



***Special Meeting Board of Commissioners***

**Thursday, February 22, 2024 – 3:30 PM**

**In Person and Via Teams**

**Agenda**

1. Call to Order
2. Attendance
3. Public Comment
4. Election of Officers
5. Executive Session RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to discussion with legal counsel representing the agency litigation or potential litigation.
6. [Approval of Regular Meeting Minutes from January 18, 2024.](#)
7. [Finance Manager's Report February 2024](#)
  - a. [Board Approval of Payables](#)
8. General Manager's Report
  - a. [Consulting Manager's Report](#)
9. [Approval of Resolution B-1486 to Accept Country Place GAC PWB Loan](#)
10. [Approval of Resolution B-1487 to Accept 88<sup>th</sup> & Pine GAC PWB Loan](#)
11. [Approval of Resolution B-1488 Official Emergency Delegate, Rescinding B-1254](#)
12. [Operation & Maintenance Manager's Report](#)
13. [Engineering Manager's Report](#)
14. [Customer Service Manager's Report](#)
  - a. [Approval of 2023 Write Offs](#)
15. [Information Technology Manager's Report](#)
  - a. [Approval of Surplus & Disposal](#)
16. [HR Manager's Report](#)
17. Other Business
  - a. [Acknowledgment of Employee Wages Increases](#)
  - b. [Commissioner Barton WASWD update](#)
  - c. [Next Regular Commissioners Meeting: March 21, 2024 at 3:30 PM.](#)  
[Special Tank Dedication: February 27, 2024 at 12:00 PM.](#)
18. Public Comment
19. Adjourn



**LAKEWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS  
Minutes of Regular Meeting  
January 18, 2024  
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 and G. Barton; General Manager M. Meyer, Consulting Manager R. Black, Operations & Maintenance Manager J. Dean, Finance Manager P. Mendoza, IT Manager C. Fast, HR Manager B. Levo, and Administrative Assistant J. Clark.

Excused: Commissioner G. Rediske

**3. PUBLIC COMMENT**

None.

**4. JUDI GLADSTONE, EXECUTIVE DIRECTOR WASWD UPDATE PRESENTATION**

General Manager Meyer introduced Ms. Gladstone and shared that the District has been a member of WASWD for many years and that they are a great partner.

Ms. Gladstone shared information about WASWD's 2022 strategic plan, all that they have accomplished, and what still needs to be worked on. The Retro program changed to make it eligible for different participants to join and make it more robust in diversifying the program.

In 2024, WASWD, in addition to the two annual conferences, is adding a new webinar every month to meet the needs of commissioners and managers. This year's conferences will also provide a track for administrators, human resources, and finance. Their goal is to bring in more educational programs to the members.

The second aspect is advocacy. WASWD has one of the most strategic lobbyists in Olympia; he has gone above and beyond to lobby for WASWD and its members. This legislative session is short but very busy, and the rapid response committee is very busy reviewing and commenting on the different bills that could affect WASWD's members.

Next is improving technology. WASWD has a new, updated website and online tools to help navigate, upload job postings, review documents, and watch webinars. The addition of an online forum portal allows members to ask questions and have members respond to the posts instead of to an admin. They are working on providing an online version of their directory and will save WASWD \$10,000 in printing costs.

They are also beefing up the work on the committees: Conference & Training, Finance, Golf, Government Relations, Membership, Scholarship, Workforce Development, Administrators, and Executive Director Search Committee. Each committee works hard to help WASWD run well and connect with other members.

Ms. Gladstone shared that she will be retiring at the end of the year but will assist the new director during the 2025 legislative session since it will be a regular session and a lot is going on during the beginning of the session.

The Board of Commissioners and staff thanked Ms. Gladstone for her leadership and dedication to all the members of WASWD. She has greatly impacted the District with her partnership and leadership and will be missed; and wishes her a wonderful retirement.

## **5. APPROVAL OF MEETING MINUTES FROM 12/21/23 MEETINGS.**

**COMMISSIONER BARTON MOVED TO APPROVE THE MINUTES FOR THE REGULAR MEETING DECEMBER 21, 2023, SECOND BY COMMISSIONER KORSMO. MOTION PASSED UNANIMOUSLY.**

## **6. FINANCIAL INFORMATION**

November 2023 and December 2023 financial reports

Philip Mendoza, Finance Director presented the November 2023 and December 2023 financial to the Board.

November 2023

- *Retail Sales* Currently we are 5.87% higher than budgeted for the month and 8.83% higher YTD.
- *Operating revenue* is 15.98% higher than budgeted for the month and 7.54% higher YTD.
- *Pumping Operations* is 4.52% higher than budget for the month and 5.76% higher than budget YTD.
- *Water Treatment operations* is 28.59% under budget for the month and 18.77% under budget YTD.
- *Transmission and Distribution operations* is 26.69% under than budget for the month and 12.93% under budget YTD.
- *Total Operating Expense* is 12.84% under budget for the month and 5.83% lower than budget YTD.
- *Net Operating Revenue* is 83.60% higher than budgeted for the month and 26.93% higher YTD.

December 2023

- *Retail Sales* Currently we are 0.64% higher than budgeted for the month and 8.13% higher YTD.
- *Operating Revenue* is 1.5% higher than budgeted for the month and 6.99% higher YTD.
- *Pumping Operations* is 15.4% lower than budget for the month and 4.02% higher than budget YTD.
- *Water Treatment operations* is 21.9% under budget for the month and 19.0% under budget YTD.
- *Transmission and Distribution operations* is 8.9% under than budget for the month and 12.6% under budget YTD.
- *Total Operating Expense* is 4.9% lower than budget YTD.
- *Net Operating Revenue* is 10.9% lower than budgeted for the month and 20.2% higher YTD.

### **a. Approval of Payables**

Disbursements made from the General Ledger Fund for checks number 47200 through 47294 totaling \$475,201.87, salary direct deposits totaling \$221,026.78, payroll taxes totaling \$81,658.88, and other electronic payments totaling \$345,325.38 for a total of \$1,123,212.91 were presented to the Board for approval.

Commissioner Barton inquired on the status of the E Aquifer study. General Manager Meyer will provide a status update at the next meeting. Mott MacDonald is waiting to finalize some of their items in anticipation of the USGS finalized published report for the South Sound model.

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

## **7. GENERAL MANAGER'S REPORT**

**DSHS & Western State** - General Manager Meyer and Consulting Manager Black have continued to meet weekly with DSHS regarding Western State Hospital. We await an update on water rights and the water system consolidation process. DSHS plans on submitting the water rights change application to the Dept. of Ecology by mid-February. They have also prepared an RFP for the water system conditional assessment. They have asked for input on the RFP and will have a District representative on the panel.

**PFAS Litigation** – As presented in past meetings, Marten Law received confirmation of receipt from the claims administrator that they received our paperwork stating we are opting out of the 3M and Dupont settlement. Recently, we learned they did not receive our paperwork as originally stated when Marten Law called the hotline, and the administrator confirmed it was received. Marten Law is investigating where the miscommunication is and getting it rectified.

**Country Place and 88<sup>th</sup>/Pine GAC Update** – The project design is going well. Consulting Manager Black has been doing a tremendous job leading the effort with our design teams. General Manager Meyer, Consulting Manager Black, and KennedyJenks are meeting with the Country Place HOA and Condo Association to provide an update on the design.

General Manager Meyer shared the Approval of Resolution B-1485 Designating FEMA Application Agent is to designate the new general manager and finance manager authority to sign the application. He learned yesterday that a FEMA seismic retrofit grant is closing on February 2, 2024, and he would like to apply for the grant if the District qualifies for the grant.

**The Big Freeze update** - General Manager Meyer shared that the District received over 60 calls about broken frozen pipes. Chris Randich did a tremendous job responding quickly to a majority of the calls. He appreciates Chris's effort and did a great job!

Operations and Maintenance Manager Dean shared the majority of the broken pipes were on the property owner's side. The District did have a few on our side (approximately 10). Many don't realize they have frozen pipes until it starts to warm up, and they turn on their water and realize they don't have any water and then find out their line is broken. If the break is on the property owner's side, they are responsible for the repairs.

