



***Regular Meeting Board of Commissioners***  
**Thursday, July 20, 2023 - 3:30PM**  
**In Person and Via Teams**  
**Agenda**

1. Call to Order
2. Attendance
3. Public Comment
4. Approval of Regular Meeting Minutes from [June 22, 2023](#), [June 26, 2023](#), [June 28, 2023](#) & [July 11, 2023](#)
5. Presentation and Approval of the New Mission, Vision, and Value Statement
6. [Finance Manager's Report June 2023](#)
  - a. [Board Approval of Payables](#)
7. General Manager's Report
8. [Operation Report](#)
9. [Engineering Manager's Report](#)
10. [Information Technology Manager's Report](#)
  - a. [Surplus Approval](#)
11. [HR Manager's Report](#)
12. Other Business
  - a. Acknowledgment of Employee Wages Increases
  - b. Commissioner Barton WASWD update
  - c. Next Commissioners Meeting Special July 27, 2023 @ 8:30 AM, August 8, 2023 @ 8:30AM and Regular Meeting August 17, 2023.
13. Public Comment
14. Adjourn



**LAKEWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS  
Minutes of Special Meeting  
June 22, 2023  
Boardroom & Via Microsoft Teams**

**1. CALL MEETING TO ORDER**

President Korsmo called the Regular Meeting to order at 3:30 PM.

**2. ATTENDANCE**

Present at the meeting: Commissioners J. Korsmo (Teams), G. Rediske, and G. Barton; General Manager R. Black, Engineering Manager M. Meyer, Finance Manager P. Mendoza, IT Manager C. Fast, Administrative Assistant J. Clark.

**3. PUBLIC COMMENT**

None.

**4. APPROVAL OF MEETING MINUTES FROM 5/18/23, 6/1/23 AND 6/7/23 REGULAR MEETING.**

**COMMISSIONER REDISKE MOVED TO APPROVE THE MAY 18, 2023, JUNE 1, 2023, & JUNE 7, 2023, SPECIAL MEETINGS, SECOND BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.**

**5. FINANCIAL INFORMATION**

Philip Mendoza, Finance Manager, presented the May 2023 financials to the Board. He shared that *retail sales* in May 2023 were 3.27% lower than budgeted and 1.65% higher YTD. *Wholesale water sales* true up meetings with the wholesale partners last month, the new rates are applied to the May billings. *Operating revenue* is within 1% of the budget and 0.87% YTD. *Pumping operations* is 4.8% lower than budget and 9.86% under budget YTD; *Water Treatment operations* is 30.63% under budget and 35.06% under budget YTD. *Transmission and Distribution operations* is 1.07% over budget and 10.95% under budget YTD. *Total operating expense* is 10.7% under budget and 6% under budget YTD.

**a. Approval of Payables**

Disbursements made from the General Ledger Fund for checks number 45989 through 46081 totaling \$1,524,735.25, salary direct deposits totaling \$209,101.46, payroll taxes totaling \$80,549.80, and other electronic payments totaling \$1,566,660.90 for a total of \$3,381,047.41 were presented to the Board for approval.

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

**6. GENERAL MANAGERS REPORT**

Randall Black, General Manager asked the Board to select the four questions for the meeting with the Lakewood City Council. The following are the agreed questions.

1. **FRANCHISE AGREEMENT:** Given the current franchise agreement, is there a way in the City's mind that we can come to an understanding of our Franchise agreement? Specifically, do we have a reimbursement clause for work in the right of way when we are working together with the City to move, relocate or build new infrastructure for their construction needs., specifically for income-producing infrastructure like storm systems?
2. **GRANT COLLABORATION:** How can the district work more collaboratively and proactively with the City to secure funding for new grants for new infrastructure projects and needs in the City, which would include water distribution or relocation? So many of our costs have come from allocating resources for the City of Lakewood projects they have secured funding for.
3. **PAVEMENT DEGRADATION CHARGES:** Pavement degradation charges are costing our ratepayers/citizens of Lakewood. The fees or assessments have changed. The District would like to understand the components and formulas of how the fees are calculated. The District should be able to calculate the fee amount and be the same as the City's calculation.
4. **CROSS CONNECTION PROGRAM:** The District has been assuming the responsibility of in-premise backflow assemblies for the City through the current agreement. The agreement will expire this year, 2022. Can the City take over the in-premise backflow responsibility now? If not, can the District and City make plans to hand over the in-premise backflow responsibility to the City in 2023?

Conversation regarding the City of Lakewood Council questions to be discussed at the end of the General Manager's update.

**A) Western State Hospital Update:** There are no new updates on the DEA or the letter from DOH.

**B) Essential Works Committee:** General Manager Black is on a subcommittee for HB1621 addressing the in-house public works dollar threshold presented last session. The trades and the unions who opposed the bill would like a better understanding. In order to get the bill to pass, a subcommittee was formed to review the language, intent, and purposes of what the utilities were asking for. This subcommittee is taking precedence over the Essential Workers Committee at this time.

**C) Spanaway Water Connection:** The paving has been completed. Mr. Hohn's driveway has an area that must be fixed and paved. We are still waiting to hear from Spanaway Water when they plan to move up to 2 mgd.

**D) Federal and State Infrastructure Funds:** We are making great progress on the Public Works Trust loan application. We hope to receive the \$1.9M from Senator Murray's direct appropriation in the next month.

**E) PFAS Lawsuit Information:** General Manager Black shared that District hosted a PFAS coalition meeting with the option of being in person and online with different water districts and municipalities across Washington State to discuss PFAS and how to reach out to the State representatives to help accelerate the movement to address PFAS. We had 32 people in attendance, including Commissioner Barton. There is a lot of momentum to move forward to breaking the silence that many military branches are holding fast without communication and engaging the utilities. The coalition will be meeting in the near future.

Commissioner Barton shared that he liked how everyone came together even when differing points of view were shared. It was a very positive and supportive meeting.

### Questions from Lakewood City Council

1. PFAS: The City understands that the EPA is proposing to set a standard for PFAS (per-and polyfluoroalkyl substances) content in drinking water. What impact will these standards have in Lakewood?
2. Housing Density Mandates: The State Legislature is imposing greater housing density mandates for all cities and towns in Washington State. For Lakewood, this means that all residential properties will be mandated to allow up to 2 accessory dwelling units (ADUs) on each single-family residential property and 2 units on every single-family residential, as well as 4 units on every lot within a ¼ mile of walking distance of commuter rail or BRT station. The City of Lakewood opposed these mandates for a number of reasons to include concerns that infrastructure is not sufficient to handle these new mandated housing requirements. What impact will this mandate have on LWD's system to include the ability to provide certificates of water availability?
3. Connection Charge Waivers: The State Legislature passed HB 1326 that authorizes City owned and operated water and sewerage systems to establish a program to waive connection charges for properties owned or developed by, or on the behalf of, a nonprofit organization, public development authority, housing authority, or local agency that provides emergency shelter, transitional housing, permanent supportive housing, or affordable housing. Will the Lakewood Water District be considering the ability to waive connection charges for these types of development even though it does not apply to special districts to include options to incentivize accessory dwelling units (ADUs) through waiving/reducing connection charges? The City has asked Pierce County Sewers the same.
4. Fluoridated Water: The City understands the residents of Lakewood supported the addition of fluoride into the Lakewood Water District's water a number of years ago. A

key benefit of fluoridated water is that it keeps teeth strong and reduces cavities in children and adults that results in financial savings for families. Given many research studies have proven the safety and benefits of fluoridated water for many decades, to include the benefits of better dental health, will the District be considering fluoridated water? Particularly when community water fluoridation is recommended by nearly all public health, medical, and dental organizations. In fact, the U.S. Centers for Disease Control and Prevention (CDC) lists water fluoridation as one of [“10 great public health achievements of the 20th century.”](#)

General Manager Black shared an overview of the different questions received by City Manager Caulfield. Commissioner Korsmo shared that General Manager Black can provide a presentation on PFAS. Water availability is an easy topic due to the District’s management of available expansion. Regarding ADUs, we would be willing to look at a reduced charge on connections and GFC charges. We don’t have the capacity to take on the fluoridation issue at this time as we prioritize having clean PFAS free water.

