



Special Meeting Board of Commissioners

Thursday, March 28, 2024 – 8:30 AM

In Person and Via Teams

Agenda

1. Call to Order
2. Attendance
3. Public Comment
4. [Approval of Special Meeting Minutes from February 22, 2024](#)
5. [Finance Manager's Report February 2024](#)
 - a. [Board Approval of Payables](#)
6. General Manager's Report
7. [Approval of the Developer's Extension Agreement Update](#)
8. [Approval of Resolution B-1489 Board of Commissioners Handbook](#)
9. [Approval of Resolution B-1490 Budget Policy](#)
10. [Operation & Maintenance Manager's Report](#)
 - a. [Approval of the Backflow Assembly Tester Contract](#)
11. [Engineering Manager's Report](#)
12. [Information Technology Manager's Report](#)
13. [HR Manager's Report](#)
 - a. [Succession Planning](#)
14. Other Business
 - a. Acknowledgment of Employee Wages Increases
 - b. Commissioner Barton WASWD update
 - c. Next Special Commissioners Meeting April 25, 2024 at 3:30 PM.
15. Public Comment
16. Adjourn



**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Special Meeting
February 22, 2024
Boardroom & Via Microsoft Teams**

1. CALL MEETING TO ORDER

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

2. ATTENDANCE

Present at the meeting: Commissioners J. Korsmo, G. Rediske, and G. Barton; General Manager M. Meyer, Consulting Manager R. Black, Operations & Maintenance Manager J. Dean, Finance Manager P. Mendoza, IT Manager C. Fast, Office Manager T. MacDougall, HR Manager B. Levo, and Administrative Assistant J. Clark.

Guest: Jeff Kray, Marten Law (arrived at 3:37 PM).

3. PUBLIC COMMENT

None.

4. ELECTION OF OFFICERS

President – Commissioner Rediske nominated Commissioner Korsmo for President. Commissioner Barton seconded. Nomination passed unanimously.

Vice President - Commissioner Korsmo nominated Commissioner Rediske for Vice President. Commissioner Barton seconded. Nomination passed unanimously.

Secretary - Commissioner Rediske nominated Commissioner Barton for Secretary. Commissioner Korsmo seconded. Nomination passed unanimously.

5. Executive Session – Delayed until Jeff Kray arrived.

6. APPROVAL OF MEETING MINUTES FROM 1/18/24 MEETINGS.

COMMISSIONER REDISKE MOVED TO APPROVE THE MINUTES FOR THE REGULAR MEETING JANUARY 18, 2024, SECOND BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

7. FINANCIAL INFORMATION

Philip Mendoza, Finance Director presented the January 2024 financial to the Board.

- *Retail Sales* Currently we are 2.93% higher than budgeted for the month and 2.93% higher YTD.
- *Operating revenue* is 2.38% higher than budgeted for the month and 2.38% higher YTD.
- *Pumping Operations* is 13.95% lower than budget for the month and 13.95% lower than budget YTD.
- *Water Treatment operations* is 20.47% under budget for the month and 20.47% under budget YTD.
- *Transmission and Distribution operations* is 37.57% under than budget for the month and 37.57% under budget YTD.
- *Total Operating Expense* is 25.27% under budget for the month and 25.27% lower than budget YTD.

- *Net Operating Revenue* - We expected a breakeven of our operating revenues with our operating expenses. However, we ended up with \$224,615 as Net Operating Revenue.

a. Approval of Payables

Disbursements made from the General Ledger Fund for checks number 47295 through 47404 totaling \$876,881.53, salary direct deposits totaling \$230,495.88, payroll taxes totaling \$87,757.90, and other electronic payments totaling \$354,400.79 for a total of \$1,549,536.10 were presented to the Board for approval.

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

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.

Commissioner Korsmo called the Executive Session to order at 3:45 PM. Estimated session time 30 minutes (4:15 PM). Commissioner Korsmo called for a 15-minute extension 4:30 PM. Commissioner Korsmo closed the Executive Session at 4:30 PM.

Commissioners directed Marshall Meyer and Jeff Kray to opt back in the Dupont settlement by March 1, 2024.

MOTION BY COMMISSIONER REDISKE TO OPT BACK IN TO THE DUPONT SETTLEMENT. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER REDISKE TO AUTHORIZE GENERAL MANAGER MEYER TO SIGN DOCUMENTATION TO OPT BACK INTO THE DUPONT SETTLEMENT. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

Jeff Kray left the meeting at 4:39 PM.

8. 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 will be meeting with DOE next week to discuss the critical nature of the timing of reviewing the water rights change application. The timing is connected to the budget requests to the State.

Funding Update – General Manager Meyer shared he learned the two Public Works Board loans for 88th & Pine and Country Place will have \$1.5 million in grants. Rep. Leavitt secured the other \$1.86 million grant for two additional wells. The \$2 million from the EPA and around \$3.9 million from the DCCA will fund the construction of two new wells.

a. Consulting Manager's Report

General Manager Meyer shared that Consulting Manager Black has taken the lead on the Commissioner's Roles of Responsibilities and Conduct handbook, Budget Policy, and Revenue Allocation for Wholesale Water Sales.

Consulting Manager Black worked 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 also worked 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.

The Board will review the documents at the March meeting.

Essential Workers Designation – Consulting Manager Black would like to volunteer to continue work on this project after he retires. The Board of Commissioners approved his request.

Bill Clarke will contact the State Department of Emergency Response to work through the steps of designating essential workers.

Commissioner Barton shared that he has written a letter to WASWD to grant Randy Black a lifetime membership to WASWD. The final vote will be at the Spring Conference.

9. Approval of Resolution B-1486 to Accept Country Place GAC PWB Loan

The resolution approves the District accepting the Public Works Board loan for the Country Place GAC loan.

MOTION TO APPROVE RESOLUTION B-1486 TO ACCEPT COUNTRY PLACE GAC PWB LOAN BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER KORSMO. MOTION PASSED UNANIMOUSLY.

10. Approval of Resolution B-1487 to Accept 88th & Pine GAC PWB Loan

The resolution approves the District accepting the Public Works Board loan for the 88th & Pine GAC loan.

MOTION TO APPROVE RESOLUTION B-1487 TO ACCEPT 88TH & PINE GAC PWB LOAN BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

11. Approval of Resolution B-1488 Official Emergency Delegate, Rescinding B-1254

General Manager Meyer shared that this would replace Randy Black as the official emergency delegate to Marshall Meyer and rescind B-1254.

MOTION TO APPROVE RESOLUTION B-1488 OFFICIAL EMERGENCY DELEGATE, RESCINDING B-1254 BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

12. OPERATIONS & MAINTENANCE REPORT

Operations & Maintenance (O&M) Manager Dean shared the Ardmore and Hipkins project with the city. The District's portion has been completed ahead of schedule. Pape & Sons did a great job and came in around \$20,000 under the estimate. District inspector Sam Boseman did a great job and played a major part in redesigning the intersection on the fly.

Operations & Maintenance Manager Dean participated in the water system conditional assessment interviews this past week; DSHS has selected RH2 Engineers.

Commissioner Rediske inquired about the 80 frozen pipe calls and if we recommend contractors to customers. O&M Manager Dean shared that we tell them to call a plumber. We provide a list of contractors to choose from but do not specifically recommend any contractors.

9. ENGINEERING REPORT

The report is attached. The RFP for the K3 and G4 wells will be issued next week and will be open for 30 days to comply with EPA regulations. The money from Senator Murray will be used for these two wells.

General Manager Meyer provided an update on the E aquifer study as requested by Commissioner Barton. This is a longer-term study of our second deepest aquifer. Working with Mott McDonald, our hydrogeologist consulting firm, is using the latest USGS model, to look forward at how sustainable the E-level aquifer is and how many additional wells we can plan to go into this E-level aquifer. We are finding the need for an advantage to go deeper to avoid some of the PFAS contamination. They've done a lot of compilation of data and have looked at some of the historical information available to compare it to. What does the model predict in terms of aquifer levels and pumping, and what do our actual recorded measurements show? And they're finding good matching of patterns and levels and things like that between the model and our measurements. So that gives us good confidence in the model. USGS has not finished publishing the report that supports the latest model, so forward projections have not been completed yet, and won't be finalized until USGS finalizes their report.

10. CUSTOMER SERVICE MANAGER'S REPORT

Office Manager MacDougall shared the annual write-off report for approval. Commissioners asked what qualifies as a write-off. Accounts with a balance of more than \$8.00 are sent to collections. Refunds are issued for balances over \$3.00. Commissioner Rediske asked what the difference between the 2022 and 2023 write-offs was. Office Manager MacDougall shared it is approximately \$2,200 less than last year.