### **a. Consulting Manager's Report**

Consulting Manager Black shared a presentation showing the design of the GAC system that KennedyJenks made with the Board. The presentation showed the height and design of the tanks, fences, etc.

Commissioner Barton asked if we could change the color to help the structures blend in more. Consulting Manager Black said they offered the HOA and Condo Association to participate in the color selection.

The RFP for the Hipkins I-3 Well and Oakbrook O-2 Well to see if they can drill deeper will be issued in the next week.

Consulting Manager Black is also working on the Commissioner's Roles of Responsibilities and Conduct handbook. He has been reviewing other Districts' and Cities' handbooks and compiling information that will work for the District. He is also working on the budget process policy and the wholesale revenue use policy regarding distributing how the income is being utilized in both the general fund and storage. His goal is to complete these items by the February Board meeting.

## **8. OPERATIONS & MAINTENANCE REPORT**

Operations & Maintenance Manager Dean started by thanking the crews for their hard work in December and completing all the tasks while short-staffed. The meter box checks are 100% complete. The valve program was also completed, and the route for 2024 has been established. The fire hydrant maintenance program, in partnership with the Fire Department, has also been completed for the year.

Major projects:

**96<sup>th</sup> & Front Street** - The main and tie-ins were completed in December, and work has begun on temporary patching on 96th and permanent patching on the Front St. side. Staff is working with the City of Lakewood on what the patching on 96th St will look like; the permanent patching will need to wait until spring for dryer weather.

**Hipkins** – This project is going very well; they are ahead of schedule. The contractor initially said they would lay 190 ft of water main a day, and they are getting in around 350 ft a day.

**Ardmore & Whitman** – The City of Lakewood has a project on Ardmore and Whitman that requires the District to reroute mains. Pape & Sons will do the rerouting of the water mains.

**Vehicle Auction** - In December 2023, the District sent three vehicles to auction, all sold for \$21,500. After fees, the District will receive a \$17,930 net profit.

## **9. ENGINEERING REPORT**

Report is attached.

### **a. Approval of Resolution B-1485 Designating FEMA Application Agent**

General Manager Meyer shared this is an update from the 2012 Resolution B-1406 designating General Manager Meyer and Finance Manager Mendoza as application agents to apply for potential grant agreements with FEMA. The District would like to apply for the seismic retrofit for the 104th & Bridgeport and Washington Blvd. tanks. These \$3.2M construction costs, this

grant will cover 87% of those costs. This updated resolution will allow the District to apply for the grants if we qualify.

Commissioner Barton asked if these two tanks need to be replaced in the near future. General Manager Meyer shared these two tanks are not scheduled to be replaced.

Commissioner Korsmo asked if the tanks have been studied to see if they need seismic retrofit. General Manager Meyer shared that RH2 did a study in 2017, and a retrofit is in need.

**MOTION TO APPROVE RESOLUTION B-1485 DESIGNATING FEMA APPLICATION AGENTS MARSHALL MEYER AND PHILIP MENDOZA BY COMMISSIONER KORSMO. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.**

## **10. IT MANAGER'S REPORT**

There were no cybersecurity issues.

### **a. Approve Surplus & Disposal Items**

IT Manager Fast shared the items for approval and disposal of items.

**COMMISSIONERS APPROVED THE SURPLUS AND DISPOSAL OF ITEMS.**

## **11. HR MANAGER'S REPORT**

HR Manager Levo shared that an applicant for the Engineering Manager position will be interviewed next week, and she will update us on how that goes. If it doesn't go to a second round, she will post an updated ad to see if it can get more interest. She shared that there are a lot of engineering positions open. Commissioner Korsmo inquired if we have considered going with an employment agency to help find candidates. HR Manager Levo said she hasn't yet, but that is an option to look at, but it does come at a cost. General Manager Meyer shared that HR Manager Levo has been doing a great job and has changed the advertisement to show more day-to-day duties to see if that will help to receive more applications.

## **12. OTHER BUSINESS**

- a. The Board acknowledged the wage increase this month.
- b. Commissioner Barton provided a brief update on the WASWD Legislative Committee.

Commissioner Barton shared that the Government Relations Committee has been very busy, and he is thankful to General Manager Meyer and Consulting Manager Black for their quick responses and insight on the different bills going through Olympia. Commissioner Barton reviewed various House and Senate bills that WASWD supports or has concerns about. Commissioner Korsmo thanked him for all his hard work.

- c. Our next Commissioner's meeting will be on February 22, 2024, at 3:30 PM.  
Special BOC Meeting Tank Dedication will be on February 27, 2024, at 12 PM.

## **13. PUBLIC COMMENT**

None.

**14. ADJOURN**

President Korsmo adjourned the meeting at 5:08 PM.

**LAKWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS**

**BY:**

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

**BY:**

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

**BY:**

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

**BY:**

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

**DRAFT**

**LAKEWOOD WATER DISTRICT**  
**2024**  
**INCOME STATEMENT**

<b>JANUARY</b>	<b>CUR MO ACTUAL</b>	<b>CUR MO BUDGET</b>	<b>CUR MO VARIANCE</b>	<b>Y-T-D ACTUAL</b>	<b>Y-T-D BUDGET</b>	<b>Y-T-D VARIANCE</b>
SALE OF WATER	653,134	634,526	18,608	653,134	634,526	18,608
OTHER OPERATING REVENUE	57,225	54,664	2,560	57,225	54,664	2,560
WHOLESALE WATER SALES	498,884	488,505	10,378	498,884	488,505	10,378
<b>TOTAL OPERATING REVENUE</b>	<b>1,209,242</b>	<b>1,177,696</b>	<b>31,546</b>	<b>1,209,242</b>	<b>1,177,696</b>	<b>31,546</b>
<b>OPERATING EXPENSE</b>						
PUMPING	92,464	107,447	(14,984)	92,464	107,447	(14,984)
WATER TREATMENT	35,199	44,259	(9,060)	35,199	44,259	(9,060)
TRANSMISSION & DISTRIBUTION	69,642	111,551	(41,909)	69,642	111,551	(41,909)
CUSTOMER ACCOUNTS	65,432	80,233	(14,801)	65,432	80,233	(14,801)
CUSTOMER INFORMATION	-	548	(548)	-	548	(548)
ADMINISTRATIVE & GENERAL	219,710	301,583	(81,873)	219,710	301,583	(81,873)
<b>TOTAL OPERATING EXPENSE</b>	<b>482,447</b>	<b>645,622</b>	<b>(163,174)</b>	<b>482,447</b>	<b>645,622</b>	<b>(163,174)</b>
<b>MAINTENANCE EXPENSE</b>						
SOURCE OF SUPPLY	3,669	3,478	192	3,669	3,478	192
PUMPING	19,676	23,189	(3,513)	19,676	23,189	(3,513)
WATER TREATMENT	10,804	16,108	(5,303)	10,804	16,108	(5,303)
TRANSMISSION & DISTRIBUTION	96,047	113,393	(17,346)	96,047	113,393	(17,346)
ADMINISTRATIVE & GENERAL	29,261	28,605	657	29,261	28,605	657
<b>SUB-TOTAL</b>	<b>159,458</b>	<b>184,772</b>	<b>(25,314)</b>	<b>159,458</b>	<b>184,772</b>	<b>(25,314)</b>
DEPRECIATION EXPENSE	295,000	295,000	-	295,000	295,000	-
UTILITY EXCISE TAXES	47,721	49,607	(1,886)	47,721	49,607	(1,886)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>502,180</b>	<b>529,380</b>	<b>(27,200)</b>	<b>502,180</b>	<b>529,380</b>	<b>(27,200)</b>
<b>TOTAL OPERATING &amp; MAINT EXPENSE</b>	<b>984,627</b>	<b>1,175,001</b>	<b>(190,374)</b>	<b>984,627</b>	<b>1,175,001</b>	<b>(190,374)</b>
<b>NET OPERATING REVENUE</b>	<b>224,615</b>	<b>2,695</b>	<b>221,921</b>	<b>224,615</b>	<b>2,695</b>	<b>221,921</b>
GAIN (LOSS) ON DISP. OF PROPERTY	18,140	-	18,140	18,140	-	18,140
RENTAL OR LEASE INCOME	1,385	405	980	1,385	405	980
INTEREST INCOME	48,900	37,500	11,400	48,900	37,500	11,400
MISC NON-OPERATING INCOME	-	-	-	-	-	-
INTEREST L-T DEBT	(171,092)	(193,534)	22,442	(171,092)	(193,534)	22,442
DEBT ISSUANCE COSTS	-	-	-	-	-	-
CARES GRANT FUNDING	-	-	-	-	-	-
<b>TOTAL MISC INCOME/EXPENSE</b>	<b>(102,667)</b>	<b>(155,629)</b>	<b>52,962</b>	<b>(102,667)</b>	<b>(155,629)</b>	<b>52,962</b>
<b>NET INCOME</b>	<b>121,948</b>	<b>(152,934)</b>	<b>274,882</b>	<b>121,948</b>	<b>(152,934)</b>	<b>274,882</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 47295 through  
47404 and all electronic payments for this period are hereby approved for payment in the sum of  
\$1,549,536.10 this 22nd day of February 2024.