Commissioner Barton shared that we could look at fluoridation after we fix all the affected wells with PFAS. He doesn’t feel that ratepayers should have to pay for the reduced charges. If we change this policy, he feels the ratepayers should have a vote on this decision. Commissioner Rediske would like them to show us what the city has, and let’s talk about some different options. Commissioner Korsmo agrees with both Commissioners Barton and Rediske.

## **7. OPERATIONS REPORT**

Operations report was provided for review.

## **8. ENGINEERING MANAGER’S REPORT**

Engineering Manager Meyer shared that the Scotts treatment facility project is almost finished. This afternoon both the G-1 & G-2 wells over at the Scotts treatment facility were turned on. This represents nearly another 2.5 mgd - 3.0 mgd of water back in service. One of the View Rd. wells on the District’s western end are back online; the wells were converted from a submersible to a vertical line shaft. The second well should be back online in the next two weeks. The 104th & Bridgeport Tank well site should also be back online in the next few weeks.

We are averaging 16 mgd - 22 mgd with the odd weather. The wholesale customers are averaging 6.25 mgd. Spanaway Water will increase slowly over the next seven weeks to reach its full 2.5 mgd.

Thank you to Zac Smith for working out some kinks on some of the controls for the wholesale pump stations. We had a long weekend where there were some oddities; Zac is very knowledgeable, skilled and was keeping an eye on everything and making adjustments. He made things that should have been automated, now automated, to keep everything running smoothly. This change is a great benefit to the District.

**a. Conditional Acceptance of Abitibi Well Evaluation**

Asking for conditional acceptance of the Abitibi well evaluation for Holt Services. The original pay estimate was \$300k, due to not moving forward with any additional testing the final amount is \$100K.

**MOTION TO APPROVE THE CONDITIONAL ACCEPTANCE OF ABITIBI WELL EVALUATION JOB #829 BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.**

**9. OFFICE MANAGER'S REPORT**

Report has been submitted for review.

**10. INFORMATION TECHNOLOGY MANAGER'S REPORT**

IT Manager Fast shared there were zero cyber events in May. He has been providing Excel training to the office and field staff. Next week the phone lines will be transferred from Momentum back to Microsoft Teams. This will be a cost savings of around \$1,000 a month.

**a. Disposal of Surplus Items**

Approval to dispose of the following items: one office desk, two office chairs and two old lobby chairs. **THE BOARD APPROVED THE DISPOSAL OF THE ITEMS LISTED.**

**11. HR MANAGER'S REPORT**

Report has been submitted for review.

General Manager Black shared a presentation on the Mission, Vision, and Value statements will be at the July meeting. He shared his appreciation to the committee for their hard work on this project.

General Manager Black shared that Kevin Wyckoff, GIS Coordinator, earned his Master of Science in Water Resources Management from Fresno State. Carrie Bledsoe, Accounting Specialist, earned her Leadership Certificate from South Puget Sound Community College. We are very proud of both of them!

**12. OTHER BUSINESS:**

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

**b. Commissioner Barton provided a brief update on the WASWD Legislative Committee.**

The Government Relations Committee's primary focus is the 2024 Legislative agenda. The goals are the same as in 2023 "Uphold special purpose districts, ability to provide affordable water and efficient utility service for customers and firefighting purposes. Ensure safe drinking water and effective wastewater treatment for communities and thirdly, promote state and federal funding for investment and critical drinking water and wastewater infrastructures." They are also going to focus on bio-solids and PW Trust Funding.

The Workforce Development Committee has reached out to schools around the state, and they all would like more information to share with the juniors and seniors. They are looking at creating 30-second videos showing the different careers in the water industry.

Commissioner Barton would like something on the website "Lakewood Water District operates as a not-for-profit, publicly public utility also known as a special district. Our water district is locally run by a board of three commissioners that reside within the boundaries of our district and elected by voters that reside within our district." General Manager Black will have staff look at adding something to the website and will report back at the next meeting.

**c. Our next Commissioner's meeting will be on July 20, 2023, at 3:30 PM.**

**12. PUBLIC COMMENT**

None.

**13. ADJOURN**

President Korsmo adjourned the meeting at 4:56 PM.

**LAKWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS**

**BY:**

**BY:**

\_\_\_\_\_  
**ITS PRESIDENT**

\_\_\_\_\_  
**ITS VICE PRESIDENT**

**BY:**

**BY:**

\_\_\_\_\_  
**ITS SECRETARY**

\_\_\_\_\_  
**DISTRICT SECRETARY (DATE)**



**LAKEWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS & LAKEWOOD CITY COUNCIL  
Minutes of Special Meeting  
June 26, 2023  
City of Lakewood Council Chambers & Via Zoom**

**1. CALL MEETING TO ORDER**

City of Lakewood Mayor Whalen called the Special Meeting to order at 6:00 PM.

**2. ATTENDANCE**

Present at the meeting: **Lakewood Water District** Commissioners J. Korsmo, G. Rediske, and G. Barton; General Manager R. Black, and Administrative Assistant J. Clark.  
**City of Lakewood City Council:** Mayor J. Whalen, Deputy Mayor M. Moss, Councilmember D. Anderson, Councilmember M. Brandstetter, P. Belle, Councilmember T. Lauricella, Councilmember P. Bocchi, City Manager J. Caulfield, City Attorney H. Wachter and City Clerk B. Schumacher

**3. ITEMS FOR DISCUSSIONS**

**1) PFAS (per-and polyfluoroalkyl substances) Status.**

Mayor Whalen shared that they have received concerns about the quality of the water and PFAS. He asked the District to share an update on PFAS and the safe quality of the water.

Commissioner Korsmo shared that the District has tried to be very transparent regarding PFAS, which is a high priority for the District.

General Manager Black shared the history of the District's PFAS journey. He presented the different wells affected by PFAS, what the District has done to treat the four wells above the Washington State Action Level (SAL) level, and what the District will do if the new EPA MCL goes into effect. General Manager Black shared that the District's water is safe, and the wells have either been shut down or have received treatment. PFAS is removed before water distribution. The District is committed to safe drinking water.

**2) Franchise Agreement**

Commissioner Korsmo shared the District feels the partnership with the City of Lakewood has been positive. There are a few items we would like a better understanding of a few items. General Manager Black would like clarity on what utilities are in the ROW, especially concerning a City project. The District and City have differing views, and it would be good to get clarification going forward and by the next renewal in 2026.

He shared that the City has worked hard, especially in the Public Works Engineering department, to avoid replacing or rerouting our infrastructure. When you cut or reroute, you lessen the asset's life expectancy. We really wanted the City to do the original



franchise agreement, and for the most part, the City has worked hard to make this not an issue.

### **3) Housing Density Mandates & Connection Charges**

Mayor Whalen shared that the legislature passed recent legislation that imposed greater housing mandates residential that allow two ADU on each single-family lot. Currently, the City of Lakewood has 64K residents, estimated to reach 83K by 2040. That is a lot of additional citizens, water availability letters, etc. This ties in with how we can partner with grant funding. There are transportation grants that can also include adding or removing utilities. Mayor Whalen asked how the City and District can coordinate with greater grant opportunities.

General Manager Black shared that we estimate 1% annual growth for the City of Lakewood. So far, we would be on track until 2043 as is. If there were smaller units, there would be less demand on the system because they are smaller units (no water grass, fewer usages as a typical single-family home). The Board has authorized a rate study with a customer classification process. We will be looking at our rates using an equal justice lens to see how our rates look to everyone and how our rates stack up below those below the poverty level, fixed income, multifamily, commercial, etc. That information will be presented to the Board later this year.