MOTION TO APPROVE THE 2023 ANNUAL WRITE OFFS BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

11. 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 the two Hydrogeologist applicants were interviewed this past week. HR Manager Levo thanked staff members Amber and Jake for participating in the interview panel. The panel was unanimous on the top pick for the position. Both applicants are well qualified, and either would be a good option. She will be preparing an offer letter on Friday.

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 provided updates on the status of the Workforce Development committee; they will have a trial run in mid-March and at the spring conference. He shared that he nominated Randy Black for a lifetime WASWD membership, and the Board of Directors approved the nomination and will make the final decision at the spring meeting.
- c. Our next Commissioner's meeting has been moved from March 21, 2024 to March 28, 2024, at 3:30 PM.
Special BOC Meeting Tank Dedication will be on February 27, 2024, at 12 PM.

13. PUBLIC COMMENT

None.


*Commissioner Korsmo called for a recess at 5:27PM to allow the Board of Commissioner to review the new historical wall. Recess ended at 5:37 PM.

14. ADJOURN


President Korsmo adjourned the meeting at 5:37 PM.

LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS

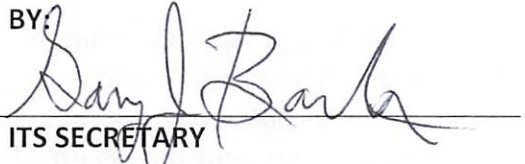
BY:


ITS PRESIDENT

BY:


ITS VICE PRESIDENT

BY:


ITS SECRETARY

BY:

 3/28/24
DISTRICT SECRETARY (DATE)


LAKWOOD WATER DISTRICT


2024


INCOME STATEMENT


FEBRUARY	CUR MO	CUR MO	CUR MO	Y-T-D	Y-T-D	Y-T-D
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
SALE OF WATER	799,119	740,668	58,451	1,452,253	1,375,195	77,058
OTHER OPERATING REVENUE	97,758	114,370	(16,613)	154,982	169,034	(14,052)
WHOLESALE WATER SALES	491,105	491,933	(827)	989,989	980,438	9,551
TOTAL OPERATING REVENUE	1,387,982	1,346,972	41,011	2,597,224	2,524,667	72,557
OPERATING EXPENSE						
PUMPING	94,327	107,611	(13,284)	189,297	215,058	(25,761)
WATER TREATMENT	45,343	42,864	2,479	80,998	87,123	(6,125)
TRANSMISSION & DISTRIBUTION	73,719	109,135	(35,416)	143,663	220,686	(77,022)
CUSTOMER ACCOUNTS	69,183	76,393	(7,210)	134,615	156,626	(22,011)
CUSTOMER INFORMATION	-	548	(548)	-	1,096	(1,096)
ADMINISTRATIVE & GENERAL	239,154	322,313	(83,159)	467,779	621,230	(153,451)
TOTAL OPERATING EXPENSE	521,726	658,863	(137,137)	1,016,353	1,301,818	(285,465)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	3,683	3,478	205	7,352	6,955	397
PUMPING	22,785	23,189	(404)	42,502	46,379	(3,877)
WATER TREATMENT	2,690	11,210	(8,520)	13,494	27,318	(13,824)
TRANSMISSION & DISTRIBUTION	85,968	110,672	(24,703)	182,016	224,065	(42,049)
ADMINISTRATIVE & GENERAL	30,557	28,605	1,952	59,765	57,209	2,556
SUB-TOTAL	145,683	177,153	(31,470)	305,129	361,925	(56,796)
DEPRECIATION EXPENSE	295,000	295,000	-	590,000	590,000	-
UTILITY EXCISE TAXES	35,729	34,904	824	78,783	84,512	(5,729)
TOTAL MAINTENANCE EXPENSE	476,412	507,057	(30,645)	973,911	1,036,437	(62,526)
TOTAL OPERATING & MAINT EXPENSE	998,138	1,165,920	(167,783)	1,990,264	2,338,255	(347,991)
NET OPERATING REVENUE	389,845	181,051	208,794	606,961	186,413	420,548
GAIN (LOSS) ON DISP. OF PROPERTY	175	-	175	18,315	-	18,315
RENTAL OR LEASE INCOME	870	280	590	2,255	685	1,570
INTEREST INCOME	48,009	37,500	10,509	96,909	75,000	21,909
MISC NON-OPERATING INCOME	6,208	-	6,208	6,208	-	6,208
INTEREST L-T DEBT	(176,555)	(193,534)	16,979	(353,110)	(387,068)	33,958
DEBT ISSUANCE COSTS	-	-	-	-	-	-
CARES GRANT FUNDING	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(121,292)	(155,754)	34,462	(229,422)	(311,383)	81,961
NET INCOME	268,552	25,297	243,255	377,538	(124,971)	502,509

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 47405 through
47491 and all electronic payments for this period are hereby approved for payment in the sum of
\$1,721,625.83 this 28th day of March 2024.


Commissioner Korsmo


Commissioner Barton


Commissioner Rediske


General Manager

Check no.	Vendor Name	Payment Description	Amount
47405	Lakewood Employee Fund	Payroll 02/16/24	320.00
47406	WA State Support Registry	Payroll 02/16/24	195.50
47407	Beyond Trust Corporation	Remote Cloud Access Software Renewal (5/1/24 - 4/30/25)	6,958.60
47408	Bosma, Samuel	Reimburse (4) Bags - Fast Pitch Concrete Mix	115.60
47409	Cargill Salt	(1) Pallet Salt (882) 50 Lb Bags	9,494.31
47410	Caselle	March 2024 Contract Support & Maintenance	3,942.68
47411	Centurylink	(1) Site Internet Svcs	77.63
47412	Cintas	02/07/24 Weekly Svcs	164.08
47413	Daily Journal of Commerce	Legal Ads - Hipkins Rd & Oakbrook Design Svcs	734.40
47414	Dept of Health	2024 Annual Operating Permit	30,310.05
47415	Grainger	(20) PVC Ball Vlvs; (10) Chg Batteries - (10) Swivel Elbows	3,430.70
47416	Guardian Security Systems	Replaced Keypad on Reader - Angle Lane	970.53
47417	Hach Company	(5) Chlorine Test Kits	361.62
47418	Harold Lemay Enterprises	Jan 2024 RO Dumpster - Recycling Bin - Shredding Bin	722.09
47419	Inslee Best Doezie & Ryder	Jan 2024 W State Hospital; U-1 Country Place; General Svcs	1,517.00
47420	KPG Psomas	Oct & Dec 2023 - Eng Svcs - R&R Hipkins	8,586.50
47421	McClatchy Company	Legal Ads - I-3 & O-2 Well Replacements	718.04
47422	Mooses Auto Tech	Trk# 27 New Battery & Trk# 54 Oil Chg & Svc	363.40
47423	Multicare	(1) Respirator Questionnaire (2) EBT Tests	301.00
47424	Open Works	February 2024 Janitorial Svcs	1,997.51
47425	Petty Cash	Replenish Petty Cash	473.90
47426	Philadelphia Insurance	Municipalities Package & Umbrella Renewal 2024	179,537.00
47427	Preferred Roof Svcs	Repaired Roof Leak - Exposed Nails & Shingles	660.60
47428	Rainier Supply	(100) SCH40 PVC Conduit (2) 2 1/2 Inch Red Washers	330.61
47429	Seattle Ace	(1) Pick-up Tool - (20) Pk 45 Gal Contractor Bags	46.55
47430	Stronghold Armored	January 2024 Armored Truck Svcs	375.00
47431	Thomas Pors	Atty Svcs - HB2105; WWUC; POL-2030; DSHS; W State	5,811.00
47432	Water Management Labs	(32) Total Coliform Tests - (3) Sulfide - Ammonia - Full Organic	2,757.00
47433	Yesco LLC	Permit Acquisition Fee - New District Sign	891.88
47434	Airgas	(2) Acetylene Rentals	6.06
47435	Brown & Brown of WA	Public Officials D&O/EPL & Surplus Lines Insurance	18,512.77
47436	CDW Government	Annual Sophos Renewals	4,584.56
47437	Ceccanti	Pay# 7 - December 2023 Spanaway WTME (Final)	21,048.47
47438	Centurylink	(2) Sites Internet Sites	177.51
47439	Cintas	2/14/24 Weekly Svcs	127.44
47440	Core & Main	(50) Brass Sleeves	3,853.50
47441	E H Wachs	(1) Adapter (2) Assemblies w/ Strainers	160.34
47442	Eurofins	2/06/24 PFAS Sampling	5,985.00
47443	Fence Specialists	Replaced Fence - Phillip Well Site	1,403.78
47444	Ferguson Waterworks	(1) 2" Register - (1) 6" Ring Acc Pks - (400) Mtr Gskts	833.31
47445	Grainger	(10) 90 Degree Swivel Elbow Tubes	153.81
47446	Lakewood Hardware & Paint	Gorilla Tape - Gorilla Epoxy - (4) Magnetic Bases	70.87
47447	Marsh, Tyler	Uniform Reimbursement	153.52
47448	Marten Law	December 2023 - Atty Svcs - PFAS	36,474.94
47449	McClains Soil Supply	(2) Yards Top Soil	81.62
47450	Mott MacDonald	January 2024 K-3 Lakes & G-4 Scotts Consulting Svcs	1,461.20
47451	Pape Machinery	Replaced Belts on Mini Excavator	1,065.93
47452	Seattle Ace	(32) Fasteners (1) Tap Plug (2) Drill Bits	44.28
47453	Sherwin Williams	Paint & Painting Supplies - Historical Wall	337.74
47454	Tvetens Auto Tech	Trk# 36 Radiator - Oil Chg - Trk# 25, Trk# 41, Trk# 48 Oil Chg	1,988.71
47455	Utilities Underground	(241) January 2024 Locates	296.19
47456	Verizon Wireless	January 2024 On-Call Cell & SCADA Data Chgs	1,134.40
47457	Brent Davison	Uniform Reimbursement	142.28
47458	Centurylink	(4) Sites Internet Svcs	319.48
47459	Cintas	02/21/24 Weekly Svcs	164.08
47460	Day Wireless	February 2024 Communication & Radio Svcs	636.98
47461	FCS Group	2023 LWD Water Rate Structure Review	1,276.25
47462	HDR Engineering Inc	11/23 - 01/24 88th & Pine PFAS Treatment Svcs	55,351.69
47463	Honey Bucket	(1) On-Call Service 02/13/24	80.00
47464	Kelley Create	Toshiba Copier - Annual Contract 2024	2,867.00
47465	Kennedy/Jenks Consulting	Jan 2024 U-1 Country Place Well - PFAS Treatment	38,375.35
47466	Pacific Groundwater Group	Jan 2024 Lakewood WD-3 Well Rehab & Aquifer E Study	6,356.25
47467	Pacific Power Group LLC	Repair Generator - Yard Portable #1	1,450.61
47468	Pumptech LLC	Install WBS #1 - Pump #3	14,519.99
47469	Sprague Pest Solutions	February 2024 Pest Control Svcs	115.05