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Commissioner Korsmo

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Commissioner Rediske

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Commissioner Barton

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General Manager

Check no.	Vendor Name	Payment Description	Amount
47295	Advanced Underground Utilities	Refund Hydrant Meter Deposit	200.00
47296	Barton, Gary	10/23 - 12/23 WASWD Mtgs - Mileage Reimbursement	124.32
47297	Centurylink	(1) Site Internet Svcs	86.00
47298	Cintas	01/03/24 Weekly Svcs	127.44
47299	City of Lakewood	4th Qtr 2023 Franchise Fee	170,727.34
47300	Kuker-Rankin	(10) Rite in the Rain - Spiral Notebooks	53.43
47301	LASA	4th Qtr 2023 CAP Donations	133.77
47302	McClains Soil Supply	(1) Dump Fee - Spoils	40.00
47303	McClatchy Company	2024 Final Budget - Legal Ad	428.72
47304	Mountain Construction	Refund Hydrant Meter Deposit	150.00
47305	Open Works	January 2024 Janitorial Svcs	1,882.51
47306	Pape & Sons Construction	Pay# 12 - Generator - Electrical - Seismic Improvements	88,962.95
47307	Pierce County Sewer	December 2023 - Wash Blvd & Gravelly Lk Dr Sewer Chgs	84.28
47308	Pro Call Center	December 2023 - After Hours On-Call Svcs	421.81
47309	Pumpstech	R-2 New Pump & Motor	194,051.25
47310	Robinson, Lucas	Uniform Reimbursement	456.09
47311	S&B Inc	SCADA Work - Updates	460.22
47312	Seattle Ace	Staples - Deck Screws - Flat Washers - Drill Bits	46.59
47313	Thomas M Pors - Law Office	December 2023 W State MOU; Consolidation Support	770.00
47314	Water Management Labs	(38) Total Coliform P-A3 Tests	984.00
47315	Wyckoff, Kevin	Uniform Reimbursement	52.95
47316	Backflows Northwest	(234) 2023 Backflow Tests	5,850.00
47317	Brown & Brown of Washington	Cyber Security Insurance Renewal - 01/01/24 - 01/01/25	11,925.28
47318	Caselle	February 2024 Contract Support & Maintenance	3,942.68
47319	Centurylink	(4) Sites Internet Svcs	339.66
47320	Chavira & Associates	Refund Hydrant Meter Deposit	200.00
47321	Cintas	01/10/24 Weekly Svcs	164.08
47322	Eurofins Eaton Analytical Inc	01/03/24 PFAS Sampling	5,700.00
47323	Hach Company	(5) Cyanide Re-Agents (5) Pan Indicator Solution	475.31
47324	Harold Lemay Enterprises	December 2023 RO Dumpster - Recycle Bin - Shredding	698.43
47325	Inslee Best Doezie & Ryder	December 2023 General Svcs - Personnel - W State Hosp	1,260.00
47326	Lakewood Hardware & Paint	Thermostat - Screwdriver - Door Sweeps - Heater	144.62
47327	Multicare	(10) Respirators (2) DOT Exams (1) DOT Drug Screen	802.00
47328	Novotx	2024 Elements XS - Annual Subscription & Hosting	25,500.00
47329	Pumpstech	WSB# 1 Rebuild Motor/Balance - N-1 Repair - K-2 Pump	99,425.81
47330	Safe Software	FME (File Manipulation Engine) ESRI Annual Software	737.67
47331	Seattle Ace	(3) Adj Ballcks/Floats - Sharkbite/Push Adptrs - Drill Bits	68.31
47332	TMG Services	R-2 Well - New Pump Skid	11,737.95
47333	United Rentals	(3) Portable Gas Detectors	3,352.55
47334	Verizon Wireless	December 2023 On-Call Cell Maint & Ops - SCADA Data	1,134.29
47335	WA Assoc of Sewer & Water Dist.	2024 Membership Dues	23,515.00
47336	Water Management Labs	(13) Total Coliform P-A3 Tests	312.00
47337	Lakewood Employee Fund	January Payroll - 01/19/24	320.00
47338	WA State Support Registry	Januray Payroll - 01/19/24	195.50
47339	Airgas	(2) Acetylene Rentals	6.06
47340	Associated Petroleum Products	(450) Gals Unleaded Fuel	1,548.68
47341	Bainbridge Island Electric	G-2 Replaced Conduit & Junction Box	1,023.30
47342	CDW Government	MS Office 365 Renewals	30,242.43
47343	Centurylink	(8) Sites Internet Svcs	729.47
47344	Cintas	01/17/24 Weekly Svcs	127.44
47345	Cosco Fire Protection	2024 Annual Inspection	1,275.00
47346	DLT Solutions - TD Synnex	2024 Annual Hydraulic Modeling Software - Info Water	5,623.86
47347	ESRI	2024 Annual ARC/GIS Navigator Subscription	345.07
47348	Eurofins Eaton Analytical Inc	01/04/24 PFAS Sampling	3,300.00
47349	Kennedy/Jenks Consulting	Eng Svcs - Dec 2023 - Country Place GAC	41,483.63
47350	Nearmap US	2024 Annual GIS Mapping Software Renewal	4,293.90
47351	Seattle Ace	Surge Protector - Propane Cylinders - Cplgs - Adptrs	111.86
47352	Tacoma Rubber Stamp	(1) Received Date Stamp	66.32
47353	US Geological Survey (USGS)	2024 Annual Water Resources Investigation Svcs (USGS)	5,607.75
47354	Utilities Underground	(196) December 2023 Locates	227.04
47355	Water Management Labs	(1) BOD (1) Arsenic (1) TSS (1) Zinc (1) Acid Digested	195.00
47356	WA State Support Registry	January Payroll - 01/30/24	195.50
47357	Asphalt Patch Systems	6001 Bocott Ln & 7013 Opal Ct	2,152.57
47358	Associated Petroleum Products	(500) Gals Unleaded Fuel	1,652.67
47359	Capital Heating & Cooling	2024 1st Qtr - Maintenance HVAC Svcs	1,485.52
47360	Cintas	01/24/24 Weekly Svcs	164.08