We will take what the City has been mandated for growth, and then we will relook at our numbers to see if there is anything that would take us in a different direction.

Mayor Whalen has asked Pierce County Sewer Utility and the Water District if they would be open to providing a waiver or reduction of connection charges for low-income families; one option is placing an ADU when you have an existing single-family unit on the lot.

Commissioner Korsmo shared this is one of those opportunities for the District and the City to collaborate. The District is still learning and trying to figure out how we will proceed with the new rules. We will look at our rates and connection fees. He shared that one of our discussions was whether our ratepayers should be paying for this. Commissioner Barton shared we answer to the ratepayers; this is an issue to some extent that the ratepayers would need to support the District if we waive some of the connection fees. There are some fixed costs, such as the meters, and we have to be careful not to gift public funds.

Mayor Whalen asked can you have one meter, or do you need to have two? General Manager Black shared that one of the problems is if you are to use the existing residential meter for both properties, and if the main property owner doesn't pay their bill, the meter would be turned off to all of the dwellings, and at no fault of the ADU residents. It is best to have all separate meters.

### **4) Fluoridated Water.**

Mayor Whalen shared they have received occasional questions as to why we don't do fluoridation. General Manager Black shared that in 2006, when fluoridation was introduced, the topic went out to an advisory vote, passing marginally. The other challenge was that the wholesale partners did not have a vote, and they were adamantly against it. Back then, the cost was also a prohibitor, and the cost today would also be a

challenge with all of our focus on PFAS. We can take it up at a different time, but we currently don't have the bandwidth to take it on.

Commissioner Anderson hopes the District will keep it in mind. He feels having fluoride would benefit the lower income ratepayers and those who can't afford fluoride treatment and dental care.

Commissioner Barton shared that this is a cost issue. We work really hard to keep rates low for all of our ratepayers. All of the costs coming from PFAS are putting pressure on our rates. The current goal is to ensure clean water.

Councilmember Bocchi asked if PFAS will have an impact on the R&R program. General Manager Black shared that one option that we are looking at is delaying some of the projects a year or two. By doing this, we would go from \$4.2M down to \$1.3M for the next few years.

Commissioner Korsmo shared that we are on a 50-year R&R program and are halfway through. This is a very important program, and he wants to ensure we can stay on track. The more grant funding we can get for PFAS, the more R&R we can do.

Commissioner Brandstetter would like to have fluoride and would like to know what other water purveyors provide fluoride and how much more they charge for their water. He wants to see if we can get our comprehensive plan aligned with the District. Commissioner Korsmo agrees that we should work together and align our comp plans.

#### **5) Pavement Degradation Charges.**

Commissioner Korsmo shared that the District would like to learn the formula to figure out the cost of the pavement degradation fees to help with budgeting. General Manager Black shared that it would be very beneficial to get the formula and how the rating of the roads is decided; so that when we budget \$20k for a project and then when we apply for the permit, it is then \$40k, which causes issues with our budgeting.

City Manager Caulfield shared that the permit cost depends on the age, location, and condition. There is a no-cut rule five-year rule. It will cost more if you need to cut a road within the first five years that it was paved. He shared that his staff would happily sit down and talk with the District to discuss the formula.

#### **6) Cross Connection Program.**

General Manager Black shared that the City of Lakewood is the primary plumbing authority of all in-premise backflow protection. An example of an in-premise is McDonald's has a soda machine and would require a backflow device on that equipment. Normally the plumbing authority would call that out. The District is set up for premise isolation, which means at the meter. An example of this is if a dry cleaner was to go in, we would require a backflow device at the meter, and anything else inside the business would be in-premise and would be the obligation of the primary plumbing authority.

General Manager Black shared the District has been doing in-premise and premise isolation for some time. The District and Lakewood City Council met about six years ago,

and we have an agreement to reimburse our costs. General Manager Black asked if the City has considered taking over the program and doing in-premise isolation. The District would like to see the City take over that program.

Mayor Whalen shared that it would be more beneficial if one person did both inspections; it would be one fee instead of two. He feels it would be better for one agency to do all the paperwork and inspections. If this is a cost issue, they can revisit it at the next biennial budget.

General Manager Black shared that cost is a portion of the challenge; the other is the authority for the District to call out backflow devices. Mayor Whalen shared that it can be called out more defined in the next MOU.

City Manager Caulfield shared that the City appreciates the District doing the backflow devices. The City recognized they had a role in this and entered into an ILA. The District can submit an updated rate if this is a cost issue. The City does not have the capacity or expertise to take on the backflow program.

### **7) Grant Collaboration**

Mayor Whalen shared that we have a common interest in grant funding and asked how we can seek grants that do more infrastructure work and not just roads.

General Manager Black shared the District would like to see how we can partner and make a grant application more attractive because it has a broader sweep of investment to the public by adding water or sewer. The City has been very successful in getting grant funding.

City Manager Caulfield shared that there are few grants, if any, that allow municipalities to use funds for other projects; an example is a transportation grant is specifically for transportation and not water or sewer. He shared that if the District finds a grant that would work for both agencies, to let him know.

Councilmember Brandstetter shared that the City can lend a voice on a grant if applicable. General Manager Black shared that City Manager Caulfield has been great and very responsive when we have asked for the City's support.

Councilmember Bocchi shared that General Manager Black gave a very informative presentation to the Planning Commission on the utility portion of the comp plan. He also thanked the District for the additional water line at Ft. Steilacoom Park, which will help with the H Barn project. The need for water is very important for that site.

Councilmember Bocchi also inquired about the District's role with the Western State Hospital. General Manager Black shared that we have been in talks since 1979 with Western State Hospital about the District taking over their water system. The District is working with DSHS about the requirements that we would have for the water system. We need to have a conditional assessment of the entire system, and the existing system needs to be upgraded by someone and not the Lakewood Water District ratepayers. We have shared with DSHS that they need to look at the campus as a whole and have funding for the old hospital, not just the new one.

Councilmember Lauricella shared he grew up in the Ponders neighborhood site and is seeking the site's status as it used to be a superfund site. General Manager Black shared that EPA installed an Air Stripping treatment to remove PCE and TCE, removing all the chemicals from the water before distribution.

**4. ADJOURN**

Mayor Whalen adjourned the meeting at 7:27 PM.

**LAKWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS**

**BY:**

\_\_\_\_\_  
**ITS PRESIDENT**

**BY:**

\_\_\_\_\_  
**ITS VICE PRESIDENT**

**BY:**

\_\_\_\_\_  
**ITS SECRETARY**

**BY:**

\_\_\_\_\_  
**DISTRICT SECRETARY (DATE)**



**LAKEWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS  
Minutes of Special Meeting  
June 28, 2023  
Boardroom & Via Microsoft Teams**

**1. CALL MEETING TO ORDER**

President Korsmo called the Regular Meeting to order at 2:31 PM.

**2. ATTENDANCE**

Present at the meeting: Commissioners J. Korsmo, G. Rediske, and G. Barton; General Manager R. Black, Engineering Manager M. Meyer, HR Manager B. Levo, and Administrative Assistant J. Clark.

**3. MOTION TO AMEND THE AGENDA TO ADD SUBSECTION a. APPROVAL OF TEMPORARY OUT OF CLASS PAY FOR TWO EMPLOYEES TO ITEM 7 BOARD APPROVAL FOR OUT OF CLASS PAY.”**

**4. PUBLIC COMMENT**

None.

**5. APPROVAL OF RESOLUTION AND POLICY B-1482 REPEALING B-1430 DELINQUENT PROCESS DUE TO EXCESSIVE HEAT LAW.**

General Manager Black shared the resolution is due to a new law passed by the State and complies with all of the new rules and regulations.