47470	Tvetens Auto Tech	Trk #36 Replaced Fuel Injectors & Gaskets	1,120.83
47471	Water Management Labs	(4) MMO-MUG Total Coliform Tests	96.00
47472	Check Void	Void & Re-Issued - Check Never Received by Vendor	-
47473	HCON Inc	Pay App# 5 - 96th St S & Front St - Main Replacement	248,843.44
47474	Allenmore Heights LLC	Hydrant Meter Deposit Refund	200.00
47475	Centurylink	(4) Sites Internet Svcs	409.99
47476	City of Lakewood	R&R - Pay# 21 Ph# 2 - PW#-01647 - Grav Lk - Wash - Nyanza	3,358.05
47477	Cosco Fire Protection	Fire Sprinkler Svc Call - Repairs	1,707.00
47478	Davids Showcase Flooring	New Flooring - Front Lobby & Entry Hallway	7,387.60
47479	Ferguson Waterworks	(2) 8 Inch Fig Adpater Kits w/Bolts	290.44
47480	Grainger	(1) Steel Socket (1) Combo Wrench - Ponders GAC Hatch	124.13
47481	Guardian Security Systems	Installation Access Controls - Offices & Metal Bldg	37,118.43
47482	Lakewood Hardware & Paint	(1) Silicone Sealant - (1) 2 Inch SCH40 Vlv - Ponders GAC	30.21
47483	Oreilly Automotive	(24) Battery Core Returns - (6) New Batteries & Core Chgs	454.65
47484	Pape & Sons Construction	Pay# 1 Ardmore Dr - Whitman - 93rd St SW	131,132.22
47485	Pierce County Auditor	(2) Lien Claims - 9114 Thomas Ct SW & 10902 Kline St SW	36.00
47486	Puget Sound Signs & Grap	Historical Wall - Shadow Box & Panels	7,851.85
47487	Red Quote	July 2023 - October 2023 Rate Correction Adjustment	45.00
47488	S&B Inc	Year End Report - RTU Com- Angle Ln S-2 - Whs Intertie	747.85
47489	Seattle Ace	Molding - Wood Glue - Fasteners - Steel NRP Hinges	178.21
47490	Town of Steilacoom	February 2024 View Rd - Electric & Sewer Chgs	831.33
47491	USA Bluebook	(1) PVC Injection Quill	284.53

Sub-Total **926,023.50**

February Payroll **339,464.59**
February Payroll Taxes - (PMT# 878, PMT# 884, & PMT# 893) **130,101.38**

Date

Other Electronic Payment

2/16/2024	PMT# 885 - Aflac	507.55
2/16/2024	PMT# 886 - Deferred Comp	4,357.89
2/20/2024	PMT# 887 - Delta Dental	4,443.70
2/20/2024	PMT# 888 - Principal Insurance	2,917.24
2/20/2024	PMT# 889 - Regence	68,708.42
2/16/2024	PMT# 890 - WA PERS	25,184.13
2/23/2024	PMT# 891 - RH2 Engineering	16,206.90
2/23/2024	PMT# 892 - Sir Speedy	5,942.93
2/29/2024	PMT# 894 - RH2 Engineering	152.73
2/29/2024	PMT# 895 - Sir Speedy	1,913.23
3/1/2024	PMT# 896 - Deferred Comp	4,357.89
3/1/2024	PMT# 897 - WA PERS	25,705.02
3/8/2024	PMT# 898 - Pitney Bowes	1,005.00
3/8/2024	PMT# 899 - Sir Speedy	2,800.36

B&O Tax	44,542.63
US Bank CC (Less Power)	28,678.23
US Bank CC Power Costs	76,716.75
Key Analysis svc charge (FEB)	1,081.94
Paymentech / Merchant Fees (FEB)	5,804.35
Xpress Bill Pay (FEB)	5,009.47
	326,036.36

GRAND TOTAL **1,721,625.83**

2024 Developer's Extension Agreement

Substantive changes made to the 2024 Developers Extension Agreement/Design-Construction Specifications & Standards document for review by Board of Commissioners: March 28, 2024

THROUGHOUT

1. General revisions to standardize language and abbreviations throughout document.
2. **Page 7 – Section 2** updated language to include instructions on uploading PDF plans to District SharePoint site for review by District.

2024 Design and Construction Specifications

Substantive changes made to the 2024 Design-Construction Specifications For Developers & Contractors document for review by Board of Commissioners: March 28, 2024

Page 4 Section 9 Water Services: Revised the language to exclude the requirement for a backflow device on services exceeding 100' added required district approval for services in excess of 100"

Page 5 Section 9 Water Services: Added Tyler Brass fittings as an accepted material.

Page 5 Section 10 Concrete Thrust Block and Mechanical Joint Restraints: Added grip ring accessory pack by ROMAC as an approved restraint.

Page 10 Section 22 Undermining of Asbestos Cement Water Main: added controlled density fill as an alternative when section is not replaced.

Tabled until the April 25, 2024 Meeting

**LAKEWOOD WATER DISTRICT
PIERCE COUNTY, WASHINGTON**

RESOLUTION NO. B-1489

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LAKEWOOD WATER DISTRICT, PIERCE COUNTY, WASHINGTON, APPROVING AND AUTHORIZING THE LAKEWOOD WATER DISTRICT BOARD OF COMMISSIONERS HANDBOOK.

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, the Board of Commissioners Handbook which the Commissioners developed to address a number of issues involved in handling business coming before the Board of Commissioners and in processing agenda items at Board of Commissioners meetings in a way that provides consistency and clarity in handling District Board of Commissioners action; and

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE LAKEWOOD WATER DISTRICT, LAKEWOOD, WASHINGTON, HEREBY RESOLVE, as follows:

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

Section 1. That the Board of Commissioners Handbook are hereby reflected in the document marked as “Exhibit A”, a copy of which is attached hereto, and incorporated herein by this referenced.

Section 2. This Resolution shall be in full force and effect upon passage and signatures hereon.

ADOPTED by the Board of Commissioners of Lakewood Water District, Pierce County, Washington, at the regular open public meeting thereof held the 28th of March 2024.

LAKEWOOD WATER DISTRICT

By: _____
John S. Korsmo, Commissioner and President

By: _____
Gregory S. Rediske, Commissioner and Vice President

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Lakewood Water District

COMMISSIONER HANDBOOK

Adopted March 28, 2024
Resolution No. B-1489



LAKEWOOD WATER DISTRICT COMMISSIONER HANDBOOK

Our Mission Statement

Serving healthy communities through responsible water practices.

