis

Rideshare and taxi costs that are incurred while performing District business are authorized and reimbursable expenses. Transportation costs that are incurred while the employee is sightseeing or otherwise engaged in personal activities are not allowable or reimbursable.

District Vehicles

For travel within reasonable driving distance, employees are encouraged to utilize a District vehicle. In certain circumstances, air travel may be permissible for intrastate or regional travel if it is the more cost-effective and timely method of transportation. Out-of-area travel costs for District vehicle operation are acceptable, such as gas, oil, tires, and necessary repairs. Out-of-pocket expenses incurred are reimbursable with an itemized receipt.

Mileage Reimbursement

Employees who are required to use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance, including any deductible obligations. Such employees will also be reimbursed for any parking, tolls, or ferry expenses incurred while conducting the District's business.

If the District provides a District vehicle but the employee chooses to use the employee's personal vehicle in lieu of the District vehicle, mileage for the employee's personal vehicle use will not be reimbursed.

Employees will not be reimbursed for any traffic or parking infractions, fines, or penalties assessed against them. Personal mileage incurred at the business destination from activities like sightseeing is not reimbursable. Daily commute transportation expenses between the employee's residence and the District are the responsibility of the employee and are not reimbursable by the District.

Miscellaneous Transportation Expenses

Miscellaneous travel expenses such as bus or ferry fares, bridge or other tolls, and parking fees are authorized and reimbursable.

Lodging

The District will book lodging accommodations using the government rate or other event-specific pricing whenever possible, in advance of travel. All personal or non-District expenses included on a lodging bill are the responsibility of the traveler.

Meal Allowances

The District calculates meal allowance amounts using the M&IE per diem reimbursement rates established by the US General Services Administration (GSA) during District travel inside the continental United States. The US Department of Defense establishes rates for travel in non-foreign areas outside of the continental United States. The US Department of State establishes rates for travel in foreign areas. The District does not include lodging, incidentals, or other expenses in meal per diems.

If the trip includes a travel day or days where the employee does not attend any training or conference events, the meal per diem rate is paid at 75%. Welcome receptions or similar are not considered full days and would be subject to the 75% per diem rate. When meals are included in the registration fees or similar for the conference or other event, the per diem rate is reduced using the GSA's rate breakdown tool.

M&IE per diem rates are location- and date-specific and are used as part of the District's budgeting process for travel. Per diem rates will be provided to the traveling employee in their travel packet prior to traveling. Travelers may use their meal per diem on one meal or otherwise structure their meals, so long as the daily maximum or reduced rate, as applicable, is not exceeded. The District will not pay for or reimburse the cost of alcoholic beverages. Travelers are required to submit itemized receipts for meals as part of the reimbursement, expense voucher, or credit card reconciliation process.

Other Expenses

Incidental Expenses

Incidental expenses include fees and tips given to porters or baggage carriers, or other small expenses not planned for in advance. These expenses, incurred when directly related to District business travel, are reimbursable with an itemized and dated receipt.

Extended Personal Stay

The District will pay allowable business expenses incurred during the business portion of the trip. No added costs will be incurred by the District as a result of extending the business trip for personal reasons. The District will not pay unallowable expenses nor will the District pay duplicative, excessive, extravagant, unnecessary, or unreasonable expenses.

Traveling with a Companion

When traveling with a companion that is not an employee, additional costs for the companion must be paid using personal funds.

Ineligible Expenses

None of the following expenses will be paid by the District:

- Travel expenses paid for by any other organization
- Alcoholic beverages
- Meals, lodging accommodations, or any other expenses for family or guests
- Fees for sightseeing tours or other personal expenditures

- Mileage if traveling as a passenger in a personal vehicle approved for mileage reimbursement
- Trip insurance
- Room service or any in-room charges for mini-bar items, movies, etc.
- Fines or traffic tickets

Health and Safety of Travelers

The health and safety of travelers is a top priority. It may be necessary to alter travel plans and itineraries in consideration of hazardous inclement weather and other situations that could threaten the health and safety of District employees. When this occurs, travelers should:

- Promptly notify their Department Head or Manager of the change in travel plans.
- Note the reason for any additional expense on the traveler's reimbursement, expense voucher, or credit card statement.

Conduct

All employees are representatives of the District during work hours, while they are attending conferences and events, and whenever they are in uniform and should conduct themselves in a professional, ethical manner. Full attendance and participation in sessions or classes is expected when an employee travels to a conference or other training.