47361	Core & Main	Instatites - Galvanized Couplings - Tail Resetters	4,149.30
47362	Day Wireless	January 2024 - Communication Radio Svcs	636.98
47363	EH Wachs	(2) Transducer Assembly Kits	1,061.22
47364	FCS Group	2024 LWD Water Rate Structure	970.00
47365	Fence Specialists	Repair Fence - 20 Feet - Hemlock Site	1,376.25
47366	Ferguson Waterworks	(1) 3" Omni Register - (2) Omni C2 Meters	1,441.05
47367	Grainger	Sealing Compound - Solenoid Vlv - Pump - O-Rings	793.82
47368	Holroyd	(30) Yards Crushed Rock	941.36
47369	Lakewood Hardware & Paint	Propane Cylinder	79.14
47370	Pacific Groundwater Group	December 2023 Lakewood Aquifer E Study	1,820.00
47371	Pierce County Finance Dept.	11/07/23 Election Costs	25,252.61
47372	Pumpstech	Installation of Pump - WSB# 1 - Pump# 3	14,519.99
47373	Rainier Supply	(2,000) Ft Cable - Tape - (1) 12V Battery	862.49
47374	Randles Sand & Gravel	Brush & Stump Disposal - 11900 Gravelly Lk Dr	153.90
47375	Seattle Ace	Misc Fittings - Fasteners - 20 V Drill - Drill Bits	283.58
47376	Town of Steilacoom	January 2024 - View Rd Sewer & View Rd Electric	1,039.57
47377	Utilisync LLC	Locate Software Renewal - 2022-2024	7,197.00
47378	WA Assoc of Sewer & Water Dist.	2024 Commissioners Workshop - G Barton	110.00
47379	Water Management Labs	(19) Total Coliform	399.00
47380	WFOA - WA Finance Officers	Annual Membership Dues - C Bledsoe	75.00
47381	White Cap	(50) Bags Ice Melt	920.45
47382	American Landscape Serivce	January 2024 - Landscaping Svcs - NY - Well Sites - Office	7,195.04
47383	Associated Petroleum Products	(500) Gals Unleaded & (113.8) Gals Diesel Fuel	2,138.66
47384	Centurylink	(1) Site Internet Svcs	86.00
47385	Christian Fast	Reimburse Cable Cover - Cord Concealer	41.61
47386	Christopher Perez	Reimburse (1) 5/8" Svc Connection - Svc Not Required	5,121.00
47387	Cintas	01/31/24 Weekly Svcs	127.44
47388	Core & Main	(200) A5 Bonnet O-Rings - (12) Galv Cplgs - Misc Inventory	33,105.78
47389	Ferguson Waterworks	(100) Meter Gaskets	167.35
47390	Grainger	Push Valve Union Connectors - Union Tube Adapters	390.79
47391	Hach Company	(5) Chlorine Test Kits	174.79
47392	Jorgensen, Shaun	Uniform Reimbursement	341.29
47393	Lakewood Hardware & Paint	(3) Chain Saw Sharpenings	39.64
47394	Lowes Company	Trash Can & Liners - Painting Supplies - Propane Igniters	267.89
47395	Northwest Abatement Services	Hydrant Meter Deposit Refund	85.00
47396	Pierce County Sewer	January 2024 - Wash Blvd & Gravelly Lake Dr - Sewer Chgs	41.56
47397	Pro Call Center	January 2024 - After Hours On-Call Svcs	863.65
47398	Seattle Ace	Primer - Tees - Adapters - Bushings - Fasteners -Couplings	51.13
47399	Sherwin Williams	Paint & Painting Supplies	28.99
47400	Sprague Pest Solutions	January 2024 Pest Control Svcs	115.05
47401	State of Washington - DOH	Project & Plan Review DOH - R-2 Well Site	1,626.00
47402	Terraphase Engineering	December 2023 N-3 Well Testing	387.20
47403	Tucci & Sons	Hydrant Meter Deposit Refund	45.00
47404	Water Management Labs	(19) Total Coliform P-A3 Tests	456.00

**Sub-Total**

**876,881.53**

January Payroll

**230,495.88**

January Payroll Taxes (PMT# 864 & PMT# 868)

**87,757.90**

**Date**

**Other Electronic Payment**

1/11/2024	PMT# 867 - CEP Enterprises	2,850.00
1/18/2024	PMT# 869 - Sir Speedy	3,108.68
1/19/2024	PMT# 870 - Aflac	507.55
1/19/2024	PMT# 871 - Deferred Comp	4,232.89
1/19/2024	PMT# 872 - Delta Dental	4,381.20
1/19/2024	PMT# 873 - Regence	67,452.85
1/19/2024	PMT# 874 - WA PERS	25,045.43
1/22/2024	PMT# 875 - Principal Insurance	2,917.24
1/25/2024	PMT# 876 - RH2 Engineering	13,636.74
1/25/2024	PMT# 877 - Sir Speedy	11,002.73
1/31/2024	PMT# 879 - Deferred Comp	4,357.89
1/31/2024	PMT# 880 - WA PERS	25,668.48
2/2/2024	PMT# 881 - Sir Speedy	3,605.67
2/8/2024	PMT# 882 - RH2 Engineering	1,550.99
2/8/2024	PMT# 883 - Sir Speedy	4,666.58

B&O - Excise Tax 47,721.19

US Bank CC (Less Power) 37,528.61

Key Analysis service charge (JAN) 893.81

US Bank CC Power Costs 81,788.50

Paymentech/Merchant Fees (JAN) 6,730.27

Xpress Bill Pay Processing Fee (JAN) 4,753.49

**354,400.79**

**GRAND TOTAL**

**1,549,536.10**

**LAKEWOOD WATER DISTRICT  
PIERCE COUNTY, WASHINGTON**

**RESOLUTION NO. B-1486**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LAKEWOOD WATER DISTRICT,  
PIERCE COUNTY, WASHINGTON, DIRECTING THE GENERAL MANAGER TO ACCEPT A  
PUBLIC WORKS BOARD LOAN.

**WHEREAS**, Lakewood Water District (District) is a special purpose water-sewer municipal corporation authorized and existing under the laws of the State of Washington, Title 57 RCW; and

**WHEREAS**, pursuant to Title 57 RCW, including RCW 57.08.005, the District has the legal authority to enter into contracts to borrow funds; and

**WHEREAS**, the District applied for a WA State Public Works Board (PWB) Loan for Country Place – GAC Filtration Systems Project; and

**WHEREAS**, the PWB has offered a Loan, Contract No. PC24-96103-014 (PWB Loan), on certain terms and conditions; and

**WHEREAS**, the District Board of Commissioners has determined that it is fiscally responsible for the District to accept financing with the PWB for the Country Place – GAC Filtration Systems Project; now therefore,

BE IT RESOLVED by the Board of Commissioners of Lakewood Water District of Pierce County, Washington, as follows:

1. The Recitals set forth above are adopted as if set forth in full herein.
2. The District accepts the Public Works Board Contract No. PC24-96103-014 in the amount of \$4,000,000.00 with a grant amount of \$800,000.00 and loan amount of \$3,400,000.00, with a term of 20 years at 1.38 percent interest, pursuant to the terms of the PWB Loan agreement documents. The District General Manger is authorized and directed to sign all loan documents to accept the PWB Loan on behalf of the District.

**ADOPTED** by the Board of Commissioners of Lakewood Water District, Pierce County, Washington, at the regular open public meeting thereof held the 22nd of February 2024.

**LAKEWOOD WATER DISTRICT**

By: \_\_\_\_\_  
John S. Korsmo, Commissioner and President

By: \_\_\_\_\_  
Gregory S. Rediske, Commissioner and Vice President

By: \_\_\_\_\_  
Gary J. Barton, Commissioner and Secretary

**LAKWOOD WATER DISTRICT  
PIERCE COUNTY, WASHINGTON**

**RESOLUTION NO. B-1487**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LAKEWOOD WATER DISTRICT,  
PIERCE COUNTY, WASHINGTON, DIRECTING THE GENERAL MANAGER TO ACCEPT A  
PUBLIC WORKS BOARD LOAN.

**WHEREAS**, Lakewood Water District (District) is a special purpose water-sewer municipal corporation authorized and existing under the laws of the State of Washington, Title 57 RCW; and

**WHEREAS**, pursuant to Title 57 RCW, including RCW 57.08.005, the District has the legal authority to enter into contracts to borrow funds; and

**WHEREAS**, the District applied for a WA State Public Works Board (PWB) Loan for 88<sup>th</sup> & Pine GAC Filtration Project; and

**WHEREAS**, the PWB has offered a Loan, Contract No. PC24-96103-023 (PWB Loan), on certain terms and conditions; and

**WHEREAS**, the District Board of Commissioners has determined that it is fiscally responsible for the District to accept financing with the PWB for the 88<sup>th</sup> & Pine GAC Filtration Project; now therefore,

BE IT RESOLVED by the Board of Commissioners of Lakewood Water District of Pierce County, Washington, as follows:

1. The Recitals set forth above are adopted as if set forth in full herein.
2. The District accepts the Public Works Board Contract No. PC24-96103-023 in the amount of \$6,000,000.00 with a grant amount of \$900,000.00 and a loan amount of \$5,100,000.00, with a term of 20 years at 1.38 percent interest, pursuant to the terms of the PWB Loan agreement documents. The District General Manger is authorized and directed to sign all loan documents to accept the PWB Loan on behalf of the District.

