



Regular Meeting Board of Commissioners
Thursday, August 17, 2023 - 3:30PM
In Person and Via Teams
Agenda

1. Call to Order
2. Attendance
3. Public Comment
4. Executive Session Review Settlement Offers from AFFF Manufactures. RCW 42.30.110(l) To discuss with legal counsel representing the agency.
5. Rate Study Presentation by FCS Group
6. Approval of Regular Meeting Minutes from [July 20, 2023](#), and Special Meeting Minutes from [July 27, 2023](#), and [August 10, 2023](#).
7. [Finance Manager's Report July 2023](#)
 - a. [Board Approval of Payables](#)
8. General Manager's Report
9. [Operation Report](#)
10. [Engineering Manager's Report](#)
11. [Information Technology Manager's Report](#)
 - a. [B-1432 Cross Connection Program Policy & Procedures Exhibit A Update](#)
12. [HR Manager's Report](#)
13. 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.
14. Other Business
 - a. Acknowledgment of Employee Wages Increases
 - b. Commissioner Barton WASWD update
 - c. Moving the September 21, 2023, meeting due to WASWD conference (9/20-9/22).
 - d. Special Board Meeting to discuss Water Rights and Dept. of Ecology Policy 2030 & Western State Update (September 7, 2023 @ 8 AM)
 - e. Next Commissioners Meeting Special August 23, 2023 @ 3:30 PM, September 7, 2023 @ 8:00 AM, and September 28, 2023 @ 8:30 AM.
15. Public Comment
16. Adjourn



**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Regular Meeting
July 20, 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, G. Rediske, and G. Barton; General Manager R. Black, Engineering Manager M. Meyer, Finance Manager P. Mendoza, IT Manager C. Fast, HR Manager B. Levo, and Administrative Assistant J. Clark.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MEETING MINUTES FROM 6/22/23, 6/26/23, 6/28/23, & 7/11/23 SPECIAL MEETINGS.

Commissioner Barton shared in the 6/26/23 meeting minutes that said Commissioner and not Councilmember for Councilmembers Anderson & Brandstetter. Meeting Minutes Approved with the corrections.

COMMISSIONER BARTON MOVED TO APPROVE THE 6/22/23, 6/26/23, 6/28/23, & 7/11/23 SPECIAL MEETINGS, SECOND BY COMMISSIONER REDISKE WITH CORRECTIONS. MOTION PASSED UNANIMOUSLY. COMMISSIONERS APPROVED THE USE OF THEIR ELECTRONIC SIGNATURES.

5. PRESENTATION OF THE NEW MISSION, VISION, AND VALUE STATEMENTS

HR Manager Levo and committee member A. Dickinson presented the new Mission, Vision, and Value statement that the committee has been working on. She wanted to thank the team for their hard work on this project. The committee members are Amber, Eric, Bob, Marshall, and Briana.

Mission Statement: Serving healthy communities through responsible water practices.

Core Values: Community, Quality, Reliability, Responsibility, and Transparency.

Vision Statement: Investing in our community to provide life sustaining water now and into the future.

General Manager Black thanked the committee for their work on this project. One of the ultimate goals is to embark on a pathway to be better engaged and more inclusive in the community.

Commissioner Korsmo shared that the mission should be reviewed periodically to ensure it is current with the times. He feels it reflects who we are and what we are doing.

MOTION TO APPROVE THE NEW MISSION, VISION, AND VALUE STATEMENT BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

6. FINANCIAL INFORMATION

Philip Mendoza, Finance Manager, presented the June 2023 financial to the Board. He shared that *retail sales* in June 2023 exceeded the budget for the month. Currently we are 18.55% ahead of the budgeted (\$159,360) and 5.11% ahead (\$214,352) YTD (June 22 - 41.8M CCF vs June 23 - 60 M CCF). *Wholesale water sales* are up catching up to \$21,620 ahead of budget and catching up to YTD. *Operating revenue* (\$199,634) is 13.63% higher than budgeted and 3.11% ahead YTD. *Operating Expense* 17.35% over budget, 6.85% lower than budget (3 pay periods in June) *Pumping operations* is 8.2% higher than budget and 6.44% under budget YTD; *Water Treatment operations* is 25.67% over budget and 19.56% under budget YTD. *Transmission and Distribution operations* is 1.67% higher than budget and 2.4% higher than budget YTD. *Total operating expense* is 17.35% over budget and 6.85% under budget YTD. *Net Operating Revenue* is 23.2% higher than budgeted and 29% higher YTD.

a. Approval of Payables

Disbursements made from the General Ledger Fund for checks number 46082 through 46184 totaling \$710,267.53, salary direct deposits totaling \$227,511.72, payroll taxes totaling \$97,582.03, and other electronic payments totaling \$389,699.98 for a total of \$1,425,061.26 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 – He had a meeting with DSHS and Assistant Attorney General; Tom Pors and Curtis Chambers to talk about the water rights that the hospital has. The hospital has two water rights: A Claim on the Farm Well and two certificates on the East Campus Well. One of the biggest things happening with Policy 2030 is the written proposal that when you do a transfer, it opens it up to Dept of Ecology (DOE) to look at the time and purpose of the original water right that was given. When it's opened for evaluation, DOE has had a track record of trimming the original water right that was given. They can go back and look at the history of what water rights were given and the purpose at the time for the water rights. In many cases, water rights can be reduced based on history and the conditions. For example: if you have a trailer park that went in and was originally designed for 50 homes, 50 trailers to go in there, but it never reached 50 and only got to 40 trailers, and the consumption that has been used over time has only been at 40. The water right would then be reduced to account for only the 40 trailers.

We shared this information with DSHS and the Assistant Attorney General that has been helping them. DSHS shared that DOE felt there shouldn't be any issues with the water rights transfer, including the claim water right. Mr. Pors asked what backing or evidence they had to show the water rights' validity. They were unaware, and their consultant, who

has been helping them, is on vacation until August 3rd. Currently, under state law, there is only one mechanism that we are aware of to allow the water rights transfer, and that is under a consolidation construction of the agreement. The consolidation would be the entire system the District would have to take over. DSHS agreed that is what they were told as well; it would need to be consolidated.

It was brought up that the East Campus well has PFAS and shared that we couldn't move forward unless a new source was drilled and had certificated water rights. This would be an additional cost and impact. It feels that they feel the Farm Well is sufficient for their needs (currently non-detect, awaiting validation).