**6. PERMITTING AND CHECK SHEET FOR JOB REVIEW**

Engineering Manager Meyer shared the different documents that project managers use for the various projects and checks list to make sure a project has all the proper designs, permits, and reviews from the start to finish of a project.

**7. BOARD APPROVAL FOR OUT OF CLASS PAY**

Human Resources Manager Levo shared an employee who is temporarily assigned to a position that is a higher pay classification and who performs all the duties of the higher classification may receive a temporary pay increase of 5% for assignments that are more than 80 consecutive hours in length. Employees in the same pay classification who temporarily perform all the duties of a vacant position may be eligible for a temporary pay increase of 5% for assignments that are more than 80 consecutive hours in length, upon approval by the General Manager. Voluntary temporary assignments for training or similar are excluded from any pay increase for working at a higher classification. If an employee is covering or filling in for someone on vacation, this would not apply.

**MOTION TO APPROVE OUT OF CLASS PAY POLICY BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.**

**a. Approval of Temporary Out of Class Pay for Two Employees  
MOTION TO APPROVE OUT OF CLASS PAY FOR STAFF FILLING IN FOR THE OPERATIONS MANAGER UNTIL A NEW OPERATION MANAGER IS IN PLACE. ONCE THE NEW OPERATIONS MANAGER IS IN PLACE; THE OUT OF CLASS PAY ENDS.**

**8. EXECUTIVE SESSION RCW 42.30.110(G) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE.**

Commissioner Korsmo called Executive Session to order at 3:25 PM. Estimated time 20 minutes. Commissioner Korsmo closed the Executive Session at 3:49 PM. No additional discussion occurred.

**9. PUBLIC COMMENT**

None.

**10. ADJOURN**

President Korsmo adjourned the meeting at 3:51 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  
BOARD OF COMMISSIONERS  
Minutes of Special Meeting  
July 11, 2023  
Boardroom**

**1. CALL MEETING TO ORDER**

President Korsmo called the Regular Meeting to order at 8:30 AM.

**2. ATTENDANCE**

Present at the meeting: Commissioners J. Korsmo, G. Rediske, and G. Barton; General Manager R. Black, HR Manager B. Levo, and Administrative Assistant J. Clark.

**3. PUBLIC COMMENT**

None.

**4. EXECUTIVE SESSION RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.**

Commissioner Korsmo called Executive Session to order at 8:32 AM, estimated time 30 minutes. Commissioner Korsmo called for a 15-minute extension. Commissioner Korsmo called for a 5-minute extension. Commissioner Korsmo ended Executive Session at 9:23 AM.

**5. PUBLIC COMMENT**

None.

**6. ADJOURN**

President Korsmo adjourned the meeting at 9:35 AM.



**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

JUNE	CUR MO			Y-T-D		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
SALE OF WATER	1,018,659	859,299	159,360	4,401,221	4,186,869	214,352
OTHER OPERATING REVENUE	111,982	93,329	18,654	639,221	594,322	44,898
WHOLESALE WATER SALES	534,078	512,458	21,620	2,853,280	2,874,261	(20,981)
<b>TOTAL OPERATING REVENUE</b>	<b>1,664,720</b>	<b>1,465,086</b>	<b>199,634</b>	<b>7,893,721</b>	<b>7,655,452</b>	<b>238,269</b>
<b>OPERATING EXPENSE</b>						
PUMPING	134,089	123,940	10,148	641,260	685,411	(44,151)
WATER TREATMENT	54,127	43,070	11,057	207,883	258,421	(50,537)
TRANSMISSION & DISTRIBUTION	108,263	103,183	5,081	577,864	623,897	(46,032)
CUSTOMER ACCOUNTS	90,212	70,246	19,967	411,728	421,474	(9,747)
CUSTOMER INFORMATION	-	1,309	(1,309)	1,071	6,543	(5,472)
ADMINISTRATIVE & GENERAL	293,651	237,993	55,658	1,373,236	1,453,731	(80,495)
<b>TOTAL OPERATING EXPENSE</b>	<b>680,342</b>	<b>579,740</b>	<b>100,602</b>	<b>3,213,042</b>	<b>3,449,476</b>	<b>(236,434)</b>
<b>MAINTENANCE EXPENSE</b>						
SOURCE OF SUPPLY	3,148	3,440	(292)	19,287	20,637	(1,350)
PUMPING	23,255	21,953	1,302	123,728	131,718	(7,989)
WATER TREATMENT	14,616	16,032	(1,415)	62,568	96,190	(33,622)
TRANSMISSION & DISTRIBUTION	103,300	101,606	1,694	624,280	609,634	14,646
ADMINISTRATIVE & GENERAL	22,297	27,024	(4,727)	223,345	162,144	61,201
<b>SUB-TOTAL</b>	<b>166,616</b>	<b>170,054</b>	<b>(3,438)</b>	<b>1,053,208</b>	<b>1,020,322</b>	<b>32,886</b>
DEPRECIATION EXPENSE	262,000	262,000	-	1,572,000	1,572,000	-
UTILITY EXCISE TAXES	39,098	33,980	5,119	238,379	205,528	32,851
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>467,715</b>	<b>466,034</b>	<b>1,681</b>	<b>2,863,587</b>	<b>2,797,850</b>	<b>65,737</b>
<b>TOTAL OPERATING &amp; MAINT EXPENSE</b>	<b>1,148,056</b>	<b>1,045,773</b>	<b>102,283</b>	<b>6,076,629</b>	<b>6,247,327</b>	<b>(170,698)</b>
<b>NET OPERATING REVENUE</b>	<b>516,663</b>	<b>419,312</b>	<b>97,351</b>	<b>1,817,092</b>	<b>1,408,126</b>	<b>408,966</b>
GAIN (LOSS) ON DISP. OF PROPERTY	-	-	-	845	-	845
RENTAL OR LEASE INCOME	320	710	(390)	1,925	3,940	(2,015)
INTEREST INCOME	37,622	4,000	33,622	231,334	24,000	207,334
MISC NON-OPERATING INCOME	-	-	-	215,350	-	215,350
INTEREST L-T DEBT	(181,103)	(183,627)	2,524	(1,086,706)	(1,101,761)	15,055
DEBT ISSUANCE COSTS	-	-	-	-	-	-
CARES GRANT FUNDING	-	-	-	-	-	-
<b>TOTAL MISC INCOME/EXPENSE</b>	<b>(143,161)</b>	<b>(178,917)</b>	<b>35,756</b>	<b>(637,252)</b>	<b>(1,073,821)</b>	<b>436,569</b>
<b>NET INCOME</b>	<b>373,503</b>	<b>240,396</b>	<b>133,107</b>	<b>1,179,840</b>	<b>334,305</b>	<b>845,536</b>

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 46082 through  
46184 and all electronic payments for this period are hereby approved for payment in the sum of  
\$1,425,061 this 20th day of July 2023.