**ADOPTED** by the Board of Commissioners of Lakewood Water District, Pierce County, Washington, at the regular open public meeting thereof held the 22nd of February 2024.

**LAKWOOD WATER DISTRICT**

By: \_\_\_\_\_  
John S. Korsmo, Commissioner and President

By: \_\_\_\_\_  
Gregory S. Rediske, Commissioner and Vice President

By: \_\_\_\_\_  
Gary J. Barton, Commissioner and Secretary

**LAKWOOD WATER DISTRICT  
PIERCE COUNTY, WASHINGTON**

**RESOLUTION B-1488**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LAKEWOOD WATER DISTRICT, PIERCE COUNTY, WASHINGTON, ESTABLISHING MARSHALL MEYER, GENERAL MANAGER AS THE OFFICIAL DELEGATE FOR EMERGENCY SITUATIONS WITHIN THE LAKEWOOD WATER DISTRICT. THIS RESOLUTION SUPERSEDE AND RESCIND RESOLUTION B-1254.

WHEREAS: it has become necessary that Lakewood Water District establish an official delegate for emergency situations within the District NOW THEREFORE:

BE IT RESOLVED: That Marshall Meyer, General Manager, is the official delegate for emergency situations within the Lakewood Water District.

**ADOPTED** by the Board of Commissioners of Lakewood Water District, Pierce County, Washington, at the regular open public meeting thereof held the 22nd of February 2024.

**LAKWOOD WATER DISTRICT**

By: \_\_\_\_\_

John S. Korsmo, Commissioner and President

By: \_\_\_\_\_

Gregory S. Rediske, Commissioner and Vice President

By: \_\_\_\_\_

Gary J. Barton, Commissioner and Secretary



**Operations Manager's Report**  
 February 22, 2024  
 Board of Commissioners Meeting

**OPERATIONS**

**WORK ORDERS & PM'S (KEVIN)**

- 354 Billing/Office Field Service Orders
- 67 Field Work Orders Elements
- 54 Fleet Service Orders
- 475 Total Service Orders

**DELINQUENT ACCOUNTS – Teri**

- 161 Delinquent Accounts
- 115 Paid on Door Hangers or on Disconnect
- 127 Services Disconnected
- 12 Remained Disconnected at the end of the month

**LOCATES - Debbie**

- 274 Locate Requests Received
- 11 Requests were out of LWD Service Area
- 257 Locates were submitted by LWD
- 06 Cancelled Locates
- 257 Locates Completed

**RIGHT OF WAY PERMIT: 0**

**WATER AVAILABILITY LETTERS: 19**

1/4/2024	WOODBROOKE APTS	14929 64TH AVE CT SW - BLDG B	C/NEW CONSTRUCTION	219232070
1/4/2024	WOODBROOKE APTS	14901 64TH AVE CT SW - BLDG C	C/NEW CONSTRUCTION	219232070
1/4/2024	WOODBROOKE APTS	14829 64TH AVE CT SW - BLDG D	C/NEW CONSTRUCTION	219232070
1/4/2024	WOODBROOKE APTS	14815 64TH AVE CT SW - BLDG E	C/NEW CONSTRUCTION	219232070
1/4/2024	WOODBROOKE APTS	14801 64TH AVE CT SW - BLDG F	C/NEW CONSTRUCTION	219232070
1/5/2024	BIEBER REMODEL	12621 NAOMILAWN DR SW	R/REMODEL	623000081
1/10/2024	DAVITA INC	6111 LAKEWOOD TWNE CTR #101	C/REMODEL	4002240090
1/11/2024	KENWOOD AVE TRIPLEX	9722 KENWOOD DR SW TRIPLEX	R/NEW CONSTRUCTION	6385100082
1/11/2024	KENWOOD DR ADU	9722 KENWOOD DR SW ADU	R/NEW CONSTRUCTION	6385100082
1/18/2024	LAKE LOUISE ELEM SCHOOL UPGRADES	11014 HOLDEN RD SW	C/REMODEL	219054030
1/18/2024	VILLAGE GREEN ESTATES	2902 84TH ST #28	R/NEW CONSTRUCTION	320312076
1/19/2024	LAUREL CREST	9207 TWILIGHT LN SW	R/ADDITION - SHED	5170000290
1/19/2024	TIMBERS ADDITION	11903 CLOVER CREEK DR SW	R/REMODEL	7185000010
1/23/2024	MILITARY RD - DADU	11206 MILITARY RD SW ADU	R/NEW CONSTRUCTION	219081052
1/23/2024	MILITARY RD - DUPLEX	11206 MILITARY RD SW DUPLEX	R/NEW CONSTRUCTION	219081052
1/23/2024	NOTHING BUNDT CAKES	5815 LKWD TOWNE CTR STE B	C/REMODEL T/I	4002240010
1/25/2024	T-MOBILE	10011 BRIDGEPORT WAY SW	C/REMODEL	5400200202
1/29/2024	JUDY ADU	15 FOREST GLEN LN SW	R/NEW ADU CONST	8920000140
1/31/2024	TAC GOLF & COUNTRY CLUB	xxx COUNTRY CLUB LN LOT 19	R/NEW CONSTRUCTION	8920000180

## **MAINTENANCE**

Bobby Gaskin – Department Head

## **NEW SERVICES:**

1"x 5/8" new service at 11813 Vernon Ave SW

## **MAINS MAINTENANCE**

None to report this month.

## **JOBS**

- Panattoni Warehouse Started with installing stub into the project and set a fire hydrant to get past some existing utilities.
- Emergency Food Network Waiting to Start.

## **POTHoles**

None to report this month.

## **SERVICE MAINTENANCE**

- Abandon old 2" connection out on Steilacoom Blvd for the Copper Stone Apartment Project.
- Received over 80 frozen pipe calls.

## **STOCK INVENTORY**

None to report this month.

## **VALVE MAINT.**

None to report this month.

## **VALVE OPERATION CHECKS**

None to report this month.

## **HYDRANT MAINTENANCE**

- Routine maintenance of fire hydrant at 10226 Holly Ln.
- Replaced broken fire hydrant with new fire hydrant from wear and tear at San Francisco / Lincoln Ave.
- Repaired broken fire hydrant inside Fort Steilacoom Park damage by Lemay Garbage truck.
- Repaired nonoperational fire hydrant at the Fire Department training facility.

## **HYDRANT REPLACEMENT:**

None to report this month.

## **METER MAINT.**

None to report this month.

## **FLUSHING SEASON:**

Flushing Season Completed.

## **LEAK DETECTION REPAIR**

OPERATION MANAGER'S REPORT

None to report this month.

**GROUND MAINT.**

- Haul away waste concrete, asphalt, and wood pallets.
- Pressure washed both opening yard gates.
- Painted Hallway for historical wall.

**CITY FRANCHISE PROJECTS**

Raised / Lower water meters & replaced meter boxes on the Ardmore Dr Project.

**OPEN METER BOX CHECKS (Kevin)**

51 completed for this month.

**IDLE METER CHECKS**

None to report this month.

**TRAINING:**

Setup operator Training ground.

**DEPARTMENT ACTIVITIES Operations and Maintenance:**

- The Fire Hydrant maintenance for the list of hydrants that were received from Pierce County Fire in late 2023 has been completed. The list consisted of approx. 200 hydrants with various operational maintenance needs.
- Crews performed routine ground and building maintenance which included pressure washing buildings and gates organizing and cleaning lay down yard and reorganizing tool and equipment rooms.

**CAPITAL & R & R PROJECTS – Operations Manager 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. Staff completed the initial locating/potholing of the site's water mains and pressure zone interties. 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. The installation of the water main, services, hydrants, and all tie-ins have been completed on the project. Concrete restoration and permanent patching along Front Street was started and is scheduled to be completed mid-February. Permanent patching will be completed in early 2024 as weather allows.