Vision Statement

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

To us, investing in our community means:

- Protecting community health through safe drinking water
- Having a skilled and dedicated workforce
- Providing excellent customer service
- Community outreach and education

Core Values

Community

We belong to a diverse community. One made up of both customers and employees, where people are at the forefront of why we do what we do.

Quality

We care deeply about our work and the water we provide. Quality to us means investing in our employees, our infrastructure, and our practices to maintain a high standard of service.

Reliability

Reliability builds trust. You can rely on us to deliver consistent and dependable water service.

Responsibility

We are responsible to our community, to our employees, and to each other.

Transparency

Transparency means we communicate openly and honestly. We share in the successes and the challenges; we take accountability for our actions.

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SECTION 1 INTRODUCTION AND PURPOSE

1.1 Introduction

Lakewood Water District (“District”) is a municipal corporation governed by RCW Title 57. The District provides water services to residential and commercial customers in Pierce County and the City of Lakewood and wholesales water to multiple other communities in Pierce County. The District is governed by a non-partisan, elected, three-member Board of Commissioners (“Board”), which collectively sets the policy of the District and takes action in open public meetings.

The Board of Commissioners has formally adopted the protocols included in this handbook. Provisions contained herein will be reviewed as needed. The Board, by majority vote, in its sole discretion, reserves the right to revise this handbook at any time without notice.

1.2 Purpose

The purpose of this document is to serve as a resource for Board members, District Staff, and customers. These Commissioner Rules of Procedure:

- Explain the rules and procedures of the Board.
- Provide guidance on the respective roles and responsibilities of the Board and District Staff.
- Promote awareness and understanding in administering the Commissioners’ fundamental duties and
- Highlight some of the most pertinent statutes and constitutional provisions that govern the District and the Board.

1.3 Overview of Basic District Documents

1.3.1 District Administrative Code

The administrative code contains District regulations adopted by resolution. In addition to those administrative matters, the administrative code includes a variety of regulations, including, but not limited to, health and safety issues and development-related standards.

1.3.2 Personnel Policies and Employee Handbook

It is the policy of the District to uphold, promote, and demand the highest standards of ethics from all of its elected officials and staff. Accordingly, District employees are expected to maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, and never use their District position or powers for personal gain. The Personnel Policies and Employee Handbook serves as an overall guideline for staff conduct.

1.3.3 Revised Code of Washington

Numerous state statutes and administrative regulations govern the operation of all local governments, including the District. The District is a special purpose district vested with the powers set forth in [Title 57 Revised Code of Washington](#) (RCW).

1.3.4 Annual Budget

The annual budget is the primary tool and road map for accomplishing the goals of the District. The budget document is the result of one of the most important processes the District undertakes. By adopting the annual budget, the District makes policy decisions, sets priorities, allocates resources, and provides the framework for District operations. The District's financial year runs from January 1 through December 31. The budget should be prepared and adopted no later than December 31 of the preceding year. However, if necessary, the budget approval must be completed no later than January 31 for that year.

1.3.5 Financial Reports

The Finance Manager provides monthly financial reports at the Board meeting that include the District's financial condition as reflected in the balance sheet, the results of operations as reflected in income statements, and related cash and investment reports. The annual financial report includes the District's financial statements for the calendar year. It includes the District's financial condition as reflected in the balance sheet and the results of operations as reflected in income statements and related footnotes.

1.3.6 Comprehensive Plans

Pursuant to [Chapter 57.16 RCW](#), the water comprehensive plans address the District's long-range planning needs relative to the operation and maintenance of the District's water infrastructure. Comprehensive plans are reviewed on an ongoing basis and revised as required by State law.

1.3.7 5-year Capital Improvement Plan

The 5-year Capital Improvement Plan serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of the District. The Capital Improvement Plan also serves as the basis for the District's long-range planning and comprehensive plans.

SECTION 2 BOARD OF COMMISSIONERS

2.1 Board Membership

The non-partisan Board consists of three (3) members, all of whom shall reside in the corporate boundaries of the District. The term of office of each Commissioner is six (6) years. The six-year term of each Commissioner shall begin on the first day of January following the Commissioner's election or at such other time as the Commissioner is qualified to hold office. Elections for Commissioners will be held in odd-numbered years, with one Commissioner position up for election each odd-numbered year. See RCW 57.12.030 and Pierce County Elections.

2.2 Board Officers

Annually, typically at its first regular meeting in January each year, the Board shall elect a President, Vice President, and Secretary. The Board may, by majority vote, remove or change an officer or officers at any time. The President shall preside over all meetings. In the President's absence, the Vice President shall function as the presiding officer of the Board. In the case of a vacancy on the Board, the Board will re-elect officers at the first regular meeting after the vacancy has been filled.

2.3 Powers of Commissioners

2.3.1 Board

The powers of the Board reside in the Board as a whole. An individual Commissioner has no power to act on behalf of the Board or the District unless expressly authorized by the Board.

2.3.2 Board Decides District Policy

The Board shall decide all matters of policy of the District. The Board may not delegate its power to decide a matter of District policy.

2.3.3 Board Action

The Board acts only by Board majority (two or more Board members) voting in favor of a motion or in favor of adopting a resolution during the open session of a regular or special meeting.

2.3.4 Resolutions

Although the Board may act either by approving a motion or by resolution, a resolution is the preferred method for approving a contract requiring a Board member's signature or adopting a policy. Each Commissioner present shall sign the adopted resolution.

2.3.5 Revised Code of Washington

Numerous state statutes and administrative regulations govern the operation of all local governments, including the District. The District is a special purpose district vested with the powers set forth in [Title 57 Revised Code of Washington](#) (RCW).

2.3.6 No Speaking Agent without Authorization

Other than explaining or discussing Board approved action(s) or policies, or unless and only to the extent expressly authorized by the Board, no Commissioner may speak publicly on behalf of the District or the Board. This applies to both written and verbal communications. Absent such express authorization, any Commissioner speaking publicly about the District or matters that affect the District must clearly explain that the statement is the speaker's personal position and not a statement on behalf of the District or the Board. Any Commissioner who violates this Section shall be subject to Board action, including but not limited to a motion of censure.

2.3.7 Appointment of District General Manager

The Board has the power to appoint, terminate, and review the performance of the General Manager. The General Manager reports to and is supervised by the Board subject to any employment agreement or contract. The General Manager is responsible for hiring, terminating, and supervising all other personnel employed by the District.

2.3.8 Authority of the Board.

The Board has the authority, on behalf of the District, to exercise all the express and implied powers of the District pursuant to Title 57 RCW and other statutes and regulations. This includes, but is not limited to, the sole authority to set rates and approve the District's Comprehensive Plan, Capital Improvement Plan, operating and capital budgets, and any amendments thereto. The Board also has the sole power to approve contracts. The Board may, by resolution, delegate its authority to

approve or sign contracts on behalf of the District to the General Manager and may limit that delegation, in its sole discretion, to certain types of agreements or contracts below a specific dollar amount.

2.3.9 Litigation.

The Board has the power to authorize the initiation of litigation or to approve the settlement of a claim. The Board's power to settle a claim may be limited by an agreement with an insurance company or governmental insurance pool. The Board may delegate its power to initiate or settle litigation to the General Manager subject to certain maximum dollar amounts or other Board direction. No specific Board authorization is required to authorize the attorney for the District to initiate litigation to collect on a delinquent account or foreclose on a real property lien pursuant to RCW 57.08.081, or as such statutes may be modified or superseded.

2.4 Compensation

Commissioners are compensated per state law (RCW 57.12.010). They are entitled to statutory compensation for each day or portion spent in actual attendance at Board meetings or in performing other official services or duties on behalf of the District. The Board shall determine and preapprove compensation for attendance at meetings other than regular or special meetings of the Board and any other compensable time spent in the performance of other official services or duties on behalf of the District, subject to the statutory maximum. In the event that a Commissioner attends a meeting or performs what that Commissioner believes to be other official services or duties on behalf of the District without preapproval from the Board, then the Board may approve the compensation for the Commissioner at the next regularly scheduled Board meeting.

A Commissioner shall be entitled to statutory compensation without preapproval for attendance of any regular or special Board of Commissioners meeting. Compensation shall also be considered by the Board for an individual Commissioner's attendance at other meetings subject to pre-approval. Other meetings may include, but are not limited to:

- Washington Association of Sewer and Water Districts (WASWD) events including fall and spring conferences, Section II meetings, commissioner workshops, and WASWD Board meetings.
- Educational or training seminars or conferences on policies related to the water industry or public agency approved by the Board during the annual budget process, or pre-approved on a case-by-case basis.
- Puget Sound Regional Council (the Board shall authorize one Commissioner to attend on behalf of the District).
- Court or Administrative Hearings involving the District or an issue of significant interest to the District as pre-approved by the Board.