\_\_\_\_\_  
Commissioner Korsmo

\_\_\_\_\_  
Commissioner Rediske

\_\_\_\_\_  
Commissioner Barton

\_\_\_\_\_  
General Manager

Check no.	Vendor Name	Payment Description	Amount
46082	Associated Petroleum Products	(980.20) Gals Unleaded & (125.10) Gals Diesel Fuel	4,813.62
46083	Brooks, Bob	Void & Re-Issued - Revised Amount	-
46084	Caselle	July 2023 Contract Support & Maintenance	3,630.00
46085	Ceccanti Inc	Retainage Release - Job# 777 & Job# 804	16,039.84
46086	Centurylink	Internet Services (3) Sites	264.59
46087	Cintas Corporation	05/31/23 & 06/07/23 Weekly Services	352.17
46088	City of Lakewood	R&R - Pay# 15 Ph# 2 - Grav Lk - Washington - Nyanza	123,057.79
46089	Classy Chassis	Trk# 51 - Exterior Wash	12.00
46090	Confluence Engineer Group Inc	12/01/22 - 04/30/23 PFAS Response Program Ph# 2	5,488.00
46091	Core & Main	Flg Safety Kits - Storz Adptrs - Gate Vlv - Saddles w/Straps	6,187.51
46092	Eurofins Eaton Analytical Inc	05/02/23 PFAS Sampling	4,500.00
46093	Fastenal	(3) Boxes - (100) Ea - Large & XL Gloves	184.80
46094	Ferguson Waterworks	(5) 5 lb Containers Granular Chlorine	193.49
46095	H D Fowler	(2) Meter Vaults, Saddles w/Straps, Curb Stops, Blk Boxes	25,306.09
46096	Harold Lemay Enterprises Inc	May 2023 - Dumpster - Recycling - Shredding	834.01
46097	Holt Services	December 2022 Abitibi Well Evaluation Project	98,700.00
46098	Inslee Best Doezie & Ryder PS	Atty Svcs - April 2023 Condemnation, Cell Twr, WS Hospital	5,585.00
46099	Interwest Metals Inc	(1) Solid Metal Bar	17.60
46100	K&D Services	Flagging Services - 8014 112th St SW	1,556.00
46101	Lowes Companies Inc	Spray Bottles/Screws/Wrenches/Bolts/Washers	913.73
46102	MB Electric LLC	Permit & Service Disconnect R-2 Well; Upgrade Lobby Light	5,043.74
46103	Napa Auto Parts	(12) Lamps - (2) Containers Car Wash Soap	75.50
46104	Open Works	May 2023 & June 2023 Janitorial Services	3,765.02
46105	Pape Machinery	Repair 60-G Mini Excavator Hose	1,700.73
46106	Pierce County Auditor	Release of Lien - 3327 86th St S	18.00
46107	Pierce County Sewer	May 2023 - 8100 WA Blvd & 11900 Grav Lk Dr - Sewer Chgs	84.28
46108	Pro Call Center	May 2023 After Hours On-Call Services	356.49
46109	Rainier Supply	Plugs/Heat Shrink Caps/Flexible Cord Connectors/Glv Elbow	367.10
46110	S&B Inc	Win911 Upgrades - SCADA Server	2,016.00
46111	Seattle Ace LLC	Bolts/Fasteners/Ext Cord/Remote Control/Flexible Duct Tape	122.46
46112	Sigma Six Solutions Inc	Electrical Testing - Hemlock Pump Station	1,124.00
46113	Star Rentals	(1) Day Rental - Ride on Trencher	278.87
46114	TMG Services Inc	Relocate & Install (2) OSEC-L's - Angle Lane	12,430.00
46115	Unit Process Company	Flow Meter Verificator Rental & Troubleshooting	2,200.00
46116	Utilities Underground	(306) May 2023 Locates	394.74
46117	Water Management Labs Inc	(51) Total Coliform P-A3 (1) MMO-MUG (1) Quanti-tray	1,151.00
46118	West Pierce Fire & Rescue	2023 IFC# 5151 Permit - Motor Vehicle Fuel	110.00
46119	White Cap LP	(8) Street Broom Handles & Broom Heads	308.22
46120	Lakewood Water District	06/23/23 Payroll - Employee Fund	315.00
46121	WA State Support Registry	06/23/23 Payroll	195.50
46122	Airgas	(2) Acetylene Rentals	23.87
46123	American Landscape Svc	June 2023 - Landscaping Svcs Well Sites, Main Office, etc.	6,924.50
46124	Associated Petroleum Products	(450.20) Gallons Unleaded Fuel	2,146.06
46125	AWWA	Annual Memberships - Commissioners	765.00
46126	Bosma, Samuel	Education Reimbursent - ACE Conference 2023	137.87
46127	Brent Davison	Uniform Reimbursement	276.64
46128	Bob Brooks	Uniform Reimbursement	27.69
46129	Ceccanti Inc	Pay App# 6 May 2023 WTME Connection	90,822.44
46130	Centurylink	06/14/23 & 06/21/23 Weekly Svcs	694.87
46131	Cintas Corporation	(10) Storz Adapters w/Caps	352.17
46132	Core & Main	(20) Saddles	4,732.31
46133	Day Wireless Systems	June 2023 Communication & Radio Svcs	636.41
46134	Fastenal	(200) Qwik Stik Electrolyte Drink Mixes	150.85
46135	Ferguson Waterworks	(60) Ft 8 Inch DI Pipe	2,898.72
46136	Grainger	(2) Replacement Motors - Wash Blvd	905.43
46137	Holroyd	(35) Yards Crushed Rock	1,097.26
46138	Lakewood Hardware & Paint	(1) FIP Ball Valve (1) Key Ring for G-1 well site	16.21
46139	Legacy Tapping	(1) 16 x 8 Hot Tap - New Service	5,951.00
46140	Marten Law	May 2023 PFAS Contamination Svcs	57,216.05
46141	Pacific Groundwater Group	May 2023 R-2 Construction; Aquifer E; Deep Drilling	4,425.09
46142	Parametrix	Eng Svcs R&R - 96th St & Front St; Hemlock Hill; WA Blvd	37,040.69
46143	Philip Mendoza	Heat Advisory - Office Staff Meeting	57.75
46144	Pierce County Auditor	Claim of Lien - 10113 Kline St	18.00
46145	Pitney Bowes	1/1/23 - 6/30/23 Semi-Annual Svc & USPS Meter Rental	405.93
46146	Pumpstech LLC	(1) TPI Vibration Analyzer & (1) R-2 Well Casing Extension	5,505.51
46147	Rae, Alexander	Education Reimbursent - ACE Conference 2023	331.69
46148	Railway Auditing & Management	6/25/23 - 6/24/24 WTM Annual Permit Fee	525.00

46149	Rainier Supply	(2) Noalox Compound CL2 Gen; Circuit Breakers	765.16
46150	Red Valve Company	(1) Flanged Duckbill Check Valve	1,298.50
46151	Rosemount Inc	(1) Constant Head Flow Controller	1,656.38
46152	S&B Inc	Temporary Move RTU to G-3 Well Electrical	1,316.70
46153	Schwind, Eric	Uniform Reimbursement	315.33
46154	Seattle Ace LLC	Trk# 48 Socket; (3) Keys G-1 Bldg; Clear Caulk; Rain X Wash	58.53
46155	Sigurd Gustafsson	2022 Annual Water Quality & Business Report	5,000.00
46156	Sprague Pest Solutions	June 2023 Pest Control Svcs	104.50
46157	Stronghold Armored Inc	May 2023 Armored Truck Svcs	375.00
46158	Sunbelt Rentals	(1) Day Manlift Rental - Ponders Well Site	1,136.70
46159	TMG Services Inc	(1) Temporary Probe Sensor G-3	149.93
46160	Town of Steilacoom	June 2023 View Rd Sewer & Electric Chgs	3,663.78
46161	Verizon Wireless	May 2023 On-Call Cell & May 2023 SCADA Data Chgs	1,408.41
46162	Water Management Labs Inc	(5) Total Coliform C18 (19) Total Coliform P-A3 (1) MMO-MUG	717.00
46163	WA State Support Registry	7/7/23 Payroll	195.50
46164	Alvis, Ryan	Uniform Reimbursement	273.17
46165	Centurylink	(1) Site Internet Svcs	85.99
46166	Cintas Corporation	6/28/23 Weekly Svcs	194.39
46167	City of Lakewood	R&R - Pay# 16 - Ph# 2 - Grav Lk - Wash - Nyanza	69,792.61
46168	Consolidated Press	2022 Annual Water Quality & Business Report	9,333.10
46169	Eurofins Eaton Analytical Inc	05/23/23 PFAS Sampling	3,000.00
46170	Ferguson Enterprises LLC	(1) Hydrant Meter Lid & Cover - (1) 1 Inch Register	79.20
46171	Ferguson Waterworks	(2) 12 Inch Repair Bands & (1) 24 Inch Valve Stem Extension	195.98
46172	Grainger	(2) Pilot Pinch Alloy Steel Sets - (1) Measure Wheel	259.64
46173	Inslee Best Doezie & Ryder PS	Atty Svcs - Heat Bill; Pierce Transit/Dish Wireless; WS Hospital	7,115.00
46174	Kennedy/Jenks Consulting	Eng Svcs - May 2023 Scotts PFAS Treatment	14,519.04
46175	Lakewood Hardware & Paint	(1) Trash Can & Contractor Bags; (1) Male Adapter; (15) Washers	72.68
46176	Owen Equipment	(1) Week Rental Vactor Truck	6,248.60
46177	Pape Machinery	(2,000) Hour Service 60G Excavator	3,778.88
46178	Pumptech LLC	WHS Booster - Motor Repair	18,496.51
46179	Rainier Welding Supplies	(1) Oxygen Refill Bottle	33.00
46180	Randich, Christopher	Uniform Reimbursement	343.63
46181	Seattle Ace LLC	(1) 4 Zone Sprinkler Timer; (1) Water Pressure Gauge	74.79
46182	Stronghold Armored Inc	April 2023 Armored Truck Svcs	375.00
46183	Virginia Larsen	LWD Logo Refresh & LWD Logo Revisions	1,050.00
46184	Water Management Labs Inc	(38) Total Coliform; (6) Quanti-Tray; (1) Arsenic (30) Lead&Cop	3,007.00