**Spanaway Spur Project – WTME connection: Job # 777**

The project is nearly complete, waiting for county to do fog line striping.



### **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 bid process for the remainder of the project has been completed and was awarded to Sound Pacific. The bid was just over 1.7 million, about 10% over our initial budget estimate but substantially under the engineers' estimate of 2.6 million. The project is slated to begin the week of December 11<sup>th</sup> with some preliminary prep work. Water main laying activities began the 1<sup>st</sup> week of January, and the contractor has been installing approximately 270' of main a day. Crews have been installing the service taps as the main is being laid and will begin pressure testing and tie in in late February.

### **Ardmore & Whitman Ave**

The City of Lakewood is currently working on a project in the intersection of Ardmore and Whitman installing pedestrian signals, curb gutter and some sidewalks. The District contracted with Pape and Sons to relocate the water main and a water service in this intersection to eliminate conflicts with the new City infrastructure to be installed. Pape installed 400' of 8" Ductile Iron pipe, 10' of 6" pipe one 8" cross and 6 gate valves. There were 6 tie-in points and a 1" service relocation required to accommodate the city project. Sam Bosma was the inspector of the job for the district and the work was completed in 2 weeks to keep the city project on its time schedule.



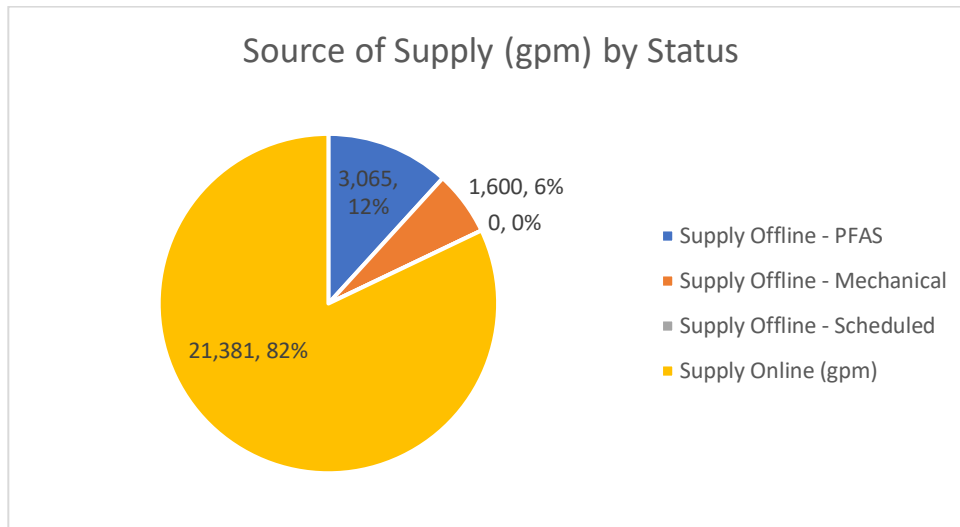
**Engineering Manager's Report**  
February 22, 2024  
Board of Commissioners Meeting

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**SOURCE OF SUPPLY**

**Operations**

1. Total demands are approximately 10 million gallons per day, including roughly 5 million gallons a day to wholesale partners.
2. 82 percent of total supply capacity is online; 12 percent is offline due to PFAS, 6 percent is offline due to mechanical issues, and 0 percent is offline for scheduled activities.
  - a. Mechanical Issues:
    1. The K-2 Well motor was removed from service and is being rebuilt. This will be back online by early 2024.
    2. The P-1R Well had a motor failure and was replaced. The pump and motor are scheduled to be reinstalled in February, returning approximately 500 gpm of supply capacity back into service.
  - b. PFAS - I-3, O-2, O-3, and U-1 Wells are 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. Site work continues, site piping installation will be completed in early February.
  - b. This well will be in service prior to next year's high demand season.

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.
  - b. We are currently working with the supplier to identify and order the replacement pump and motor, so it is onsite and ready for a quick reinstallation following rehabilitation work. This will minimize the amount of time the well is out of service.
3. Emergency Generators and Well Improvements project
  - a. The largest generator is yet to be delivered to the Steilacoom Blvd site, all other generators have been delivered.
  - b. FEMA has extended our contract authorization through January 2025 to accommodate the supply chain delays.
4. K-3 and G-4 Wells
  - a. These projects are funded with two grants that are now in place.
  - b. We are finalizing bid documents for the well drilling that addresses the EPA grant requirements. Bids will be advertised in February, with plans to start drilling in 2024.
  - c. There are still a limited number of well drillers that are qualified to perform the work, so competition and availability may be limited. Bid documents have been adjusted to allow for some different drilling methods with the goal of attracting more bidders to the projects.
5. Oakbrook O-2 Replacement Well
  - a. We are preparing an advertisement for the selection of a design team according to the process required by the loan agreement.
6. Hipkins I-3 Replacement Well
  - a. We are preparing an advertisement for the selection of a design team according to the process required by the loan agreement.

## **WATER QUALITY**

### **Operations**

1. The field crew completed monthly water quality samples.
2. Annual compliance samples 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. We continue to monitor the status of the rule's finalization from EPA.
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. We anticipate a more significant effort in 2024 to complete the service line inventory required by EPA. This effort is included in our proposed budget for 2024.
3. We will soon order the replacement GAC media for the Ponders site. The current media is performing well, but timing of the replacement work needs to be such that it is online for the summer, expediting the replacement work by a few months.

## **PUMPING**

### **Operations**

1. 88 percent of pump station capacity is online. Wholesale pump stations are supplying approximately 4.7 MGD.

### **Maintenance**

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

### **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.
2. One of the pumps at the Wholesale Booster Pump Station 1 was removed and repaired following evaluation for vibration. Vibration has caused several of the bearings and pump components to wear unevenly and cause some damage. The pump has been repaired and will be reinstalled soon. Staff is now monitoring vibration more frequently with equipment purchased last year, which will allow us to address concerns more proactively in the future.
3. Country Place U-1 Well GAC Facility
  - a. Initial site survey is complete and design work is underway by the selected design consultant Kennedy/Jenks.
  - b. Randy, Marshall, and the design firm will meet with the HOA and Condo Association on January 18<sup>th</sup> to present an update and continue communication with the community.
  - c. A pre-application conference with the City is scheduled for January 25<sup>th</sup>.
4. 88<sup>th</sup> & Pine J-Wells GAC Facility
  - a. Geotechnical site investigations have begun, and HDR is beginning the preliminary design work for this project.
  - b. A pre-application conference with the City is scheduled for January 18<sup>th</sup>.

## **STORAGE**

### **Operations**

1. 100 percent of storage capacity is online.

### **Maintenance**

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

### **Capital Projects**

1. Seismic retrofits of Washington Boulevard Tank and 104<sup>th</sup> and Bridgeport Tank
  - a. Preliminary design is ongoing for both tanks.
  - b. RH2 Engineers is preparing materials to submit for FEMA grants in hopes of attaining some additional funding for the retrofits.



## Office Manager's Report

February 22, 2024  
Board of Commissioners Meeting

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**Rate Increase**— The recent rate increase letter sent out in January has resulted in minimal customer inquiries so far, with only one call received by the office regarding how the increase would impact their bill. It is anticipated that more inquiries may arise during the summertime when customers typically experience higher usage and see the effects on their bills. The office will continue to monitor call volumes during this period, which will provide a clearer picture of customer reactions to the rate increase.

**2023 Write-Offs**— Marshall will present a request to the Board to approve various write-offs. These include several categories of write-offs, each with specific criteria. The first category is Miscellaneous A/R, which consists of invoices for items like hydrant meter rentals or damage to a meter box. Fortunately, there were no accounts deemed necessary for write-off in this category in 2023.

The second category is Small Balance Write-offs, which pertain to terminated accounts with credit or debit balances of \$8.00 or less that were unsuccessful in collection attempts. Collection Write-offs involve terminated accounts that have been forwarded to a collection agency due to non-payment, often due to a change in property ownership. Additionally, 50% leak adjustments are granted to customers who face a leak on their side of the meter, with conditions for eligibility set by the general manager.