The hospital is asking for a water availability letter; the issue is we need to wait for the validation of water rights first. The other issue is they are outside our service area, so we can't technically give them a water rights letter. DOH can approve with administrative approval, but we cannot guarantee it. If we look at the certificated water rights, it comes to about 1,400 gpm, a little over 2M gpd.

General Manager Black would like to wait until we can finalize the water rights situation. The Board of Commissioners agrees to wait to sign an agreement until everything is worked out with the water rights, etc.

Federal And State Infrastructure Funds

We are about a week away from getting the funds from Senator Murray's direct appropriations. We should also have the paperwork signed next week for the DCCA funds. We are currently waiting for an update from the Public Works Trust Board.

City of Lakewood Meeting – Follow Up

Commissioner Barton had some follow-up questions regarding the meeting with Lakewood City Council. General Manager Black clarified Commissioner Barton's questions and shared that he had a meeting with their Public Works Director, who shared that he heard it was a good meeting. The Commissioners agreed it was valuable and look forward to future partnership meetings.

Spanaway Water Connection

Commissioner Korsmo inquired what the issues were with Mr. Hohn's driveway. Engineering Manager Meyer shared that the contractor didn't install the driveway properly, and there is now a dip. After discussions with the contractor, they will go out and remove the existing driveway and replace it correctly.

Federal And State Infrastructure Funds – Follow Up

Commissioner Korsmo asked if the DCCA and the direct appropriations funding are both grants. General Manager Black confirmed they are both grants. He then inquired about the PWTF of \$10M; we will probably get some funding to add to the \$9M. Commissioner Korsmo asked if we request what we need or take it all at once. Finance Manager Mendoza said we can take it as needed, like a line of credit. Two applications were applied for \$6M and \$4M, and we hope both applications are approved.

General Manager Black is hopeful that we can get both loans, there is a lot of competition for funding, but he is hopeful that we should get something.

Finance Manager Mendoza shared that more information will be presented next month.

8. OPERATIONS REPORT

See attached report for additional information.

Commissioner Korsmo inquired about billing/field service orders – what are those? Engineering Manager Meyer and IT Manager Fast shared examples of “I think I have a leak” or turn on/turn off for sprinklers systems or having maintenance work done. We ask that they call us to turn on or off the system and not them.

9. ENGINEERING MANAGER’S REPORT

Marshall Meyer, Engineering Manager, shared the District is pumping around 22 mgd, and about 6.5 mgd of that is to the wholesale partners. Our current daily pace was last year’s highest day. The pumping crew is doing great and are working hard to keep things going smoothly.

Three wells are back online, producing around 5 mgd of additional water supply. The 104th & Bridgeport F-2 well conversion in a small building to vertical submersion pump; thank you to Ryan and Lucas for your hard work.

Scotts PFAS treatment project is now up and running in the new building. We’ve continued working on the seismic retrofit design on a couple of the tanks.

10. IT MANAGER’S REPORT

Christian Fast, IT Manager, shared that there was one cybersecurity issue. One employee clicked on a malicious email and not a test one. The antivirus software caught it and stopped it. It sent an alert to him, and he did cybersecurity training with the employee. It looked like a valid E-signature from DocuSign.

a. Surplus Approval

At the June meeting, the Board approved the disposal of (2) old lobby chairs; since then, a staff person has asked to purchase the chairs. Staff asked for approval to remove them from the disposal list and sell the chairs to a staff member. The second item is the front entrance outdoor garbage can; a staff member would like to purchase the garbage can.

THE BOARD ACKNOWLEDGES THE CHANGE IN STATUS FOR THE TWO CHAIRS AND THE ADDITION OF THE GARBAGE CAN AND APPROVED THE SALE OF THE TWO CHAIRS AND GARBAGE CAN TO STAFF MEMBERS.

11. HR MANAGER’S REPORT

See attached report for additional information.

12. Other Business:

- a. The Board acknowledged the wage increase this month.**
- b. Fall WASWD Conference** – General Manager Black asked if there were any Commissioners who wanted to attend. They will let him know if they can attend.

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

Commissioner Barton shared that the 2023 Water Rights Policy, DOE is an interpretive statement administration of the statewide Trust Water Rights Program comments are due by September 30, 2023. General Manager Black shared that Tom Pors, Water Rights Attorney, will attend the August BOC meeting to provide an update on the 2023 policy.

The fall WASWD conference will have a session on bio-solids. Commissioner Barton has been championing a committee of Water and Sewer Districts to discuss bio-solids before the next legislative session.

Commissioner Barton chairs the Workforce Committee, and they are working on short videos where workers describe their jobs, literature, etc., and have a table at job fairs. They are partnering with the Regional Water Co-op of Pierce County as they are working on the same type of information.

d. Our next Commissioner’s meeting will be Special Meetings on July 27, 2023 @ 8:30 AM, August 8, 2023 @ 8:30AM and Regular Meeting August 17, 2023.

Discussion on upcoming Special Meetings to discuss PFAS litigation (September 12, 2023, at 8:30 AM) Commissioners will let Jeri-Lynn know of their availability. The August 17th meeting will have a discussion on the Rate Study and Western State.

13. PUBLIC COMMENT

None.

14. ADJOURN

President Korsmo adjourned the meeting at 4:41 PM.

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:

ITS PRESIDENT

BY:

ITS SECRETARY

BY:

ITS VICE PRESIDENT

BY:

DISTRICT SECRETARY (DATE)



**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Special Meeting
July 27, 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 ended Executive Session at 9:17 AM.

5. PUBLIC COMMENT

None.

6. ADJOURN

President Korsmo adjourned the meeting at 9:19 AM.

**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:

ITS PRESIDENT

BY:

ITS SECRETARY

BY:

ITS VICE PRESIDENT

BY:

DISTRICT SECRETARY (DATE)



**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Special Meeting
August 10, 2023
Boardroom**

1. CALL MEETING TO ORDER

President Korsmo called the Regular Meeting to order at 8:01 AM.

2. ATTENDANCE

Present at the meeting: Commissioners J. Korsmo, G. Rediske (via Teams), 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 8:05 AM, estimated time 45 minutes. Commissioner Korsmo called for a 25-minute extension. Commissioner Korsmo ended Executive Session at 9:15 AM.

5. PUBLIC COMMENT

None.

6. ADJOURN

President Korsmo adjourned the meeting at 9:25 AM.