2.5 Board Committee Involvement and Volunteering

Any Commissioners wishing to become involved in a committee or organization shall discuss what they believe are the benefits to the District at a regularly scheduled Board meeting. The Board shall discuss the merits and values of the District's involvement and advantages for ratepayers. The anticipated level of involvement and impact on District staff and financial resources shall be

discussed as well.

2.6 Travel and Reimbursement

Commissioners are subject to the following travel policy:

The General Manager must approve all travel expenditures a Commissioner seeks to have reimbursed. The General Manager shall only authorize reimbursement of travel expenses for matters related directly to the Commissioner's official duties as a Commissioner for the District. If the General Manager does not approve a travel expenditure submitted by a Commissioner for reimbursement, then the Commissioner may request the Board as a whole approve the travel expenditure.

2.6.1 Travel Involving an Overnight Stay

All reasonable transportation expenses for approved travel will be reimbursed. Any travel involving an overnight stay should have the prior approval of the General Manager. Commissioners should endeavor to attend training and conferences in the state whenever possible if such training or conference is of comparable value to that offered out of state.

2.6.2 Reimbursement of Travel Expenses

A fully itemized claim for expense reimbursement must be submitted to the General Manager or their designee within 15 calendar days of return from travel, along with documentation of attendance in the form of a copy of the cover sheet of the program or agenda for the event attended.

2.6.3 Individual Meals

Reasonable costs of necessary meals while conducting District business are reimbursable.

- a. Detailed receipts must accompany all reimbursement claims.
- b. Reimbursement will not be paid for alcoholic beverages.
- c. Reimbursement will not be paid for expenses for spouses, guests, non-employees, or other persons not authorized to receive reimbursement under this policy or State regulations.
- d. One person may claim reimbursement for several employees or officials eating together as long as all the names are listed on the reimbursement claim.
- e. All out-of-town lodging arrangements should be charged to a District credit card whenever possible.

2.6.4 Use of Personal Vehicles

Mileage for the use of personal vehicles in connection with District business will be reimbursed at the rate authorized in RCW 43.03.060. Reimbursement shall only be made to the owner of the vehicle.

2.6.5 Cancellation

Commissioners shall adhere to cancellation deadlines when canceling training, conferences, and related travel. Except in the case of a personal or family emergency or in the event the cancellation was a District business decision, a Commissioner may not be reimbursed for expenses relating to a training, conference, or other event they did not attend and shall reimburse the District for any pre-paid expenses.

2.7 Conflicts of Interest

Commissioners are subject to the Code of Ethics for Municipal Officers – Contract Interests (RCW 42.23). When a conflict of interest exists, the Commissioners must (a) declare that a conflict of interest exists at an open public meeting and ensure that such declaration is reflected in the approved minutes of the meeting and (b) refrain from voting or in any way influencing a decision of the Board, unless the Commissioner’s vote is necessary based on the opinion of District Counsel. In all instances, each Commissioner shall comply with all requirements in Chapter 42.23 RCW.

2.8 Vacancies

In the event of a vacancy on the Board, the Board shall direct the General Manager to notify Pierce County Elections of the vacancy. The Board shall fill the vacancy pursuant to RCW 57.12.020 and Chapter 42.12 RCW, which currently provides that when a Commissioner position is vacant, the remaining members of the Board shall, after certain public notice requirements, appoint a qualified person to fill the vacancy within 90 days.

2.9 Excused Absences; Absenteeism

If a Commissioner knows that they will miss all or part of a scheduled meeting of the Board, then such Commissioner shall promptly, and if possible, in advance, notify the General Manager or the Board President of the absence and the reason, therefore. The Commissioners may, by motion at a meeting of the Board, determine if a Commissioner’s absence is excused or unexcused. If a Commissioner has three consecutive unexcused absences, that Commissioner’s position may be declared vacant pursuant to RCW 57.12.020. After a Commissioner’s second consecutive unexcused absence, the Board President or Vice President shall send written notice to that Commissioner notifying them of the potential ramifications of a third consecutive unexcused absence. A Commissioner should not have more than four unexcused absences over a rolling one-year period. A Commissioner who has had more than four unexcused absences in a rolling one-year period may be subject to discipline pursuant to Section 3.17 of this handbook, as well as the provisions of RCW 57.12.020 if applicable.

2.10 Anti-Nepotism Policy

Commissioners shall be aware that District policy prohibits the employment of the relative of any Commissioner to avoid the appearance of improper influence or favor and to protect the District’s confidentiality. “Relative” shall include the following: Father, Father-in-law, Stepfather; Mother, Mother-in-law, Stepmother; Son, Son-in-law, Stepson; Daughter, Daughter-in-law, Stepdaughter; Grandparents; Grandchildren; Sister, Sister-in-law, Stepsister; Brother, Brother-in-law, Stepbrother; Spouse, Registered Domestic Partner; Half-brother, Half-sister, Uncle, Aunt, Cousin, Nephew, and Niece.

2.11 Commissioners Prohibited from Employment with District

While serving as a Commissioner, an individual may not be employed by the District on a full or part-time basis. A Commissioner who applies for an open District position shall resign from the Board prior to applying for the position.

2.12 Commissioner Resignation

If a Commissioner resigns from the Board before their term of office is up, a new Commissioner will

be appointed to fill the vacated position as provided by [RCW 57.12.020](#), as amended.

2.13 District Equipment

All District property, equipment, electronics, and services shall be used exclusively for District purposes. If the District, in its sole discretion, provides Commissioners with equipment, including but not limited to a cellular phone or electronic device, the equipment shall be used for District business only. Commissioners shall not use the premises, vehicles, equipment, or tools of the District for personal purposes at any time.

The Commissioners are also responsible for the care and safeguarding of the equipment provided to them by the District, ensuring that unauthorized users are not allowed to access or use any District-provided equipment. Unauthorized or improper use of equipment may result in the District revoking its permission for the Commissioner to use the equipment, in which case the Commissioner shall return the equipment to the District promptly upon demand.

In the event of lost, stolen, or damaged equipment, the Commissioner shall notify the General Manager immediately. If the incident is due to the Commissioner's negligence or intentional misconduct, as determined by the Board, the Commissioner shall be responsible for the full replacement cost of the equipment.

When a Commissioner leaves office, all District property in the Commissioner's possession shall be immediately returned to the General Manager. Failure to do so will result in the Commissioner being charged for the full replacement cost of the unreturned District property.

All District-related or issued programs, applications, software, data, and information stored on any District electronic device remain the sole and exclusive property of the District. Commissioners are reminded that correspondence, communications, and information stored on any District electronic device may constitute public records subject to the Public Records Act. To avoid any comingling of public and personal information, Commissioners are **strongly** discouraged from sending, receiving, or storing personal correspondence, communications, and information on any District-provided electronic device and should not delete or remove any District-related correspondence, communications, or information from such device without first consulting with the General Manager or the General Manager's designee to ensure that proper measures are taken to preserve and archive any records maintained on the electronic device.

SECTION 3 BOARD OF COMMISSIONERS MEETINGS

3.1 Time and Place for Regular Meetings of the Board

The regular meeting date of the Board is the third Thursday of each month. Regular meetings are held at the District's Office, located at 11900 Gravelly Lake Dr. SW, Lakewood, Washington. Board meetings due to conflicts with holidays, conferences, or other reasons that cause the need to reschedule the regular meeting will be a Special Board of Commissioners meeting. The Board may, by motion, change the date, time, or place of a regular meeting to avoid conflicts with other Commissioner duties, and such change will be called a Special Board meeting.

3.2 Special Meetings

Special meetings of the Board are governed by RCW 42.30.080, which permits such meetings to be called at any time by the Board President or a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Notice shall promptly, and no later than 24 hours before the special meeting, be posted on the District website, on the front door of the District office, and provided to local media as required by law. In the event of an emergency, the Board may conduct a special meeting in conformance with RCW 42.30.070 and RCW 42.30.080 or comparable statutory provisions in effect at that time.

3.3 Meetings During a Declared Emergency

In the event of an emergency or disaster, the Board President or General Manager may declare a District Emergency under state law and resolution number B-1488. A special meeting of the Board of Commissioners can be called without 24-hour notice after the event, allowing members of the Board and the General Manager to meet. An emergency meeting will be held to brief the Board and approve of the actions and matters related to the declaration of the emergency.

The Board shall be permitted to hold remote meetings without a physical location during declared emergencies in accordance with Chapter 42.30 RCW.

3.4 Work or Study Sessions Meetings

The Board may schedule a special meeting classified as a “study session” or “work session” that allows the Board to study certain issues in more depth than possible at a regular Board meeting. A work session will be open to the public and is subject to the Open Public Meetings Act. Public comment will be allowed at the start of the session; however, beyond that, no further audience participation will be allowed without approval by the Board majority.