**Sub-Total**

**710,267.53**

June Payroll

227,511.72

June Payroll Taxes (PMT# 746 and PMT# 751)

97,582.03

**Date**

**Other Electronic Payment**

6/9/2023	PMT# 747 - WA Deferred Comp	3,835.35
6/9/2023	PMT# 748 - WA PERS	25,429.21
6/16/2023	PMT# 749 - CEP Enterprises LLC	5,377.00
6/16/2023	PMT# 750 - Sir Speedy	4,326.94
6/16/2023	PMT# 752 - AFLAC	507.55
6/16/2023	PMT# 753 - WA Deferred Comp	3,835.35
6/16/2023	PMT# 754 - Delta Dental	3,996.40
6/16/2023	PMT# 755 - Principal Insurance	2,716.18
6/16/2023	PMT# 756 - Regence	59,939.40
6/23/2023	PMT# 757 - WA PERS	25,003.63
6/29/2023	PMT# 758 - RH2 Engineering	8,081.73
6/29/2023	PMT# 759 - Sir Speedy	7,105.33
7/6/2023	PMT# 761 - WA Deferred Comp	3,838.87
7/6/2023	PMT# 762 - WA PERS	24,179.79
7/6/2023	PMT# 763 - RH2 Engineering	33,946.80
7/6/2023	PMT# 764 - Sir Speedy	2,077.62

B&O Tax	39,098.45
Key Bank Analysis Svc Charge (JUN)	2,151.38
US Bank CC (Less Power)	34,171.79
US Bank CC Power Costs	90,212.70
Paymentech/Merchant Fees (JUN)	6,602.21
Xpress Bill Pay Fee (JUN)	3,266.30

**389,699.98**

**GRAND TOTAL**

**1,425,061.26**



**Operations Manager's Report**  
 July 20, 2023  
 Board of Commissioners Meeting

**OPERATIONS**

**Work ORDERS & PM's**

- 308 Billing/Office Field Service Orders
- 74 Field Work Orders Elements
- 79 Fleet Service Orders
- 461 Total Service Orders

**DELINQUENT ACCOUNTS – Debbie**

- 131 Delinquent Accounts
- 87 Paid on Door Hangers or on Disconnect
- 94 Services Disconnected
- 7 Remained Disconnected at the end of the month

**LOCATES - Debbie**

- 358 Locate Requests Received
- 28 Requests were out of LWD Service Area
- 00 Locates were submitted by LWD
- 08 Cancelled Locates
- 322 Locates Completed
- 322 Total amounts owed

**Right of Way Permit: 0**

**Water Availability Letters: 26**

Date Paid	Name	Address	Date Completed
6/2/2023	DREES ADU ADDITION	12617 GRAVELLY LK DR SW	6/13/23
6/5/2023	OAKBROOK	7509 87TH AVE SW	6/13/23
6/7/2023	LAKEWOOD STATION APARTMENTS	11419 KENDRICK ST SW	6/13/23
6/8/2023	GIEHUKI REMODEL	9825 79TH ST SW	6/13/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15204 88TH AVE CT SW	6/15/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15210 88TH AVE CT SW	6/15/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15216 88TH AVE CT SW	6/15/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15118 88TH AVE CT SW	6/15/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15119 BOAT ST SW	6/15/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15205 BOAT ST SW	6/15/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15211 BOAT ST SW	6/15/23
6/9/2023	AMERICAN LAKE TOWNHOMES	15217 BOAT ST SW	6/15/23
6/9/2023	WANGARI REMODEL	10202 HEMLOCK ST SW	6/29/23
6/14/2023	FULCHER ADD ON	6717 MT TACOMA DR SW	6/29/23
6/15/2023	ANCHOR PHYSICAL THERAPY T/I	5815 LAKEWOOD TWNE CTR STE G	6/29/23
6/20/2023	PETER RENOVATION	8208 GARNET LN SW	6/29/23
6/20/2023	KURKOV GARAGE	12529 AVE DUBOIS SW	6/29/23
6/22/2023	SMITH CABIN	527 LAKE LOUISE DR SW	6/30/23
6/22/2023	GOMEZ NEW DECK	8906 FOREST RD SW	6/30/23
6/22/2023	LKWD INTERIM PIERCE CO LIBRARY	10202 GRAVELLY LK DR SW	6/30/23
6/23/2023	SHED EXTENSION	5923 122ND ST SW	6/30/23
6/26/2023	ADU DWELLING	9110 HIGHLAND AVE SW	6/30/23
6/26/2023	JOHNSON GARAGE REBUILD	11921 CLOVER CREEK DR SW	
6/28/2023	SAN FRANCISCO VILLAGE BLDG A	5219 SAN FRANCISCO AVE SW	
6/28/2023	SAN FRANCISCO VILLAGE BLDG B	5219 SAN FRANCISCO AVE SW	
6/28/2023	NAOMILAWN ADU	12617 NAOMILAWN DR SW	

## **MAINTENANCE**

Bobby Gaskin – Department Head

## **NEW SERVICES:**

2 – 1" x 5/8" service connections at 6406 Wildaire Rd SW

1 – 2" x 2" water connection 7005 150<sup>th</sup> St SW

## **MAINS MAINTENANCE**

None this month.

## **JOBS**

Job 864 – 60' – 8" Fire line connection at 7005 150<sup>th</sup> St. SW in Woodbrook

Job 770 - Washington Blvd

870' – 12" DI water main installed

15' – 8" DI water main installed

1 – Fire Hydrant assembly

12 – Far side services tie over to new water main

12 – Near side services tie over to new water main

Job 781 Front St

107' – 16" DI water main installed before job shutdown

## **SERVICE MAINTENANCE**

Meter upgrade from 5/8 " to 1" meter had to install new service from the water main because existing service line was 3/4" and needed to 1" service line to do the upgrade at 7214 Interlaaken Dr SW

## **VALVE MAINT.**

None to report this month.

## **VALVE OPERATION CHECKS**

Re-started June 28<sup>th</sup> - 74 done in June

## **HYDRANT MAINTENANCE**

Repaired leak at boot area on Hydrant 88H7 at 6405 Flanagan Rd W

Re-built hydrant would shut down 47H21 8915 Forest Ave SW

## **HYDRANT REPLACEMENT:**

None to report this month.