**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:

ITS PRESIDENT

BY:

ITS SECRETARY

BY:

ITS VICE PRESIDENT

BY:

DISTRICT SECRETARY (DATE)

**LAKWOOD WATER DISTRICT
2023
INCOME STATEMENT**

JULY	CUR MO ACTUAL	CUR MO BUDGET	CUR MO VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE
SALE OF WATER	1,142,680	842,740	299,939	5,543,901	5,029,610	514,291
OTHER OPERATING REVENUE	153,259	128,450	24,809	792,480	722,773	69,707
WHOLESALE WATER SALES	546,039	528,266	17,773	3,399,319	3,402,527	(3,208)
TOTAL OPERATING REVENUE	1,841,978	1,499,457	342,521	9,735,699	9,154,909	580,790
OPERATING EXPENSE						
PUMPING	121,451	140,430	(18,980)	763,864	825,841	(61,977)
WATER TREATMENT	28,965	43,070	(14,105)	238,528	301,491	(62,962)
TRANSMISSION & DISTRIBUTION	70,549	104,680	(34,132)	656,739	728,577	(71,838)
CUSTOMER ACCOUNTS	62,490	70,246	(7,756)	474,217	491,720	(17,502)
CUSTOMER INFORMATION	-	1,309	(1,309)	1,071	9,160	(8,089)
ADMINISTRATIVE & GENERAL	284,911	231,088	53,823	1,667,866	1,684,819	(16,952)
TOTAL OPERATING EXPENSE	568,365	590,823	(22,458)	3,802,286	4,041,607	(239,322)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	3,244	3,440	(196)	22,530	24,077	(1,546)
PUMPING	17,095	21,953	(4,858)	141,238	153,670	(12,432)
WATER TREATMENT	14,734	16,032	(1,298)	77,302	112,222	(34,919)
TRANSMISSION & DISTRIBUTION	106,600	101,606	4,994	733,085	711,240	21,845
ADMINISTRATIVE & GENERAL	24,303	27,024	(2,720)	283,807	189,167	94,640
SUB-TOTAL	165,976	170,054	(4,078)	1,257,963	1,190,376	67,588
DEPRECIATION EXPENSE	262,000	262,000	-	1,834,000	1,834,000	-
UTILITY EXCISE TAXES	52,841	36,088	16,753	284,316	241,616	42,700
TOTAL MAINTENANCE EXPENSE	480,817	468,141	12,676	3,376,279	3,265,992	110,288
TOTAL OPERATING & MAINT EXPENSE	1,049,182	1,058,964	(9,782)	7,178,565	7,307,599	(129,034)
NET OPERATING REVENUE	792,796	440,493	352,303	2,557,134	1,847,310	709,824
GAIN (LOSS) ON DISP. OF PROPERTY	20	-	20	865	-	865
RENTAL OR LEASE INCOME	1,010	680	330	2,935	4,620	(1,685)
INTEREST INCOME	39,329	4,000	35,329	270,663	28,000	242,663
MISC NON-OPERATING INCOME	-	-	-	215,350	-	215,350
INTEREST L-T DEBT	(181,103)	(183,627)	2,524	(1,267,810)	(1,285,388)	17,578
DEBT ISSUANCE COSTS	-	(76,142)	76,142	-	(76,142)	76,142
CARES GRANT FUNDING	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(140,745)	(255,089)	114,344	(777,997)	(1,328,910)	550,913
NET INCOME	652,051	185,404	466,647	1,779,138	518,400	1,260,737

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 46185 through
46283 and all electronic payments for this period are hereby approved for payment in the sum of
\$2,165,490 this 17th day of August 2023.

Commissioner Korsmo

Commissioner Rediske

Commissioner Barton

General Manager

Check no.	Vendor Name	Payment Description	Amount
46185	Asphalt Patch Systems Inc	Paving Svcs - 8014 112th St & 8202 South Tacoma Way	3,488.54
46186	Backflows Northwest	(58) May 2023 & June 2023 Backflow Tests	1,450.00
46187	Caselle	August 2023 Contract Support & Maintenance	3,860.11
46188	Centurylink	(1) Site Internet Svcs	67.63
46189	Cintas	07/05/23 Weekly Svcs	157.93
46190	City of Lakewood	2nd Qtr 2023 Franchise Fee	130,381.74
46191	KPG Psomas	Eng Svcs - R&R - Hipkins Rd - Water Main Relocation	408.00
46192	Lakewood Hardware & Paint	Graffiti Remover & White Lithium Grease (Lubricant)	36.44
46193	LASA	2nd Qtr 2023 CAP Donations	1,716.24
46194	Lowes Companies	Hack Saw Blade - TV Brackets - Acid Brush - Crimp Coupler	204.23
46195	MB Electric LLC	Electrical Work - R-2 Well	8,423.80
46196	Miles Resources LLC	(3.1) Tons Cold Mix & (5.48) Tons Asphalt	390.38
46197	Ogden Murphy Wallace PLLC	Atty Svcs - Matt MacDonald A/E Contract	2,277.00
46198	Openworks	July 2023 Janitorial Svcs	1,882.51
46199	O'Reilly Automotive	Trk# 41 New Battery & Wipers - Battery Core Chgs	254.34
46200	Pierce County Sewer	June 2023 - Wash Blvd & Grav Lk Dr - Sewer Chgs	84.28
46201	Pro Call Center	June 2023 After Hours On-Call Svcs	264.75
46202	Rotary Club of Clover Park	2023-2024 Annual Dues - RB	155.00
46203	Seattle Ace LLC	Hex Bushings;Nipples;Ball Vlvs;Lock (Oakbrook Tank Hatch)	99.81
46204	Stronghold Armored Inc	June 2023 Armored Truck Service	375.00
46205	Thomas M Pors, Law Office	June 2023 Western State Hospital	4,060.00
46206	Lakewood Water District	07/21/23 Payroll - Employee Fund	310.00
46207	WA State Support Registry	07/21/23 Payroll	195.50
46208	Airgas	(2) Acetylene Rentals	6.05
46209	American Landscape Svc LLC	July 2023 Landscaping Svcs - Well Sites & Office	7,188.50
46210	Associated Petroleum Products	(120) Gals Diesel & (500) Gals Unleaded Fuel	2,723.50
46211	Backflows Northwest	(143) April 2023 & (74) June 2023 Backflow Tests	5,500.00
46212	Bailey & Sons Spraying Inc	Qtrly Insect & Disease Control - Office & Well Sites	781.88
46213	Berschauer Construction Inc	Release Retainage - Job# 806 - Office Steel Bldg	15,843.54
46214	Centurylink	(1) Site Internet Svcs	110.99
46215	Cintas	07/12/23 Weekly Svcs	194.57
46216	Dirks Truck Repair Inc	Trk# 46 Replaced Air Valve & Repaired Hydraulic Leak	2,609.85
46217	Employment Security Dept	2nd Qtr Paid Family & Medical Leave	5,347.27
46218	Ferguson Waterworks	(10) 1 Inch Sensus Ally Meters	6,706.70
46219	Grainger Inc	LED Strip, Fan Guard, Shutter Wall, Drill Bits, Male Connectors	627.44
46220	Harold Lemay Enterprises Inc	June 2023 Dumpster, Mixed Recycling & Shredding Bin	703.50
46221	Lakewood Hardware & Paint	(2) Metal Cutoff (Saw Blades)	21.76
46222	Mooses Auto Tech	Trk# 25 Oil Chg; Repair Rear Brakes & Ball Joints	2,255.04
46223	Pacific Groundwater Group	March 2023 Lakewood Annual Monitoring	1,713.75
46224	Pape Machinery	Gas Strut (Spring) for Door Opening - 410J Backhoe	130.08
46225	Preferred Traffic Control LLC	Flagging Svcs - 7005 150th St SW	5,227.20
46226	PSI Inc	Soil Testing - 7005 150th St SW	407.50
46227	Rosemount Inc	(4) Chlorine Sensors	4,994.43
46228	S&B Inc	New MCC (Motor Control Center) Scotts G-1 & G-2	1,929.84
46229	Sherwin-Williams Co	Paint - 114th St Booster - Cover up Graffiti	72.30
46230	Void Check - Printing Error	Check void and re-issue	-
46231	T-Bailey	Release Retainage - Job# 788 - Steilacoom Tank	131,290.12
46232	Taurus Power & Controls Inc	Temporary VFD for G-2 Well - Programming & Wiring	717.49
46233	Utilities Underground	(354) June 2023 Locates	456.66
46234	Verizon Wireless	June 2023 On-Call Cell Maint & Operations - Scada Data	1,120.52
46235	Water Management Labs Inc	(13) Total Coliform P-A3 Tests	312.00
46236	AWWA	Annual Membership - B. Levo	255.00
46237	Capital Heating & Cooling	Qtrly HVAC Maintenance & Air Filters	2,074.67
46238	Centurylink	(8) Sites Internet Svcs	686.62
46239	Cintas	07/19/23 Weekly Svcs	157.93
46240	Core & Main	(2) Green Boxes w/Lids; Nipples; Tapping Kit; Curb Stops	2,864.25
46241	Daily Journal of Commerce	Legal Ads - PFAS Treatment - 88th & Pine; Country Place	261.25
46242	Day Wireless Systems	July 2023 Communication - Radio	636.98
46243	Dept of Labor & Industries	2023 Right to Know Fee Assessment	77.50
46244	Environments	Desk - Bookcase - TM office	3,841.98
46245	Ferguson Waterworks	(4) 2 Inch ARI (Air Release) Control Valves	3,892.92
46246	Grainger Inc	(26) Hornet Sting Relief Swabs; Pipe Flgs; Gskts; Tubing	573.29