3.5 Meeting Agenda

The General Manager will prepare the agenda for each Board meeting and share it with their designated staff, who will be responsible for specifying the time and place of the meeting and a list of the agenda items listed for consideration by the Board of Commissioners.

It is the practice of sending out the agenda to Commissioners five days, and ideally at least two business days before each Board meeting. Commissioners may still add to or adjust the agenda at each meeting.

3.6 Order of Business

The Board President calls the meeting to order. The Board President will announce the attendance of Board Members and indicate any Board Member who is not in attendance and whether or not the Board Member’s absence is excused. With the concurrence of the Board members, the Board President may take agenda items out of order. Agenda items may be added pursuant to the approval of the majority of Board members. If the President is absent, the Vice President shall convene the meeting and proceed with the agenda given by the General Manager or as adjusted by the Board.

3.7 Expectations of Commissioners.

Commissioners will strive for the following in the exercise of their office:

- Conscientiously and consistently attend Board meetings.
- Adequately prepare for meetings by reading the agenda packet and related materials and asking questions when necessary to ensure an understanding of an issue before deciding. At meetings, pay attention, ask questions, listen to others, and treat all present with courtesy and respect.
- Consider the short-term and long-term needs of the District, the options available, and the impacts of each option.
- Scrupulously avoid any conflict of interest or the appearance of unfairness.
- Take seriously the role of a steward of public funds.
- Treat District staff with respect, understanding that the Board and staff each play a distinct but crucial role in the success of the District.
- Once a decision is made, support the decision of the Board, even if not on the prevailing side, and do not undermine District staff charged with executing that decision.
- Read and become familiar with the relevant statutes and legal provisions that apply to the Board's work, the Open Public Meetings Act, and the Public Records Act, and fulfill the statutory requirements for training.
- Participate in training and conferences to better understand the duties of commissioners and statewide water issues.
- Represent the District to the customers, the larger community, and the industry in a positive manner.
- Always remember that only the Board, not an individual Commissioner, has the power to set policy or take action.
- Understand and abide by the role of a Commissioner in setting policy and support the General Manager in their role of managing the District's operations.

3.8 Public Comment

The Board will accept public comment after the call to order at the beginning and ending of each meeting. Public Comment can be provided orally or in writing. During "Public Comment" speakers may speak to any topic except those topics scheduled for a public hearing during the meeting. Where final action is to be taken the Board will allow public comments orally or in writing (RCW 42.30.240). Absent permission of the Board to extend, each speaker is limited to (3) minutes. A person speaking on behalf of a group of more than five (5) in attendance or written proof that more than five (5) designated as spokesperson may speak for a total of five (5) minutes. If there are more persons wishing to be heard than can be accommodated in 30 minutes, the Board President may reduce the minutes allotted to each speaker to accommodate more speakers.

The Board President may direct staff to keep the time for each speaker. Once public comment is closed and the Board moves on to the next agenda item, the Board is not obliged to accept any further public comments except as part of a public hearing. The Board will accept written comments that are submitted up to 48 hours prior to the meeting.

3.9 Open Public Meeting

All meetings of the Board are subject to the Open Public Meetings Act (OPMA) (Chapter 42.30 RCW). Except for matters that are authorized for executive session or other closed session under Chapter 42.30 RCW, or other statutes, all portions of a regular and special meeting shall be in open

session.

Under Washington case law interpreting the OPMA, all discussions relating to District business with a majority of the members of the Board are potentially subject to the OPMA, including telephonic or other remote communications. Further, as discussed in Section 3.14 of this handbook, this can include serial communications such as email or text messages. Commissioners are **strongly** advised to discuss District business **only** at a regular or special Board meeting.

3.10 Executive Session

Executive sessions are authorized and governed by RCW 42.30.110 and can only be held for purposes stated in RCW 42.30.110. Prior to going into the executive session, the President of the Board shall state the purpose of the executive session, specify the time when the executive session will commence, when it will be concluded, and whether any Board action is expected following the executive session. The Commissioners, necessary staff, professional consultants (if necessary), and the attorney for the District may move to a nearby room to conduct the executive session should members of the public be present. There shall be no audio or video recording of any executive session. When the executive session concludes, those present in the executive session will return to the Board Room to reopen the session. The announced purpose for the executive session shall be stated in the meeting minutes.

3.11 Quorum

The Board majority shall constitute a quorum and is necessary for the transaction of any District business.

3.12 Meeting Minutes

At the direction of the General Manager, a designated staff member shall prepare minutes of regular and special meetings of the Board. A set of draft minutes shall be included in the Board agenda packet and considered at the next Board meeting. Final approved minutes shall be signed by the Commissioners and posted on the District website. Aside from approved resolutions, the approved meeting minutes shall be the official record of Board action.

3.13 Conduct of Meeting and Mutual Respect

Commissioners shall conduct themselves in a respectful manner during meetings and avoid insulting or rude language toward each other, District staff, or members of the public. A Commissioner shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Board nor interrupt any other Commissioner while speaking.

3.14 Remote Meeting Participation

Commissioner participation in a regular or special Board meeting via video or telephone conference call is allowed. If unforeseen circumstances necessitate a Commissioner only to attend remotely, the Commissioner should attempt to provide at least 48 hours' notice to the General Manager. A Commissioner participating remotely must be able to hear and be heard by all other participants and attendees at the meeting.

3.15 Electronic Communications.

Commissioners are **strongly** encouraged to use the District's email system and District-provided

equipment when conducting District business.

Email communications intended for review by all Commissioners, whether concurrently or serially, must follow the OPMA requirements. If the intended purpose of the email is to have a discussion that should be held in an open meeting, then the electronic discussion should not occur. The use of email communications to form a collective decision of the Board is inappropriate and is likely a violation of the OPMA.

Due to the difficulty in retaining and archiving records created by text messaging, for the purposes of compliance with the Public Records Act, Commissioners shall not use text messaging as a form of communication relating to District business.

3.16 Electronic Devices

To enhance Commissioners' service to the ratepayers and their ability to communicate with staff and the public, the District provides electronic devices, such as tablets, for official District business. The District information technology service provider will ensure that all appropriate software/applications are installed and up to date and will provide an orientation in the use of the device and related software/applications. Commissioners shall not install additional software on their District-issued devices. Should a Commissioner desire a particular software program or application, the Commissioner shall request that the General Manager have the District's Information Technology (IT) department staff install it if appropriate.

- Commissioners must adhere to all policies under the District's security policies.
- Virus protection software and other security protocols must never be disabled or weakened at any time for any reason.
- Personal media and programs may not be stored on District-owned devices. Non-District-issued programs or media found during audits will be removed.
- When individual Commissioners have completed their term of office, District-owned equipment will be returned upon leaving office.
- District-owned equipment is subject to audit at any time. A violation of the policies described in this chapter or in the District's security policies may result in the District confiscating the device.

3.17 Commissioner Misconduct

The Board has the authority to discipline a Commissioner who violates these Rules of Procedure, including but not limited to Sections 2.3.6, 2.5, 2.9, 3.13, or 3.14, or violates any applicable law, regulation, or statute. Such discipline may include a warning, reprimand, censure, or limitation on Commissioner privileges, including representing the District at any outside meeting or event, attending meetings, training or educational seminars, or any combination thereof. A Commissioner who is the subject of a motion for disciplinary action may vote and be heard on the motion.

SECTION 4 RELATIONSHIP BETWEEN BOARD AND DISTRICT GENERAL MANAGER AND STAFF

4.1 Overview

The Board sets the policy for the District, and that policy is implemented by the District staff under the direction of the General Manager. To successfully implement policy, it is critical that

Commissioners and staff understand and respect their separate roles. Another role of the Board is to establish priorities and goals for the General Manager. The Board hires the General Manager to implement the policies and to manage District staff, administration, and operations.

4.2 General Manager

The General Manager is the District's chief executive officer, and dealings between the General Manager and Commissioners should be marked by respect for their respective roles. The General Manager is responsible to the Board as a whole and not to individual Commissioners. The General Manager supervises the District's daily operations, reports to the Board regarding the General Manager's supervision of District operations, and makes recommendations to the Board. The Board authorizes positions and approves the budget for these positions, but it is the General Manager who makes the appointments of all department managers and is responsible for all other personnel decisions. The General Manager is responsible for hiring, supervising, disciplining, and terminating District personnel.

4.3 Availability for Individual Meetings with Commissioners

The General Manager appreciates, and at times may request, the opportunity to meet with one Commissioner at a time during normal business hours to answer questions or discuss issues or concerns related to the District. In no event may a quorum of Commissioners be present at a meeting with the General Manager other than during a regular or special meeting of the entire Board. Attendance at water industry events where the General Manager and more than one Commissioner may be in attendance is not considered a meeting if no District business is discussed by the attending Commissioners.