## **METER MAINT.**

Replaced 2- damage utility vault lids at the Fire Department Training Center / District Steilacoom tank site  
5000 Steilacoom Blvd SW

## **FLUSHING SEASON:**

Flushing Season Completed

## **LEAK DETECTION REPAIR**

None to report this month.

## **GROUND MAINT.**

Cleaned all on site storm drainage system.

### **CITY FRANCHISE PROJECTS**

None to report this month.

### **OPEN METER BOX CHECKS**

191 completed for this month.

### **IDLE METER CHECKS**

None to report this month.

### **TRAINING:**

None to report this month.

### **DEPARTMENT ACTIVITIES Operations and Maintenance:**

- The flushing program completed in June.
- The Fire Hydrant maintenance program is on hold until a new list of required repairs is received from the Fire department checks.
- We have completed approximately ½ of the meter box checks for the year and will be hitting them hard again after the season slows a bit in September.
- The valve maintenance program has restarted and will continue through the summer.

### **CAPITAL & R & R PROJECTS – Operations Projects**

#### **Design Projects:**

#### **Hemlock Hill Main replacement Project Phase 1: Job # 859**

Topographic survey has been completed for the design of this project. Preliminary design activities are starting.

#### **Front Street / 96<sup>th</sup> Main Improvements: Job # 781**

The construction contract for this project was awarded to HCON. The project was suspended due to some permitting issues. On July 7<sup>th</sup>, the City notified the District that the required SEPA process is complete. We are coordinating with HCON to see when they can restart the project, currently anticipated in mid-August.

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

The new G-1 building structure is complete and both G-1 and G-2 Wells are running. 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: Job # 777**

The project is nearly complete, with some small outstanding items including a ladder in the intertie vault, and driveway restoration for the Hohn property.

#### **Hipkin's Road reconstruction With City of Lakewood: Job # 840**

The main replacement for this project has been broken out into multiple phases due to scheduling constraints. The project is being administered by the City of Lakewood. The first phase of water main near Elwood is now complete. The remainder of the project is anticipated to go out to bid in September, with the City taking the lead on the contract.

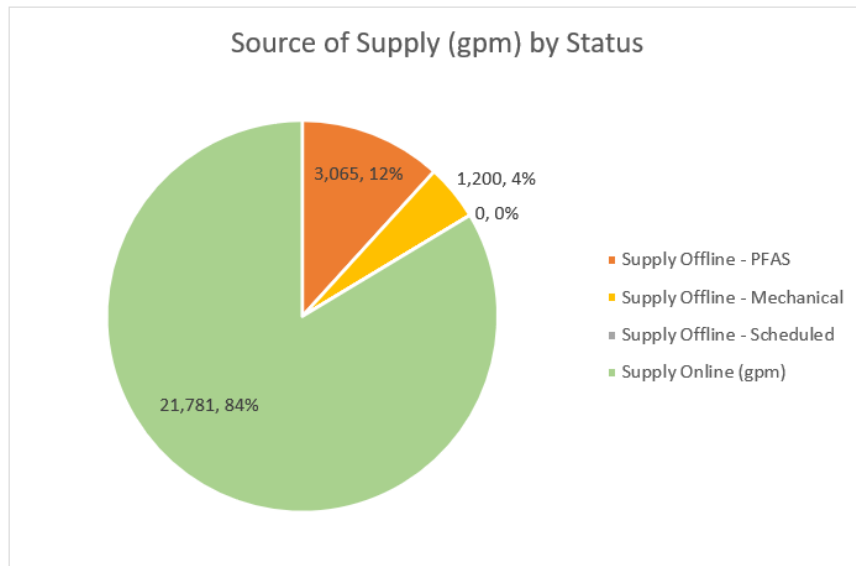


**Engineering Manager's Report**  
July 20, 2023  
Board of Commissioners Meeting

**SOURCE OF SUPPLY**

**Operations**

1. Total demands are approximately 22 million gallons per day, including roughly 6.5 million gallons a day to wholesale partners.
2. 84 percent of total supply capacity is online; 12 percent is offline due to PFAS, 4 percent is offline due to mechanical issues, and 0 percent is offline for scheduled activities.
  - a. Mechanical Issues:
    1. The P-1R Well had a motor failure and has been pulled for replacement. The motor was confirmed to have a manufacturing defect and is being replaced under warranty.
    2. 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.
    3. The F-2 pump and motor was converted to a vertical turbine pump and was installed in early July. The new equipment will be easier to maintain and it is great to have the source back and ready for many more years of service.
    4. G-1 and G-2 Wells are now back online following construction of a new building to house the G-1 Well and other equipment required for both wells. They are operating well, providing over 3 MGD of supply to customers.
  - b. PFAS - I-3, O-2, O-3, and U-1 wells out of service due to PFAS.



Summary of supply capacity available



## **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.

## **Capital Projects**

1. R-2 Well
  - a. The City site development permit has been submitted and is being processed by the City now.
  - b. Design of the site and facility improvements is underway. 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. The State Department of Health has finished review of the project report for this new source.
2. F-2 Well Redevelopment
  - a. New equipment has been installed.
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 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. Generators are suffering from supply chain issues and are currently anticipated to be delivered in August 2023.
5. K-3 and G-4 Wells
  - a. EPA has accepted the application paperwork and anticipates final documents ready for signature in mid-July.
  - b. We are working to finalize consultant agreements for the well drilling portion of this work.
  - c. EPA has indicated they've received all of the required information from the District and anticipates the contract ready for signature in late August.
6. Defense Community Compatibility Account (DCCA) – The total grant award was \$1.86 million of grants for the District's G-4 and K-3 Well projects. The grant can be used to reimburse costs that are incurred after July 1, 2023. Final grant paperwork is still forthcoming from the Department of Commerce.
7. 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 had anticipated an agreement from DOH in July, but the latest information from DOH is that it will be coming in September.
8. Public Works Board Funding – Thanks to the help from multiple people – in particular from Philip Mendoza and Carrie Bledsoe in the finance department, we were able to complete and submit two loan applications through this program. One application (\$6 million) is for a GAC filtration system at the 88<sup>th</sup> & Pine site, the second (\$4 million) is for a GAC filtration system at the Country Place site.

## **WATER QUALITY**

### **Operations**

1. The field crew completed monthly water quality samples.
2. Annual compliance samples for nitrates were taken at sources throughout the system.
3. PFAS testing continues throughout the system.

### **Maintenance**

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

### **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 District provided official comments about the rule to EPA. We continue to monitor the status of the rule's finalization.
2. Staff continue to log observed service line materials in our database and work on an interactive map tool that will ultimately be available to the public to find out what their service line material is. This is a requirement of the Lead and Copper Rule Revision.

## **PUMPING**

### **Operations**

1. 100 percent of pump station capacity is online. Wholesale pump stations are supplying approximately 6.5 MGD.

### **Maintenance**

1. Field crews continue to work on preventative maintenance tasks.
2. The pumping department recently purchased some specialized equipment to measure and monitor equipment vibration and are integrating those measurements into recurring tasks so we can better monitor the performance of our equipment and minimize any downtime.

### **Capital Projects**

1. We are awaiting delivery of a variable frequency drive for one of the pumps at the Steilacoom Blvd Pump Station. The VFD was ordered early in the year.

## **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 was designed and components are beginning to be delivered.
2. Seismic retrofits of Washington Boulevard Tank and 104<sup>th</sup> and Bridgeport Tank
  - a. This budgeted project includes design of improvements in 2023 with construction planned for 2024. Preliminary design is underway.



**IT Manager's Report**  
July 13, 2023  
Board of Commissioners Meeting

---

**CYBER SECURITY UPDATE**

There is 1 minor Cyber Security Issue to report.