**LAKWOOD WATER DISTRICT
SUMMARY WATER PUMPED vs WATER SOLD**

Month	2023				2022				2021				2020			
	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%
January	41,872,076	35,603,735	6,268,341	14.97%	41,387,515	34,674,736	6,712,779	16.22%	41,220,158	36,637,933	4,582,225	11.12%	27,159,738	24,247,970	2,911,768	10.72%
February	40,676,648	40,595,194	81,454	0.20%	36,185,002	36,151,676	33,327	0.09%	36,773,025	37,339,181	(566,156)	-1.54%	36,354,899	34,981,066	1,373,833	3.78%
March	44,346,210	38,331,958	6,014,252	13.56%	40,461,436	32,837,120	7,624,316	18.84%	40,087,421	33,194,888	6,892,533	17.19%	43,862,184	35,802,043	8,060,141	18.38%
April	44,712,204	39,940,390	4,771,814	10.67%	41,117,097	37,025,639	4,091,457	9.95%	44,891,458	39,438,720	5,452,738	12.15%	46,432,964	40,884,037	5,548,927	11.95%
May	-	-	-	0.00%	45,628,927	34,539,880	11,089,046	24.30%	54,929,020	39,470,047	15,458,973	28.14%	55,684,695	41,628,051	14,056,644	25.24%
June	-	-	-	0.00%	49,768,213	41,799,240	7,968,973	16.01%	69,323,486	53,653,437	15,670,049	22.60%	57,152,119	48,327,384	8,824,735	15.44%
July	-	-	-	0.00%	75,016,041	48,363,233	26,652,807	35.53%	86,524,262	63,988,514	22,535,748	26.05%	71,659,137	47,368,813	24,290,324	33.90%
August	-	-	-	0.00%	80,450,608	66,218,472	14,232,137	17.69%	86,496,992	81,965,711	4,531,281	5.24%	77,244,887	63,879,455	13,365,432	17.30%
September	-	-	-	0.00%	67,214,677	63,459,075	3,755,602	5.59%	63,893,463	66,644,741	(2,751,278)	-4.31%	64,934,501	71,454,736	(6,520,235)	-10.04%
October	-	-	-	0.00%	53,382,302	71,000,151	(17,617,849)	-33.00%	43,912,178	64,772,184	(20,860,006)	-47.50%	46,779,040	68,624,173	(21,845,133)	-46.70%
November	-	-	-	0.00%	40,830,771	46,023,357	(5,192,586)	-12.72%	39,948,002	42,584,231	(2,636,229)	-6.60%	40,032,349	44,079,544	(4,047,195)	-10.11%
December	-	-	-	0.00%	41,341,666	43,650,688	(2,309,022)	-5.59%	40,844,005	39,804,988	1,039,017	2.54%	42,450,207	42,285,891	164,316	0.39%
TOTAL	171,607,138	154,471,277	17,135,861	9.99%	612,784,253	555,743,266	57,040,987	9.31%	648,843,471	599,494,574	49,348,897	7.61%	609,746,718	563,563,163	46,183,556	7.57%
Net loss (WER)			16,310,170	9.50%			56,215,296	9.17%			48,523,205	7.48%			45,357,864	7.44%
	2022 YTD	159,151,049.24	140,689,170	18,461,878.81	11.60%											
	2021 YTD	162,972,062.69	146,610,721	16,361,341.55	10.04%											

Total Number of Customers Billed

	2023	BI-MONTHLY	2022	BI-MONTHLY	2021	BI-MONTHLY	2020	BI-MONTHLY	2019	BI-MONTHLY
January	7922		7786		7781		7759		7869	
February	8743	16665	8695	16481	8576	16357	8670	16429	7069	14938
March	7922		7896		7679		7630		9143	
April	8755	16677	8704	16600	8472	16151	8494	16124	8528	17671
May			7908		7695		7698		7799	
June		0	8733	16641	8512	16207	8492	16190	8555	16354
July			7937		7698		7707		7779	
August		0	8745	16682	8522	16220	8526	16233	8488	16267
September			7932		7720		7793		7715	
October		0	8699	16631	8524	16244	8616	16409	8467	16182
November			7914		7664		7827		7666	
December		0	8613	16527	8515	16179	8459	16286	8469	16135
BILLS YTD:		33342		33081		32508		32553		32609
YEARLY TOTAL:		33342		99562		97358		97671		97547

**CUBIC FEET SOLD PER CLASS
2023**

	fire Mtr	commercial	multi units	residential	schools	Parks /Irrigation	school swim pool							WWSL	TOTAL
	FM/MISC	1C/CR	MUR	1R	1S/1S2	1PK	1SP	TOTAL INTERNAL	STEILACOOM	SUMMIT	WA WATER	FIRGROVE	SPANAWAY	SUBTOTAL	CU FT SOLD
January		2,733,100	5,973,200	8,069,700	275,400	71,800		17,123,200	1,585,200	4,544,179	5,965,780	5,363,320	1,022,056	18,480,535	35,603,735
February	1,400	2,791,000	9,412,500	8,154,500	155,300	32,400		20,547,100	1,392,700	4,710,333	5,388,451	4,797,621	3,758,989	20,048,094	40,595,194
March		2,762,600	5,729,500	7,680,200	332,000	56,700		16,561,000	1,603,200	5,202,647	5,960,701	4,826,761	4,177,650	21,770,958	38,331,958
April		2,499,000	8,549,600	7,387,800	155,100	81,600		18,673,100	1,639,700	5,196,230	5,765,807	4,644,566	4,020,986	21,267,290	39,940,390
May								-	-	-	-	-	-	-	-
June								-	-	-	-	-	-	-	-
July								-	-	-	-	-	-	-	-
August								-	-	-	-	-	-	-	-
September								-	-	-	-	-	-	-	-
October								-	-	-	-	-	-	-	-
November								-	-	-	-	-	-	-	-
December								-	-	-	-	-	-	-	-
Total YTD	1,400	10,785,700	29,664,800	31,292,200	917,800	242,500	-	72,904,400	6,220,800	19,653,389	23,080,738	19,632,268	12,979,682	81,566,877	154,471,277

2022 YTD	72,603,400	6,184,153	16,111,883	27,814,597	17,975,137	-	68,085,770
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2021 YTD	74,130,400	6,207,764	24,465,713	23,500,468	18,306,376	-	72,480,321
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vs 2022	100.41%	100.59%	121.98%	82.98%	109.22%		119.80%
vs 2021	98.35%	100.21%	80.33%	98.21%	107.24%		112.54%