4.4 Acting General Manager

When the General Manager is absent and unavailable for an extended period due to vacation or illness, the General Manager shall designate an Acting General Manager.

4.5 Board of Commissioners Non-Interference with Staff and Consultants

The Board is to work through the General Manager when dealing with the District's staff. The Board shall not direct or give orders to any subordinate of the General Manager. The Board's primary staff contact person is the General Manager. During an open session of a Board meeting, Commissioners may fully and freely discuss with the General Manager anything pertaining to the performance of duties by District employees or pertaining to District affairs. In no manner, either directly or indirectly, should a Commissioner become involved in or attempt to influence personnel matters under the General Manager's direction. Nor shall the Board be involved in, or influence, the purchase of any supplies beyond the requirements of the District procurement procedures. Except for the purposes of inquiry, the Board and its members should deal with the staff through the General Manager or designee and should not give orders to any subordinate of the General Manager. Subject to [RCW 42.30.110](#) and [RCW 42.30.140](#), the Board may, while in open session, fully and freely discuss with the General Manager anything pertaining to appointments and removals of District employees and any other District affairs. The Board is to work through the General Manager when dealing with hired consultants, including engineers, outside accountants, and special legal counsel. Individual Commissioners should not, directly or indirectly, attempt to influence personnel matters that are under the General Manager's control.

4.6 Roles and Information Flow

Commissioners will direct all requests for information directly to the General Manager. The General Manager may respond directly or direct another staff member to respond. The only exception is a request for information made to a management-level staff member present during an open public meeting. Sharing information with the Board is one of the General Manager’s highest priorities.

4.7 Attorney for the District

The attorney for the District serves as general legal counsel and is hired by the General Manager, and reports to both the General Manager and the Board. The attorney for the District does not represent any individual Commissioner, but rather the Board and the District as a whole. In addition to being the legal advisor to the Board, the attorney for the District provides legal counsel to the General Manager and other management level staff as approved by the General Manager. The attorney for the District may represent the District in formal litigation. From time to time, the attorney for the District may work with the Board and General Manager to recommend that the Board retain special legal counsel to represent the District in a particular matter. The District may also have other outside attorney services for Human Resources, Construction, Contracting, Water Rights, or other areas of focus as deemed beneficial to the District by the General Manager.

SECTION 5 STATUTORY AND CONSTITUTIONAL REFERENCES

Commissioners should refer to and be familiar with the following statutes that apply to the District in general and Board governance. These statutes are subject to amendment by the Washington State Legislature. To the extent there is any conflict between this Commissioners Handbook and a statute, the statute controls.

RCW 42.17A	Campaign Disclosure and Contribution http://app.leg.wa.gov/rcw/default.aspx?cite=42.17a
RCW 42.23	Code of Municipal Officers – Contract Interests http://app.leg.wa.gov/RCW/default.aspx?cite=42.23
RCW 42.30	Open Public Meetings Act http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30
RCW 42.56	Public Records Act http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56
RCW 57	Water – Sewer Districts http://apps.leg.wa.gov/rcw/default.aspx?Cite=57

Commissioners should also be familiar with the following Constitutional prohibition against gifting or loaning public funds:

Washington State Constitution, Article VIII, § 7. Credit Not to Be Loaned

No county, city, town, or other municipal corporation shall hereafter give any money, property, or loan its money, or credit to or in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any

stock in or bonds of any association, company, or corporation.

SECTION 6 REFERENCES TO SIGNIFICANT DISTRICT DOCUMENTS

Commissioners shall be made aware of, and should review and be familiar with, the following District documents. Upon request, hardcopies will be provided:

- Board of Commissioner Handbook
- District Administrative Code
- Comprehensive Water System Plan
- Employee Policy Handbook
- Annual Operating and Capital Budget
- Purchasing Policy Manual

**LAKWOOD WATER DISTRICT
PIERCE COUNTY, WASHINGTON**

RESOLUTION NO. B-1490

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LAKEWOOD WATER DISTRICT, PIERCE COUNTY, WASHINGTON, APPROVING AND AUTHORIZING THE LAKEWOOD WATER DISTRICT BUDGET POLICY.

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, this policy adopted by the Board of Commissioners is to establish and maintain a budget process that supports and educates Commissioners on the District’s annual operations and maintenance costs, detailed capital projects for each department, and any special project or capital costs necessary for the upcoming year.

This policy ensures that District customers who wish to participate will have information available, including but not limited to the following areas: rate increases, expenses, projected income, benefits, and salaries if requested.

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE LAKEWOOD WATER DISTRICT, LAKEWOOD, WASHINGTON, HEREBY RESOLVE, as follows:

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

Section 1. That the District’s Budget Policy is hereby reflected in the document marked as “Exhibit A”, a copy of which is attached hereto, and incorporated herein by this referenced.

Section 2. This Resolution shall be in full force and effect upon passage and signatures hereon.

ADOPTED by the Board of Commissioners of Lakewood Water District, Pierce County, Washington, at the regular open public meeting thereof held the 28th of March 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



**Lakewood Water District
Budget Policy
Resolution B-1490**

Policy Intent:

This policy adopted by the Board of Commissioners is to establish and maintain a budget process that supports and educates Commissioners on the District's annual operations and maintenance costs, detailed capital projects for each department, and any special project or capital costs necessary for the upcoming year.

This policy ensures that District customers who wish to participate will have information available, including but not limited to the following areas: rate increases, expenses, projected income, benefits, and salaries if requested.

Background:

The District has an annual budget going from January 1st through December 31st. The District's final budget adoption occurs in December of the preceding year. However, should the budget adoption process move past the December meeting, the Board must adopt the budget for that year by January 31st.

The budget process aims to lay a foundation for the Lakewood Water District and its customers by providing the financial direction and resources for the District's operation and maintenance activities, the necessary funding for capital projects, and the necessary ongoing replacement and rehabilitation of its existing infrastructure. The budget each year is a road map to guide the year ahead and will adjust to the needs of our customers today and in the future.

Process:

The District has multiple department Managers, each with various areas they are responsible for. Currently, these include the Operations and Maintenance Manager, Engineering Manager, Office Manager, Information Technology (IT) Manager, Human Resources Manager, and Finance Manager. The involvement of senior managers is vital to the success of the budget process, and senior manager involvement will be maintained even if there are changes in the organizational structure or titles.

The budget development process generally begins in September. The major elements of the budget development include:

1. The budget kick-off meeting is held with Senior Management and is meant to establish initial goals and objectives to address the budget's essential elements and solicit budget theme ideas.
2. Goals and expenditures for each department are developed for the budget year.
3. Projected expenditures are reviewed by the appropriate Manager(s).
4. All budget estimates are submitted to the Finance Department for completion and data entry.
5. The General Manager reviews the draft Profit and Loss statement.
6. The General Manager reviews the final draft of the capital and R&R program budgets.

An important component of budget development is a Special meeting of the Board of Commissioners in early October each year as a budget workshop. The purpose of the budget workshop is to review the changes and variance of the current budget year and forecast the outlook for the remainder of the year

as presented by staff. Next, discuss the year ahead and any challenges or impacts to solicit Commissioner feedback and receive directions on the preliminary outlook impacting the upcoming budget. Commissioners also will be briefed on the outlook for wages and benefits.

The District will issue a public notice at least one week before the regularly scheduled Board of Commissioners meeting to present the draft Budget in November and the final budget in the locally recognized newspaper and/or in the local community to inform the public of the budget process for the public to participate.

In November of each year, the General Manager and staff will present the Draft Budget for the forthcoming year at the regularly scheduled Board meeting.

Finally, at the regular December meeting of the Board of Commissioners, the General Manager and staff will present a summary and overview of the budget and recommendations for adopting the final budget for the following year. This will generally be a review of any significant changes made after the draft budget is presented in November. If necessary, the final budget may be adopted in January of the budget year, but this should be avoided if possible.

Budget Requirements:

The Lakewood District Annual Budget must contain the following components to be approved by the Board of Commissioners:

1. General Manager Overview of the Prior Budget Year and the Forecasted Budget Year
2. Profit and Loss Budget Detail for Prior and Forecasted Budget Year
3. 5-Year Rate Forecast and Budget Year Cash Flow Projection with Debt Issuances based on District rate model and analysis
4. Capital Projects – Detailed Listing for the Forecasted Budget Year and summarized for 5-Year Capital Projects List
5. Employee Compensation Recommendations and Benefits
6. Written narratives as necessary to describe the relevant budget elements

Rate Adoption:

Any rate adoption through resolution by the Board of Commissioners for the upcoming year must include a notice to the public. In line with the District's practice of providing a minimum of 60 day notice for rate or fee increases, the notice should be sent out to customers in the first five (5) business days of January. The notice should be a direct letter from the Board of Commissioners regarding the effective date of adopted rates. The effective date of adopted rates will be the first billing cycle of March.