46247	HCON Inc	Pay App# 1 R&R - 96th St & Front St - Main Replacement	593,315.59
46248	Holroyd Co Inc	(20) Yards Crushed Rock	627.57
46249	Inslee, Best, Doezie, & Ryder	June 2023 General/Personnel; WS Hosp; PFAS; Cell Twr	7,944.33
46250	Kennedy Jenks Consulting	Eng Svcs - June 2023 Scotts PFAS Treatment	6,921.27
46251	Key Bank	Safe Deposit Box Rental 2023-2024	101.25
46252	Lakewood Hardware & Paint	Swivel Hose; Hose Bib; Magnetic Bases; Mounting Tape; Glue	68.69
46253	Legacy Tapping	(1) 8 x 6 Hot Tap - 12715 Pacific Hwy (New Svcs)	4,156.28
46254	Marten Law	June 2023 PFAS Svcs	62,014.84
46255	Pacific Groundwater Group	June 2023 R-2 Well; WD 3-Wells Rehab Project; Abitibi Wells	1,080.00
46256	Pape & Sons Construction	Release Retainage - Job# 719 - R&R Naomilawn	48,033.41
46257	Pape Machinery	Svc for 410J Backhoe - Planned Maintenance	6,141.82
46258	Pumptech LLC	N-3 Pump & Motor Replacement	161,709.38
46259	Rainier Supply	Flexible Conduit; Circuit Breaker; Heat Shrink Caps	526.99
46260	Seattle Ace LLC	Magnets; Locking Clamp; Foam Paint Brushes & Supplies F-2	73.92
46261	Tvetens Auto Tech	Truck# 27 Oil Chg & Svc - Replaced Rear Brake Calipers	688.35
46262	US Geological Survey (USGS)	10/01/22 - 09/30/23 Water Resources Investigation	5,434.50
46263	USA Bluebook	(2) PVC Injection Quills	339.18
46264	Water Management Labs Inc	(19) Total Coliform & (9) Nitrate Nitrogen Tests	753.00
46265	WA State Support Registry	08/04/23 Payroll	195.50
46266	Associated Petroleum Products	(500) Gals Unleaded Fuel	2,467.50
46267	Bosma, Samuel	Reimburse CDL License Fee	136.00
46268	Centurylink	(1) Site Internet Svcs	86.00
46269	Cintas	07/26/23 Weekly Svcs	194.57
46270	FCS Group	2023 PFAS Rate Model & Water Rate Structure	10,972.50
46271	Ferguson Waterworks	(2) 3 Inch Turbines Meter (1) 3 Inch Gallon Turbine Meters	863.04
46272	HD Fowler	(1) 8 Inch Blind Flange w/2 Inch Tap	320.37
46273	KPG Psomas	Eng Svcs - R&R Hipkins Rd Water Main Relocation	4,895.00
46274	Lakewood Hardware & Paint	(7) Packs Wasp & Hornet Sting Kill Swabs - (1) Door Sweep	41.98
46275	Miles Resources LLC	Retainage Release - Job# 780 - R&R 39th Ave Phase 2-3	88,935.75
46276	Robblees Total Security	(2) New Entry Locks & (2) New Deadbolt Locks P-2 & Yd Well	714.74
46277	Rosemount Inc	(6) Chlorine Sensors	7,866.20
46278	S&B Inc	MCC (Motor Control Center) Scotts G-1 & G-2 & VFD Steilacoom	40,428.72
46279	Sound Home Maintenance	(5) Compulsory Backflow Testing & Minor Repairs	692.63
46280	TMG Services Inc	(1) PVC Union End (1) PVC Nut	9.91
46281	Town of Steilacoom	July 2023 View Rd - Sewer & Electric Chgs	6,808.31
46282	WASWD	2023 Fall Conference - G Barton, M Meyer, & R Black	1,635.00
46283	Pape & Sons Construction	Pay App# 7 - Generator - Electrical - Seismic Improvements	60,000.40