Meter Leak Adjustments involve accounts with leaks on the District side of the meter, where balances are adjusted to reflect average usage for the affected period. Lastly, Miscellaneous Adjustments encompass various scenarios like fee waivers and billing errors.

These write-offs are essential for maintaining accurate financial records and ensuring transparency in the organization's operations.

**CUSTOMER WRITE-OFF FOR 2023**

<b>SUMMARY</b>	<b>2023</b>
Miscellaneous A/R write-off	N/A
Small Balance write-off 2019 & 2020	\$ (21.05)
Collection/Bankruptcy Write-off's 2023	\$ 223.51
50% Leak Adjustments	\$ 4,021.90
Meter Leak Adjustments	\$ 5,457.03
Miscellaneous Adjustments	<u>\$ 1,076.18</u>
<b>TOTAL</b>	<b>\$ 10,757.57</b>

## 2023 SMALL BALANCE WRITE OFF'S

<i>Date</i>	<i>Customer Name</i>	<i>Account/Inv #</i>	<i>Write off amount</i>
8/2/2023	PAYNE, SHIRLEY	15256.02	\$0.15
8/2/2023	GILL, ANTHONY & BRENDA	27061.07	\$2.46
8/2/2023	VITAL ENERFY PROPERTIES INC	15944.12	(\$2.37)
8/2/2023	VILES, BRITNEY	19231.06	(\$2.73)
8/2/2023	LAL, KRISHAN	20593.03	(\$1.37)
8/2/2023	WILLIAMS, THERESA	11882.12	(\$2.73)
8/2/2023	NGUYEN, CONG	25992.06	(\$1.37)
8/2/2023	GOOL FAMILY TRUST	21137.01	\$1.31
8/2/2023	COLSON, SERENA	18590.06	(\$2.73)
8/2/2023	DOLAN, BERNARD & ELFA	26894.09	(\$2.73)
11/22/2023	HORN, RICHARD	14972.01	(\$0.02)
11/22/2023	DETARVILLE, JUANITA	19366.01	(\$2.00)
11/22/2023	BRYANT, ROBERT L	14972.03	(\$0.26)
11/22/2023	KETTELL, SHANEE	25162.08	(\$2.55)
11/22/2023	CALVO, NERISSA & JOSHUA	27325.03	(\$2.73)
11/22/2023	SCHMITZ, TIM	12798.04	(\$2.73)
11/22/2023	JEX, JENNIE	19408.02	\$1.53
12/27/2023	RAINEY, LYNN	21908.02	(\$0.18)
		<b>TOTAL</b>	<b>(\$21.05)</b>

COLLECTION WRITE-OFF'S 2024

2022 SENT TO COLLECTIONS

Date Assigned	Customer Name	Account Number	Amount
3/15/2022	SSH Properties LLC	20073.02	\$40.00
8/15/2022	Daniel Wright	19371.03	\$54.26
11/17/2022	Kriss Brooks	12712.02	\$129.25
TOTAL			\$223.51



## 2023 ADJUSTMENTS

ACCOUNT	DATE	AMT	CUST CFL 50% ADJ	LWD MTR LEAK ADJ	MISC ADJ		MISC ADJ EXPLAIN.
12037.03	1/3/2023	(122.33)		(122.33)		\$ -	LWD meter freeze leak/failure
25850.03	1/3/2023	(246.94)		(246.94)		\$ -	LWD Facilities - leak at meter
15241.01	1/5/2023	(42.52)		(42.52)		\$ -	LWD Facilities - leak at meter
16471.03	1/5/2023	(115.11)		(115.11)		\$ -	LWD Facilities - leak at meter
14209.05	1/5/2023	(29.34)		(29.34)		\$ -	LWD Facilities - leak at meter
22324.01	1/11/2023	(35.00)			(35.00)	\$ -	Reverse NSF Fee--One time only
15343.04	1/17/2023	(40.00)			(40.00)	\$ -	Reverse cut fee--One time only
22131.02	1/17/2023	(92.01)	(92.01)			\$ -	One time leak adjustment
23321.01	1/20/2023	(36.21)		(36.21)		\$ -	LWD Facilities - leak at meter
21489.02	1/30/2023	(35.00)			(35.00)	\$ -	Reverse NSF Fee--One time only
24430.03	1/30/2023	(35.00)			(35.00)	\$ -	Reverse NSF Fee--One time only
13502.02	2/17/2023	(281.96)	(281.96)			\$ -	One time leak adjustment
12593.03	2/17/2023	(26.62)		(26.62)		\$ -	LWD Facilities - leak at meter
11141.06	3/6/2023	(158.52)		(158.52)		\$ -	LWD Facilities - leak at meter
13436.03	3/13/2023	(234.87)		(234.87)		\$ -	LWD Facilities - leak at meter
15203.02	3/13/2023	(2410.16)		(2410.16)		\$ -	LWD Facilities - leak at meter
20348.03	3/15/2023	(1482.11)		(1482.11)		\$ -	LWD Facilities - leak at meter
13741.03	3/30/2023	(34.28)		(34.28)		\$ -	LWD Facilities - leak at meter
12593.03	3/31/2023	(8.53)		(8.53)		\$ -	LWD Facilities - leak at meter
23289.03	3/31/2023	(126.06)	(126.06)			\$ -	One time leak adjustment
12436.06	4/3/2023	(4.20)			(4.20)	\$ -	Reverse late fee
14120.1	4/14/2023	(40.00)			(40.00)	\$ -	Reverse cut fee--One time only
11261.02	4/14/2023	(859.42)	(859.42)			\$ -	One time leak adjustment
10177.04	4/14/2023	(525.41)	(525.41)			\$ -	One time leak adjustment
18786.01	5/11/2023	(14.92)		(14.92)		\$ -	Meter leak adjustment
21430.01	5/17/2023	(35.00)			(35.00)	\$ -	Reverse NSF Fee--One time only
20348.03	5/17/2023	(11.61)		(11.61)		\$ -	LWD Facilities - leak at meter
55053.01	5/24/2023	(45.13)			(45.13)	\$ -	Adjust billing. Customer did not want meter turned on. No usage was used.
27063.05	6/5/2023	(40.00)			(40.00)	\$ -	Adjust cut fee--One time only
24284.02	6/13/2023	(372.54)	(372.54)			\$ -	One time leak adjustment - hardship
11141.06	6/28/2023	(120.63)		(120.63)		\$ -	LWD Facilities - leak at meter on lwd side
14560.06	7/12/2023	(184.14)	(184.14)			\$ -	One time leak adjustment - hardship
24166.02	7/12/2023	(45.90)		(45.90)		\$ -	LWD Facilities - leak at meter
20327.02	7/18/2023	40.86			40.86	\$ -	Added R&R and Ffee to cust acct. Didn't bill correctly
16912.02	7/21/2023	(35.00)			(35.00)	\$ -	Reverse NSF Fee
22890.07	8/15/2023	(11.62)		(11.62)		\$ -	LWD Facilities - leak at meter
21473.03	8/15/2023	(2.13)		(2.13)		\$ -	LWD Facilities - leak at meter
24166.02	8/15/2023	(31.38)		(31.38)		\$ -	LWD Facilities - leak at meter
18926.06	8/28/2023	(10.65)		(10.65)		\$ -	LWD Facilities - leak at meter
26218.03	8/29/2023	(31.95)		(31.95)		\$ -	LWD Facilities - leak at meter
16160.01	9/13/2023	(446.82)			(446.82)	\$ -	Customer was charged incorrectly due to incorrect size meter on account

27055.09	9/18/2023	(35.00)		(35.00)	\$	-	Reverse NSF fee for customer
23794.01	10/17/2023	(34.86)		(34.86)	\$	-	LWD Facilities - leak at meter
13973.01	11/6/2023	(307.58)	(307.58)		\$	-	One time leak adjustment
26170.04	11/8/2023	(124.89)		(124.89)	\$	-	LWD Facilities - leak at meter
17295.06	11/13/2023	(19.18)		(19.18)	\$	-	LWD Facilities - leak at meter
17389.01	11/13/2023	(8.71)		(8.71)	\$	-	Meter leak adjustment
13241.01	11/21/2023	(100.00)		(100.00)	\$	-	Reverse backflow compulsory testing fee
16560.03	12/4/2023	(88.00)		(88.00)	\$	-	Reverse back flow charges
13453.01	12/5/2023	(615.45)	(615.45)		\$	-	One time leak adjustment - hardship
10578.01	12/7/2023	(35.00)		(35.00)	\$	-	Waive NSF fee
13925.01	12/11/2023	(197.84)	(197.84)		\$	-	One time leak adjustment - hardship/circumstances
19354.04	12/13/2023	(68.95)		-68.95	\$	-	Meter leak adjustment
21080.01	12/14/2023	(40.00)		(40.00)	\$	-	Reverse cut fee--One time only
12016.01	12/19/2023	(70.87)	(70.87)		\$	-	One time leak adjustment - hardship
23063.03	12/19/2023	(255.30)	(255.30)		\$	-	One time leak adjustment - hardship
11269.01	12/22/2023	(133.32)	(133.32)		\$	-	One time leak adjustment - hardship

**TOTALS (10555.11) (4021.90) (5457.03) (1076.18)**



**IT Manager's Report**  
February 22, 2024  
Board of Commissioners Meeting

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**CYBER SECURITY UPDATE**

There are no minor Cyber Security Issue to report.