- All Penetration Testing results for April came back with zero findings.
- The June Spam testing campaign resulted in 0 employees clicking on the test link.
- 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.
- 1 user account was flagged for suspicious activity. The user clicked on a malicious link in an email. Anti-malware stopped the process and the user's laptop was scanned for malware. The user was notified and received training on how to spot potentially malicious email.
- No malware has been detected on District equipment.

**TECHNOLOGY UPDATE**

The District switched its telephone line provider back to Microsoft on June 27, 2023. The phone number port was successful, and the migration was completed with no issues.

**CELL TOWER UPDATE**

Verizon has expressed interest in Steilacoom tank as a potential site, still in the investigative phase. Dish sent a team for a site visit at the American Lake Gardens tanks site and has been sent the executable document for Farwest Tank Site.

**CROSS CONNECTION UPDATE**

- 366 Assemblies Tested
- 06 New Applications
- 08 New Installations
- 01 Assemblies Replaced
- 03 Repairs
- 02 Removals
- 4662 Existing installations permitted.
- 366 Test Reports Completed & Entered
- 10 48-hour notice
- 00 Disconnects for non-compliance.

**ASSET DISPOSALS**

- 2 Old Lobby Chairs (Change disposal method from destroy to sell).
- 1 Old Trash Can (surplus to sell)



## Memorandum

**To:** Board of Commissioners  
**From:** Christian Fast, IT Manager  
**Date:** 07-20-2023  
**Re:** Surplus

---

The following items are for Surplus:

### Surplus

Item	Qty
Outdoor Garbage Can.....	1
Old Lobby Chairs (changed from disposal to surplus) .....	2



**HR Manager's Report**  
July 20, 2023  
Board of Commissioners Meeting

---

### **Employee Handbook Mid-Year Update**

The Employee Handbook has been updated to reflect changes in internal policies and procedures, as well as changes to applicable law. Here is a list of the updates:

- Language related to recently passed federal laws pertaining to pregnancy, nursing, and other pregnancy accommodations.
- Language that requires employees who operate District vehicles to conduct regular inspections of their vehicle, including inspections prior to operation. These inspections should pay particular attention to vehicle condition, safety, obstructions in front of, behind, around, or near the vehicle, or other factors that may prevent the vehicle from being operated safely.
- Language that captures our policy and procedures on vehicle monitoring. Monitoring devices track the speed of travel, seat belt use, mileage, time spent idling, location of vehicle, acceleration and deceleration, rapid starts and hard braking, and engine and battery health.
- Modifications to the workplace searches and prohibition of concealed weapons sections to align with newly passed state law that prohibits employer search of employee vehicles, with very few exceptions, and allows employees to possess their legal property within their personal vehicle. We will be requesting Board approval to repeal Resolution B-1209 in conjunction with the amendment to the handbook.
- Reference to the District's Travel Policy.
- Out of class pay policy language that was approved at the last meeting.

### **Mission, Vision, and Values Statements (MVV) Project**

The committee is excited to present new mission, vision, and values statements to the Board for consideration.

We began this project in February of this year with discussion on the bigger picture. Some of our talking points included:

- What defines us as a public organization?
- What does our history look like? Where are we now?
- What is important to us that we do really well?
- Where we do have some work to do, but feel it's important enough to do it?

From there, we started our work with core values, defining what that means, looking at some examples of both public and private organizations, and brainstorming a list of values – some already lived and some more aspirational. We followed the same process for both the mission statement and the vision statement. Certain themes were consistent in our discussions – community, reliability, service, responsibility – and are subsequently reflected in all three statements.

I will be attending Randy's one-on-ones with each commissioner to present the project, with a summary presentation and request for approval at the regular meeting.

### **General Manager Recruitment Update**

The General Manager posting ran from June 05 through June 30. The position was posted on the District website, WASWD, Co-Op, PNWS AWWA, AWWA, AWC, and APWA. We received a total of 15 applications: 14 external and one internal. Of the external candidates, three were from out of state.

We have a special meeting on July 11 to share information on the screened candidates with the Board. After the meeting, I will be working to schedule the first round of panel interviews.

**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	63,582,943	40,800,481	22,782,463	35.83%	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	78,142,665	59,977,885	18,164,780	23.25%	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%
<b>TOTAL</b>	<b>313,332,747</b>	<b>255,249,643</b>	<b>58,083,104</b>	<b>18.54%</b>	<b>612,784,253</b>	<b>555,743,266</b>	<b>57,040,987</b>	<b>9.31%</b>	<b>648,843,471</b>	<b>599,494,574</b>	<b>49,348,897</b>	<b>7.61%</b>	<b>609,746,718</b>	<b>563,563,163</b>	<b>46,183,556</b>	<b>7.57%</b>
Net loss (WER)			56,358,022	17.99%			55,315,905	9.03%			47,623,815	7.34%			44,458,473	7.29%
2022 YTD	#####	#####	217,028,290	37,519,898.30	14.74%											
2021 YTD	#####	#####	239,734,206	47,490,363.41	16.53%											

**Total Number of Customers Billed**

	<b>2023</b>	BI-MONTHLY	<b>2022</b>	BI-MONTHLY	<b>2021</b>	BI-MONTHLY	<b>2020</b>	BI-MONTHLY	<b>2019</b>	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	7959		7908		7695		7698		7799	
June	8776	16735	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
<b>BILLS YTD:</b>		<b>50077</b>		<b>49722</b>		<b>48715</b>		<b>48743</b>		<b>48963</b>
<b>YEARLY TOTAL:</b>		<b>50077</b>		<b>99562</b>		<b>97358</b>		<b>97671</b>		<b>97547</b>



**CUBIC FEET SOLD PER CLASS  
2023**

	fire Mtr	commercial	multi units	residential	schools	Parks /Irrigation	school swim pool							WHSL	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	800	2,570,000	5,283,000	7,504,200	228,000	166,700		15,752,700	3,068,500	6,436,172	5,970,057	5,428,151	4,144,900	25,047,781	40,800,481
June	2,100	3,194,200	9,898,300	15,120,300	519,400	1,874,500		30,608,800	4,138,100	7,074,322	5,783,050	8,069,108	4,304,505	29,369,085	59,977,885
July								-	-	-	-	-	-	-	-
August								-	-	-	-	-	-	-	-
September								-	-	-	-	-	-	-	-
October								-	-	-	-	-	-	-	-
November								-	-	-	-	-	-	-	-
December								-	-	-	-	-	-	-	-
<b>Total YTD</b>	<b>4,300</b>	<b>16,549,900</b>	<b>44,846,100</b>	<b>53,916,700</b>	<b>1,665,200</b>	<b>2,283,700</b>	<b>-</b>	<b>119,265,900</b>	<b>13,427,400</b>	<b>33,163,882</b>	<b>34,833,846</b>	<b>33,129,528</b>	<b>21,429,087</b>	<b>135,983,743</b>	<b>255,249,643</b>

<b>2022 YTD</b>	<b>111,589,200</b>	<b>10,213,051</b>	<b>25,466,114</b>	<b>42,626,253</b>	<b>27,133,672</b>	<b>-</b>	<b>105,439,090</b>
-----------------	--------------------	-------------------	-------------------	-------------------	-------------------	----------	--------------------

<b>2021 YTD</b>	<b>122,978,700</b>	<b>13,032,474</b>	<b>38,039,300</b>	<b>35,698,570</b>	<b>29,985,162</b>	<b>-</b>	<b>116,755,506</b>
-----------------	--------------------	-------------------	-------------------	-------------------	-------------------	----------	--------------------

vs 2022	<b>106.88%</b>	<b>131.47%</b>	<b>130.23%</b>	<b>81.72%</b>	<b>122.10%</b>		<b>128.97%</b>
vs 2021	<b>96.98%</b>	<b>103.03%</b>	<b>87.18%</b>	<b>97.58%</b>	<b>110.49%</b>		<b>116.47%</b>