Sub-Total **1,502,052.59**

July Payroll **218,951.08**
July Payroll Taxes (PMT# 760 and PMT# 767) **90,471.79**

Date

Other Electronic Payment

7/13/2023	PMT# 765 - CEP Enterprises	4,997.00
7/13/2023	PMT# 766 - Sir Speedy	1,188.13
7/21/2023	PMT# 768 - Aflac	507.55
7/21/2023	PMT# 769 - WA Deferred Comp	3,838.87
7/21/2023	PMT# 770 - Delta Dental	3,943.55
7/21/2023	PMT# 771 - Prinicpal Insurance	2,716.18
7/21/2023	PMT# 772 - Regence	59,939.40
7/21/2023	PMT# 773 - WA PERS	22,830.47
7/21/2023	PMT# 774 - RH2 Engineering	270.09
7/21/2023	PMT# 775 - Sir Speedy	1,736.47
7/28/2023	PMT# 776 - RH2 Engineering	43,254.85
7/28/2023	PMT# 777 - Sir Speedy	6,083.44

B&O Tax	52,841.08
2nd Qtr L&I	7,370.55
2nd Qtr ESD - Unemployment	5,079.37
Key Bank Analysis (JUN)	859.86
US Bank CC (Less Power)	26,545.90
US Bank CC Power Costs	100,401.33
Paymentech/Merchant Fees (JUN)	4,660.23
Xpress Bill Pay Fee (JUN)	4,950.22
	354,014.54

GRAND TOTAL **2,165,490.00**



Operations Manager's Report
August 17, 2023
Board of Commissioners Meeting

OPERATIONS

Work ORDERS & PM's (Kevin)

269 Billing/Office Field Service Orders
 295 Field Work Orders Elements
 83 Fleet Service Orders
 647 Total Service Orders

DELINQUENT ACCOUNTS – Teri

79 Delinquent Accounts
 22 Paid on Door Hangers or on Disconnect
 55 Services Disconnected
 2 Remained Disconnected at the end of the month

LOCATES - Debbie

269 Locate Requests Received
 33 Requests were out of LWD Service Area
 00 Locates were submitted by LWD
 03 Cancelled Locates
 233 Locates Completed
 233 Total amounts owed

Right of Way Permit: 0

Water Availability Letters: 17

1	7/3/2023	KASTURI REMODEL	8708 105TH ST CT SW	7/11/23	\$ 130.00				R/REMODEL	7905000070
1	7/11/2023	BLAS RESIDENCE, CARPORT	8611 VETERANS DR SW	7/25/23	\$ 130.00				R/ADDITION	5005006390
1	7/13/2023	SIMPSON SHORT PLAT	7621 146TH ST SW	7/25/23	\$ 130.00				R/SHORT PLAT	5130001170
1	7/18/2023	SMITH RESTORATION	6528 ARDMORE DE SW	7/27/23	\$ 130.00				R/REMODEL	5130001170
1	7/19/2023	WEST POINT	10514 91ST ST CT SW	7/27/23					R/REMODEL	4002250300
2	7/20/2023	SABADASH DETACHED SHED	9406 WASHINGTON BLVD SW	7/27/23	\$ 130.00	N/A			R/NEW CONSTRUCTION	5005003232
2	7/21/2023	GRANGE STREET DUPLEXES	7519 GRANGE ST - BLDG 1	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
2	7/21/2023	GRANGE STREET DUPLEXES	7520 GRANGE ST - BLDG 2	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
2	7/21/2023	GRANGE STREET DUPLEXES	7521 GRANGE ST - BLDG 3	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
2	7/21/2023	GRANGE STREET DUPLEXES	7522 GRANGE ST - BLDG 4	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
2	7/21/2023	GRANGE STREET DUPLEXES	7523 GRANGE ST - BLDG 5	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
2	7/21/2023	GRANGE STREET DUPLEXES	7524 GRANGE ST - BLDG 6	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
2	7/21/2023	GRANGE STREET DUPLEXES	7525 GRANGE ST - BLDG 7	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
2	7/21/2023	GRANGE STREET DUPLEXES	7526 GRANGE ST - BLDG 8	7/27/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270
1	7/24/2023	MAURITIUS BROWN RESTAURANT REMODEL	8415 STEILACOOM BLVD STE B	8/3/23	\$ 130.00				C/REMODEL	2570000101
1	7/24/2023	REMODEL	5319 SAN FRANCISCO AVE SW	8/3/23	\$ 130.00				C/REMODEL	219114215
2	7/24/2023	AUSTIN COURT	8716 104TH ST SW	8/3/23	\$ 130.00				R/SHORT PLAT	129048008
2	7/31/2023	PINNEO ADU	8509 WOODLAWN AVE SW	8/3/23	\$ 130.00				R/NEW CONSTRUCTION	3905000270

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES:

None this month.

MAINS MAINTENANCE

None this month.

JOBS

None this month.

SERVICE MAINTENANCE

- Relocated service connection out of new foundation for new building at the Avalon Project at S Tacoma Wy & 96th St S
- Repaired service line leak in roadway at 6001 Bocott Ln SW
- Repaired service line leak at sewer lift station 34th Ave S & 84th St S
- Repaired service line leak at 7013 Opal Ct SW in roadway.

VALVE MAINT.

None to report this month.

VALVE OPERATION CHECKS

Valve Operation Checks – 238 exercised & marked.

HYDRANT MAINTENANCE

Replaced damage fire hydrant hit commercial truck with new fire hydrant and relocated to new safe area. at 12715 Pacific HWY SW. (Received payment damage hydrant.)

HYDRANT REPLACEMENT:

None to report this month.

METER MAINT.

173 work orders completed.

FLUSHING SEASON:

Flushing Season Completed.

LEAK DETECTION REPAIR

None to report this month.

GROUND MAINT.

Hauled away waste Concrete, Asphalt & Dirt spoil out of storage bins.

CITY FRANCHISE PROJECTS

Washington Blvd & Elwood water main work completed Just waiting on Punch List work to be completed by contractors.

OPEN METER BOX CHECKS (Kevin)

1,802 completed for this month.

IDLE METER CHECKS

None to report this month.

TRAINING:

None to report this month.