- All Penetration Testing results for January came back with zero findings.
- The January 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.
- No malware has been detected on District equipment.

**SURPLUS AND DISPOSAL**

**Surplus**

Qty (2) I5 Gen8 HP EliteBook Laptop. To be made available to staff @ \$200 Each

Qty (1) I5 Gen7 HP EliteBook Laptop. To be made available to staff @ \$125.00



## Memorandum

**To:** Board of Commissioners  
**From:** Christian Fast, IT Manager  
**Date:** 02-22-24  
**Re:** Surplus

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The following items are for Surplus & Disposal:

### Surplus

Items (To be purchased by staff members) *	Qty
15 Gen8 HP EliteBook Laptop .....	2*
15 Gen7 HP EliteBook Laptop .....	1*



**HR Manager's Report**  
February 22, 2024  
Board of Commissioners Meeting

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### **Engineering Manager Recruitment Update**

The job posting for the District's Engineering Manager position went live on August 28 and is open until filled. We have not received any new candidate materials.

### **Hydrogeologist Recruitment Update**

We received two applications for the Hydrogeologist position. Both candidates will be participating in an interview on Monday, February 12. I will have more information to share with the Board at the meeting.

### **February Training and Professional Development**

#### First Aid/AED Recertification

It's time to get recertified! Every two years, our staff participates in a first aid and AED certification course. The course, taught by a retired fire chief, informs and prepares staff on what to do in the event of a medical emergency.

#### Conflict De-Escalation

The Lakewood Policy Department will be conducting training with the District later this month on conflict de-escalation. This specialized training will provide staff with some tools and best practices to help reduce conflict with members of the public who may be unpredictable in their behavior.

### **Annex Project**

The annex project has been on hold for a few weeks, pending the reissuance of permits from the City of Lakewood. Prior to the pause, most demolition was completed, and windows have been reframed for egress. We are hopeful our contractor will be able to resume work by the end of this month.

### **Other Upcoming Projects**

- Job description updates
- Uniform project
- Succession planning
- Flagging recertification

**LAKEWOOD WATER DISTRICT  
SUMMARY WATER PUMPED vs WATER SOLD**

Month	2024				2023				2022				2021			
	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	46,218,286	37,420,896	8,797,391	19.03%	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%
February	-	-	-	0.00%	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%
March	-	-	-	0.00%	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%
April	-	-	-	0.00%	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%
May	-	-	-	0.00%	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%
June	-	-	-	0.00%	77,603,165	59,977,885	17,625,280	22.71%	49,768,213	41,799,240	7,968,973	16.01%	69,323,486	53,653,437	15,670,049	22.60%
July	-	-	-	0.00%	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%
August	-	-	-	0.00%	86,872,744	80,706,068	6,166,677	7.10%	80,450,608	66,218,472	14,232,137	17.69%	86,496,992	81,965,711	4,531,281	5.24%
September	-	-	-	0.00%	67,703,917	72,721,832	(5,017,916)	-7.41%	67,214,677	63,459,075	3,755,602	5.59%	63,893,463	66,644,741	(2,751,278)	-4.31%
October	-	-	-	0.00%	48,103,462	68,263,200	(20,159,737)	-41.91%	53,382,302	71,000,151	(17,617,849)	-33.00%	43,912,178	64,772,184	(20,860,006)	-47.50%
November	-	-	-	0.00%	42,305,708	44,893,240	(2,587,532)	-6.12%	40,830,771	46,023,357	(5,192,586)	-12.72%	39,948,002	42,584,231	(2,636,229)	-6.60%
December	-	-	-	0.00%	39,735,330	41,694,700	(1,959,370)	-4.93%	41,341,666	43,650,688	(2,309,022)	-5.59%	40,844,005	39,804,988	1,039,017	2.54%
<b>TOTAL</b>	46,218,286	37,420,896	8,797,391	19.03%	687,800,198	631,750,826	56,049,372	8.15%	612,784,253	555,743,266	57,040,987	9.31%	648,843,471	599,494,574	49,348,897	7.61%
Net loss (WER)			8,707,964	18.84%			53,408,517	7.77%			54,603,746	8.91%			49,259,470	7.59%
2023 YTD		41,872,076	35,603,735	6,268,341.08	14.97%											
2022 YTD		41,387,515	34,674,736	6,712,779.12	16.22%											

**Total Number of Customers Billed**

	<b>2024</b>	<b>BI-MONTHLY</b>	<b>2023</b>	<b>BI-MONTHLY</b>	<b>2022</b>	<b>BI-MONTHLY</b>	<b>2021</b>	<b>BI-MONTHLY</b>
January	7954		7922		7786		7781	
February		7954	8743	16665	8695	16481	8576	16357
March			7922		7896		7679	
April		0	8755	16677	8704	16600	8472	16151
May			7959		7908		7695	
June		0	8776	16735	8733	16641	8512	16207
July			7957		7937		7698	
August		0	8279	16236	8745	16682	8522	16220
September			7974		7932		7720	
October		0	8770	16744	8699	16631	8524	16244
November			7854		7914		7664	
December		0	8756	16610	8613	16527	8515	16179
<b>BILLS YTD:</b>		<b>7954</b>		<b>7922</b>		<b>7786</b>		<b>7781</b>
<b>YEARLY TOTAL:</b>		<b>7954</b>		<b>99667</b>		<b>99562</b>		<b>97358</b>

**CUBIC FEET SOLD PER CLASS  
2024**

	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	1,800	2,450,800	5,642,300	7,386,800	234,300	66,200		15,782,200	1,890,400	4,508,889	5,990,509	5,187,408	4,061,489	21,638,696	37,420,896
February								-	-	-	-	-	-	-	-
March								-	-	-	-	-	-	-	-
April								-	-	-	-	-	-	-	-
May								-	-	-	-	-	-	-	-
June								-	-	-	-	-	-	-	-
July								-	-	-	-	-	-	-	-
August								-	-	-	-	-	-	-	-
September								-	-	-	-	-	-	-	-
October								-	-	-	-	-	-	-	-
November								-	-	-	-	-	-	-	-
December								-	-	-	-	-	-	-	-
<b>Total YTD</b>	<b>1,800</b>	<b>2,450,800</b>	<b>5,642,300</b>	<b>7,386,800</b>	<b>234,300</b>	<b>66,200</b>	<b>-</b>	<b>15,782,200</b>	<b>1,890,400</b>	<b>4,508,889</b>	<b>5,990,509</b>	<b>5,187,408</b>	<b>4,061,489</b>	<b>21,638,696</b>	<b>37,420,896</b>

2023 YTD	17,123,200	1,585,200	4,544,179	5,965,780	5,363,320	1,022,056	18,480,535
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2022 YTD	15,943,700	1,801,080	5,121,641	7,131,400	4,676,915		18,731,036
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vs 2023	92.17%	119.25%	99.22%	100.41%	96.72%	397.38%	117.09%
vs 2022	98.99%	104.96%	88.04%	84.00%	110.92%		115.52%