DEPARTMENT ACTIVITIES Operations and Maintenance:

- The Fire Hydrant maintenance program is on hold until a new list of required repairs is received from the Fire department checks.
- We have rolled out a new method for tracking meter box checks that should help to spread the workload better, provide better tracking, and reduce the amount of effort from office staff.
- 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**

A topographic survey has been completed for the design of this project. Preliminary design activities are underway. We anticipate pausing work on this project at the approximately 30% design level and finishing the design in later years.

Front Street / 96th Main Improvements: Job # 781

The construction contract for this project was awarded to HCON. The project was suspended due to some permitting issues. HCON now anticipates being back onsite to restart work on August 21, 2023.

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. Driveway restoration for the Hohn property is now scheduled for the third week of August.

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 the water main near Elwood is now complete. The remainder of the project is anticipated to go out to bid in mid-September, with the City taking the lead on the contract.



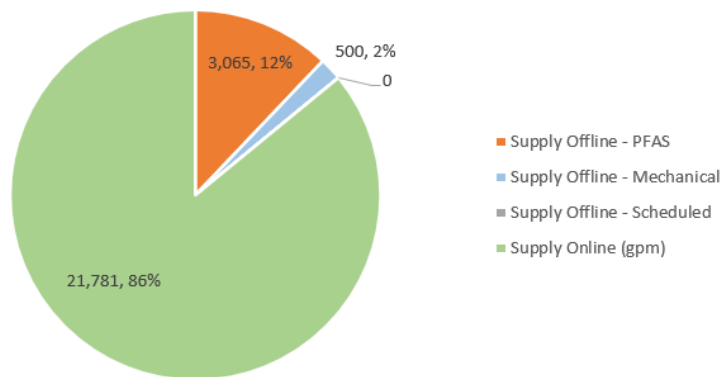
Engineering Manager's Report
August 17, 2023
Board of Commissioners Meeting

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. 86 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. This motor is being shipped to PumpTech from the manufacturer and we will schedule install as soon as it arrives.
 2. In early January, the N-1 pump failed. It was pulled for diagnosing on January 12th. Following repairs and replacement parts, this pump was reinstalled in early August. This will significantly improve our ability to serve the west end of the District and the Town of Steilacoom.
 - b. PFAS - I-3, O-2, O-3, and U-1 wells out of service due to PFAS.

Source of Supply (gpm) by Status



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 approved by the City and we have ordered materials for the project.
 - b. Given the relatively small scope of the project and varying lead times of materials, District staff will install the below grade water piping so that a general contractor can quickly complete the electrical improvements, final grading and site improvements once the pump and motor are installed. This has been a great opportunity for staff on the Operations and Maintenance team as well as the Pumping and Treatment team to work together.
2. 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.
3. 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.
 - c. FEMA has extended our contract authorization through January 2025 to accommodate the supply chain delays.
4. K-3 and G-4 Wells
 - a. EPA has finally sent us their letter of award for the funds, and we are moving forward with work with this agreement in place.
5. 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.
6. We submitted four applications to the State Department of Health’s Drinking Water State Revolving Fund (DWSRF) program in late November. We had anticipated agreements from DOH in July, but the latest information from DOH is that it will be coming in September. We anticipate being able to present the agreement language for two loans – one for a replacement well at Oakbrook, and a second for a replacement well at Hipkins – in September for Board review and authorization.
7. Public Works Board Funding – We have two applications for construction loans submitted in July. One application (\$6 million) is for a GAC filtration system at the 88th & Pine site, the second (\$4 million) is for a GAC filtration system at the Country Place site. The latest information is that the Public Works Board intends to award loans at their next meeting on September 8, 2023. We won’t know the status of our applications until that meeting, but hope to hear some good news in early September.

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 continuing to be delivered.
 - b. Installation of the system will not require interruption to service.
2. Seismic retrofits of Washington Boulevard Tank and 104th 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
August 17, 2023
Board of Commissioners Meeting

CYBER SECURITY UPDATE

There is 1 minor Cyber Security Issue to report.

- All Penetration Testing results for July came back with zero findings.
- The July Spam testing campaign resulted in 1 employee clicking on the test link. This employee completed additional training to learn how to identify potentially malicious email.
- 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 malware has been detected on District equipment.

CELL TOWER UPDATE

The final Dish agreement, for the Farwest tank site has been executed.

CROSS CONNECTION UPDATE

518 Assemblies Tested
03 New Applications
05 New Installations
03 Assemblies Replaced
11 Repairs
06 Removals
518 Test Reports Completed & Entered
26 48-hour notice
00 Disconnects for non-compliance.
06 Compulsory Tests Administered

UPDATE TO RESOLUTION B-1432 EXHIBIT A - SECTION X

We are proposing an update to the policy section of Resolution B-1432, Exhibit A, Section X dealing specifically with compulsory testing and failed test reports. We recently ran into a situation where a District contracted compulsory tester repaired a failed assembly and assumed the District would pass the charges along to the customer. The District had not identified a policy to address when an assembly fails a compulsory test, and the tester repairs the system. Staff realized this type of situation needed to be addressed in the policy. We have not previously asked the Board of Commissioners to authorize the chargeback of repairs to customers, and we are in favor of this approach.

This option will help resolve the issue of a failed backflow assembly immediately and the need to postpone the completion of the annual backflow testing compliance cycle. This will help customers get a speedy resolution for a failed system. We ask the board to approve the chargeback of repair costs when an assembly fails a compulsory test. We will require that a District CCS witness the failed test before repairs are authorized.

If the device is unable to be repaired or needs to be replaced, we recommend shutting off the customers' water until such time as arrangements satisfactory to the District can be made to have the device repaired or replaced. These arrangements are typically in the form of a tester contacting the District to confirm an appointment to make the repair or replacement.

CROSS CONNECTION CONTROL
POLICY AND PROCEDURES
Exhibit A, Resolution No. B-1432

The following are the policies and procedures for the Cross Connection Control Program of the Lakewood Water District (the District) in accordance with WAC 246-290-490 and the Pacific Northwest Section-American Water Works Association Cross Connection Manual (PNWS-AWWA “Yellow Manual”). These procedures shall be strictly followed unless the Lakewood Water District requires more stringent measures to be added in the best interests of LWD and/or in protecting the public water supply. Any variance from the procedures must have the consent of the Lakewood Water District Cross Connection Control Coordinator and/or General Manager and Superintendent. The District General Manager reserves the right to change any part of this policy at any time if he/she feels it is conducive to the best interests of the District’s customers.

I. DISCONTINUATION OF WATER SERVICE FOR FAILURE TO COMPLY

The Lakewood Water District reserves the right to discontinue water service to any customer or property that refuses to comply or is otherwise non-compliant with Resolution No. B-1432, the State Board of Health Drinking Water Regulations, WAC 246-290-490 on Cross Connection Control, the PNWS-AWWA “Yellow Manual,” or when public safety is at risk pertaining to a known high hazard.

The District and the City of Lakewood, by a five-year interlocal agreement dated September 12, 2017, agreed it was cost effective to avoid duplication of efforts by having the parties provide a single system for tracking, inspection, and approval of backflow prevention devices installed on properties connected to the District’s water system, both in-premises and otherwise; and the parties in the ILA agreed District staff would perform the District’s cross connection control program and the City’s responsibilities to provide in-premise cross connection control.

There will be a \$150 charge for all plan reviews conducted by the District.

II. NEW CONSTRUCTION

All new construction (residential, business, commercial, industrial) shall be required to have an inspection by the District before occupancy will be given by the City of Lakewood Building Department. The District will assess the degree of hazard for each situation. This includes existing premises that are installing new fixtures, irrigation systems, etc. Once the permits are obtained, installation is complete, and backflow test reports submitted, the District will sign off on the project.

III. EXISTING PREMISES

The Lakewood Water District shall inspect existing premises in the following manner:

- (1) Commercial/Industrial facilities shall be contacted on a degree of hazard basis, beginning with the most dangerous known situations with a high potential for water contamination; and
- (2) Residential facilities shall be contacted if it has been established there is a potential cross connection on the premises, e.g., irrigation system, pool, or hot tub.

Customers shall be contacted by the order of their account in the District's meter-reading routes.

- (3) Refusal to allow inspection will result in the automatic requirement of backflow protection at the service meter (premise isolation) to the extent deemed necessary by the District, at the customer's expense, within 20 days, or service shall be discontinued.

IV. APPLICATION OF BACKFLOW ASSEMBLIES

The Lakewood Water District reserves the right to decide how or where a backflow prevention assembly shall be installed. The District uses the standards explained in the most current edition of the PNWS-AWWA 'Yellow Manual.' Each facility is different, and it will be up to the discretion of the Cross Connection Control Program Coordinator and/or the General Manager or Superintendent how a particular hazard is addressed. Any exception to an approved installation will be documented in writing by the Cross Connection Control Coordinator.

V. ASSEMBLIES APPROVED FOR INSTALLATION

A backflow assembly is considered an approved assembly only if it appears on the list issued by the Washington State Department of Health Drinking Water Program. If it is not on this list, it is not an approved backflow prevention assembly and shall not be used. This list is updated annually and is available to be reviewed at the District for information purposes. Complimentary copies are available upon request; for multiple copies, there is a fee of 10 cents a page after the first 10 pages.

VI. INSTALLATION REQUIREMENTS FOR BACKFLOW ASSEMBLIES

A backflow prevention assembly shall be installed in compliance with the instructions that appear in the latest approved edition of the PNWS-AWWA Cross Connection Control Manual ("Yellow Manual"). Only the Lakewood Water District reserves the right to establish variances to this chapter, and any and all variances shall be on a case-by-case basis.

VII. TESTING PROCEDURES

If a backflow test report is filled out properly with all the information required by the Lakewood Water District, it shall be filed as a completed test report. It is up to the State of Washington to monitor and train the Certified Backflow Assembly Testers in the various test procedures available. The testing procedures shall be those methods that are approved and acceptable to the State Department of Health and the Lakewood Water District.

VIII. QUALIFICATIONS FOR BACKFLOW ASSEMBLY TESTERS

Only State-certified Backflow Assembly Testers may submit tests to the District. They shall also submit proof of possessing a current Certified Backflow Assembly Tester card (or other approved tester certification accepted by and recognized by the State Department of Health) for the calendar year in which they are testing. The current Certified Backflow Assembly Testers shall also show proof that the equipment being used to test has been calibrated within one year prior to the test they are submitting. If a Certified Backflow Assembly Tester cannot or will not meet these requirements, the test report will be returned to the testers, and their customer will be notified.

IX. TESTING OF BACKFLOW ASSEMBLIES

All backflow prevention assemblies required by the District shall be tested annually at a minimum and upon installation or relocation and/or after repair. The District does not test any backflow assemblies. It is the customer's responsibility to sign up to participate in the District's Backflow Testing Program or hire a State-certified backflow assembly tester.

X. ANNUAL TESTING

The District shall send a letter at the beginning of the month to customers whose test is due. The test report is due by the end of the month or thirty (30) days from the date of the letter. If the test is not submitted, the District will send a second "reminder" letter. This letter shall allow fifteen (15) days to submit the test. If the test is still not submitted, the District shall send a "final" certified letter. This letter will have a final due date. If the report still is not received by the District by the final due date, the District will hang a door hanger stating the water service will be discontinued the following day. Water service will be resumed only when a current backflow test is submitted to the District. This complete process shall not exceed a total of sixty (60) days.

In the event that a backflow assembly fails a compulsory test, the District contracted compulsory tester will notify the District at the time of the test. The District will then dispatch a CCS to witness the test failure. The compulsory tester will attempt to make repairs to the failed assembly and charge the repair to the District. The District will, in turn, pass the repair charge along to the customer on the next water bill with the compulsory test fee. If the District's contracted compulsory tester is unable to complete the repair. In that case, the customer's water service will be disconnected until the customer makes arrangements satisfactory to the General Manager or the General Manager's designee to have the assembly repaired or replaced.

XI. TESTER WAIVERS

Test waivers may be obtained from the District, signed by the customer, and returned to the District, waiving the District's responsibility to mail a test notice to the customer and mailing it directly to the tester. These waivers will be granted on a case-by-case basis, and only testers on the Lakewood Water District list will be able to add new waivers during the current year; all pre-existing waivers will be grandfathered in.

Waivers signed by the customer and on record with the District only allows for thirty (30) days for test reports to be submitted to the District. After the thirty (30)-day deadline, all testers with outstanding waivers will be notified and have seven (7) days after the date of notification to turn in any outstanding test reports. After that time, the District will pull the waiver on the account and notify the customer directly. If a company or tester is continually submitting test reports late with "waiver tests," they run the risk of removal from the District's tester list.

XII. LIST OF TESTERS

The District shall maintain a list of Certified Backflow Assembly Testers to distribute to its customers. The District does not promote one tester/company over another. The requirements for a tester/company to be on the list are (1) is licensed with the State of Washington; (2) has up-to-date certified backflow assembly tester(s) employed by the company; (3) has all testing equipment calibrated at least annually; (4) is bonded as a

general or specialty contractor, (5) carries at least \$500,000.00 in liability insurance, and; (6) has no reported issues or complaints from customers or non-compliance with this policy.

Companies will be listed in alphabetical order (from A to Z) on the District's list. Once a company is removed from the list, they will no longer be eligible to be a part of the District's list. A company may be removed for failure to submit annual documentation of status, failure to submit test reports on time, failure to obtain permits, poor workmanship, customer complaints, or any other activities deemed harmful to the District or its customers.

Recommendation by the Cross Connection Control Coordinator to remove a tester/company due to customer complaints shall be reviewed by the District General Manager. He shall ask for a meeting with the company and the Cross Connection Control Program Coordinator. Depending on the outcome of that meeting, the District General Manager will then decide if a company is to be suspended for a period of time or permanently banned from the District's list. The District's list is a convenience/ service to its customers and the certified testers/testing companies. The Lakewood Water District always reserves the right of refusal pertaining to this list.

For unresolved disputes between the Cross Connection Control Program Coordinator and the tester or testing company, the tester or company has the right to have the District General Manager evaluate and make a final decision on the dispute. A written explanation of the situation shall be submitted to the District General Manager within thirty (30) days of final decision by the Cross Connection Control Coordinator. This document shall be submitted by regular and certified mail.

The District General Manager will then schedule a meeting with the tester/company and the Cross Connection Control Coordinator. This meeting shall be scheduled not more than sixty (60) days from receipt date of the certified letter.

Any decision made by the General Manager may be appealed to the Board of Commissioners at the next open public meeting or on an otherwise agreed-upon date and time.

XIII. PERMITTING

Permits are required for all installations of backflow assemblies. This includes existing situations where a backflow assembly is removed and another is installed. In other words, any time a backflow assembly is installed in any situation, a permit is required. Inquire at the Lakewood Water District offices for permit pricing; they are subject to change. Permits can be obtained at the Lakewood Water District office in person, by mail, or by downloading a permit from the District's website. The District does not sell permits in the field.

Permit costs are \$65.00 for the first and second backflow assembly and \$32.50 for each additional assembly. There is no limitation on quantity.

XIV. INSPECTIONS

The term "inspection" means to visually look at the installation of a backflow assembly. The Lakewood Water District shall inspect all backflow installations. A forty-eight (48) hour notice is required. Inspections are by appointment only with the Cross Connection Control

Coordinator. An inspection cannot be scheduled prior to obtaining a permit (if applicable). Lakewood Water District reserves the right to inspect all points of connection, even if it means delaying the backfilling of a ditch or the granting of occupancy permit approval until inspection is completed.

XV. “CUT AND CAPPED” (Severed and/or Disconnected) SYSTEMS

When an irrigation system is not in use, the backflow assembly will still be required to be tested annually. The only way to waive the requirement for a test is to physically sever the system. The Lakewood Water District will inspect the point where the system is severed and/or disconnected and photograph it. The District will periodically check on “cut and capped” (severed and/or disconnected) systems. If they are found to be in use, the customer will receive notice from the District. The District will then give the customer the option of installing a backflow assembly or severing the line again. The District reserves the right to discontinue water service if the problem cannot be resolved.

The same policy and procedures would apply to certain fixtures in a commercial/industrial situation. The fixture not in use would have to be severed and possibly removed from the premises if the District deems it might be connected and used. This would always be evaluated on the potential degree of hazard involved.

XVI. FINAL STATEMENT

The Lakewood Water District has developed this Program to be in compliance with State WAC 246-290-490, Resolution B-1432, and with the goal of reducing or eliminating Cross Connections, to the extent possible, to prevent contamination of and protect the public water system. This also includes protecting the District’s customers by reducing any chances of backflow, backpressure or back-siphonage which causes potable and non-potable water to form cross connections.

All final decisions regarding the implementation of this policy, the settling of unresolved disputes, and any other structural changes to this policy shall be at the discretion of the Lakewood Water District General Manager and/or the Board of Commissioners.

Adopted and approved by the Board of Commissioners at an open, public Regular Meeting on August 17, 2023. ***Section X revised***



HR Manager's Report
August 24, 2023
Board of Commissioners Meeting

General Manager Recruitment Update

The second round of interviews for the General Manager position concluded on August 8, 2023. A special meeting was held on Thursday, August 10, 2023, to discuss the interview questions and candidate responses and select the top two candidates to proceed to the final round. The final round consists of a meet and greet with each candidate, the full staff, and the full Board of Commissioners. Both meet and greets will be public meetings, as the full Board will be present.

Operations & Maintenance Manager Recruitment Update

The Operations & Maintenance Manager position was posted for the standard two-week duration from July 24, 2023 through August 4, 2023. We received six applications: four external and two internal. Screening interviews were conducted August 8, 2023 and August 9, 2023, with first round interviews set to begin the week of August 14, 2023.

**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	90,285,791	68,222,143	22,063,647	24.44%	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	403,618,537	323,471,786	80,146,751	19.86%	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)			78,257,934	19.39%			55,152,171	9.00%			47,460,080	7.31%			44,294,739	7.26%
2022 YTD	#####	#####	265,391,524	64,172,705.76	19.47%											
2021 YTD	#####	#####	303,722,719	70,026,111.36	18.74%											

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	7959		7908		7695		7698		7799	
June	8776	16735	8733	16641	8512	16207	8492	16190	8555	16354
July	7957		7937		7698		7707		7779	
August		7957	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:		58034		57659		56413		56450		56742
YEARLY TOTAL:		58034		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	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		3,736,400	7,480,400	21,357,100	1,119,200	2,585,800		36,278,900	4,978,800	7,338,190	5,978,078	8,306,643	5,341,532	31,943,243	68,222,143
August								-	-	-	-	-	-	-	-
September								-	-	-	-	-	-	-	-
October								-	-	-	-	-	-	-	-
November								-	-	-	-	-	-	-	-
December								-	-	-	-	-	-	-	-
Total YTD	4,300	20,286,300	52,326,500	75,273,800	2,784,400	4,869,500	-	155,544,800	18,406,200	40,502,072	40,811,924	41,436,172	26,770,619	167,926,986	323,471,786

2022 YTD	135,057,700	14,884,151	33,126,587	49,701,510	32,621,575	-	130,333,824
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2021 YTD	156,447,000	18,234,682	46,509,424	42,334,314	40,197,300	-	147,275,719
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vs 2022	115.17%	123.66%	122.26%	82.11%	127.02%		128.84%
vs 2021	99.42%	100.94%	87.08%	96.40%	103.08%		114.02%