Process for Unbudgeted Item Requests:

At any point in time during the current budget year, should there be an unforeseen or unplanned need in the best interest of the District, the General Manager may request approval for an unbudgeted item. Any such request shall be presented at a Board meeting and include a discussion of the need and justification for the request. The General Manager shall present the issue and recommendation related to the budget needed and request approval for the unbudgeted item to the Board of Commissioners. The Board may also consider a budget amendment to address the request if preferred.



**Operations & Maintenance
Manager's Report
March 28, 2024
Board of Commissioners Meeting**

OPERATIONS

WORK ORDERS & PM'S (KEVIN)

- 354 Field Service Orders from Billing/Office
- 22 Water Distribution Work Orders in Elements
- 66 Pumping Work Orders in Elements
- 54 Fleet Service Orders
- 496 Total Service Orders

DELINQUENT ACCOUNTS – Teri

- 95 Delinquent Accounts
- 67 Paid on Door Hangers or on Disconnect
- 80 Services Disconnected
- 13 Remained Disconnected at the end of the month

LOCATES - Debbie

- 307 Locate Requests Received
- 26 Requests were out of LWD Service Area
- 274 Locates were submitted by LWD
- 07 Cancelled Locates
- 274 Locates Completed

WATER AVAILABILITY LETTERS: 27

2/2/2024	PATEL RESIDENCE	11420 MADERA GARDENS DR SW	2/14/24	\$ 130.00			R/REMODEL	5403500621
2/5/2024	WOODBROOK APTS 150TH BLDG A	14930 64TH AVE CT SW	2/14/24	\$ 130.00			C/NEW CONSTRUCTION	219232070
2/5/2024	WOODBROOK APTS 150TH BLDG B	14929 64TH AVE CT SW	2/15/24	\$ 130.00			C/NEW CONSTRUCTION	219232070
2/5/2024	WOODBROOK APTS 150TH BLDG C	14901 64TH AVE CT SW	2/16/24	\$ 130.00			C/NEW CONSTRUCTION	219232070
2/5/2024	WOODBROOK APTS 150TH BLDG D	14829 64TH AVE CT SW	2/17/24	\$ 130.00			C/NEW CONSTRUCTION	219232070
2/5/2024	WOODBROOK APTS 150TH BLDG E	14815 64TH AVE CT SW	2/18/24	\$ 130.00			C/NEW CONSTRUCTION	219232070
2/5/2024	WOODBROOK APTS 150TH BLDG F	14801 64TH AVE CT SW	2/19/24	\$ 130.00			C/NEW CONSTRUCTION	219232070
2/5/2024	OLYMPIC MOVING AND STORAGE	7010 150TH ST SW	2/14/24	\$ 130.00			C/ADDITION	219221142
2/5/2024	LAKWOOD DAVITA	6111 LAKWOOD TWNE CTR	2/22/24	\$ 130.00			C/REMODEL	4002240090
2/6/2024	LAKWOOD SQUARE	6008 MT TACOMA DR SW	2/13/24	\$ 130.00			R/COMMERCIAL	219022226
2/6/2024	BHATT REMODEL AFH	9111 DEKOVEN DR SW	2/14/24	\$ 130.00			R/REMODEL	3085001040
2/6/2024	HALCYON APARTMENTS	xxxx HALCYON RD SW	3/4/24	\$ 130.00			C/NEW CONSTRUCTION	6075000060-70
2/7/2024	CHICAGO AVE	5421 CHICAGO AVE SW	2/21/24	\$ 130.00			R/NEW CONSTRUCTION	219114084
2/13/2024	PAR DEVELOPMENT	5324 SAN FRANCISCO AVE SW	2/23/24	\$ 130.00			C/NEW CONSTRUCTION	219114025
2/14/2024	MONTGOMERY CARPORT	9103 NEWGROVE AVE SW	2/22/24	\$ 130.00			R/NEW CARPORT	2205000460
2/16/2024	CREST APARTMENTS UNIT 6	3276 92ND ST BLDG 3 UNIT 6	3/5/24	\$ 130.00			R/REMODEL	
2/16/2024	QUICK QACK EXPRESS CAR WASH	8610 STEILACOOM BLVD SW	3/4/24	\$ 130.00			C/NEW CONSTRUCTION	0220331027-28
2/21/2024	JUST LIKE HOME DAYCARE	7606 DOUGLAS ST W	3/5/24	\$ 130.00			C/REMODEL	3905000543
2/29/2024	JUST LIKE HOME DAYCARE-SHED	7606 DOUGLAS ST W	3/5/24	\$ 130.00			C/NEW CONSTRUCTION	3905000543
2/21/2024	WYNNE VILLA	12718 GRAVELLY LK DR SW		\$ 130.00			R/NEW CONSTRUCTION	6435000
2/22/2024	COCHRAN REMODEL	7410 NORTH ST SW	3/5/24	\$ 130.00			R/REMODEL-ADDITION	6435000112
2/28/2024	NEW RES FOR ED & CARMEN BROOKS	9915 LK STEILACOOM DR S	3/5/24	\$ 130.00			R/NEW CONSTRUCTION	4725000820
2/28/2024	LK STEILACOOM DR SW	11107 LK STEILACOOM DR SW	3/5/24	\$ 130.00			R/NEW CONSTRUCTION	219038020
2/28/2024	LAKWOOD TOWNCENTER RES	5731 MAIN ST SW - BLDG #1		\$ 130.00			R/NEW CONSTRUCTION	4002240070
	LAKWOOD TOWNCENTER RES	5731 MAIN ST SW - BLDG #2					R/NEW CONSTRUCTION	4002240070
	LAKWOOD TOWNCENTER RES	5731 MAIN ST SW - BLDG #3					R/NEW CONSTRUCTION	4002240070
	LAKWOOD TOWNCENTER RES	5731 MAIN ST SW - CLUBHOUSE					R/NEW CONSTRUCTION	4002240070
2/29/2024	PRE FABRICATED SHED	7606 DOUGLAS ST W		\$ 130.00			C/NEW CONSTRUCTION	3905000543
2/29/2024	ANNA & TIMOTHY REMODEL	10526 108TH AVE SW	3/5/24	\$ 130.00			R/REMODEL	2255400090
2/29/2024	MCDONALDS REMODEL	6102 100TH ST SW		\$ 130.00			C/REMODEL	219022216

CROSS CONNECTION UPDATE

261 Assemblies Passed Test
17 Failed Annual Test
04 New Applications
04 New Installations
01 Assemblies Replaced
01 Repairs
05 Removals
279 Test Reports Completed & Entered
00 48-hour notice
00 Disconnects for non-compliance.
00 Compulsory Tests Administered

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES:

1 1/2" Domestic & 2" fire service connection installed at 9615 Bristol Ave

MAINS MAINTENANCE/BREAKS

- 6" AC on 6801 Flora St. – hydrant hit by vehicle no valve on hydrant lead crew installed a section and eliminated hydrant.
- 4" AC broken by tree root from cotton wood tree located at 10205 Lila Ln SW installed section of C-900 to repair scheduled tree for removal and will evaluate main for replacement in this area.

JOBS

- Panattoni Warehouse: contractor installed 1047' 8" DI, 8" fire service, 2" domestic service & 2 fire hydrants inspections performed by District Staff,
- Emergency Food Network: 607' of 8" DI, 5 control valves, 2 Fire hydrants & 1" service installed by contractor, inspections performed by District Staff.
- Installed vaults and piping for 112th St Well site project.

POTHoles

None to report this month.

SERVICE MAINTENANCE

- Service leak at corporation stop at 6130 Steilacoom Blvd (new tap and tied into existing service line with 1" poly)

STOCK INVENTORY

None to report this month.

VALVE MAINT.

None to report this month.

VALVE OPERATION CHECKS

None to report this month.

HYDRANT MAINTENANCE

None to report this month.

HYDRANT REPLACEMENT:

None to report this month.

METER MAINT.

None to report this month.

FLUSHING SEASON:

Flushing Season Completed.

LEAK DETECTION REPAIR

None to report this month.

GROUND/BUILDING MAINT.

Painting of historical wall and completed installation of “shadow” display box.

CITY FRANCHISE PROJECTS

None to report this month.

OPEN METER BOX CHECKS (Kevin)

Program revamped every visit to a meter is treated as a meter box check.

IDLE METER CHECKS

None to report this month.

TRAINING:

All staff completed First Aid CPR training.

Briana & James completed Competent Person/Confined Space Training

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.

SPECIAL PROJECTS

Service Line Inventory: As required by DOH District staff in mid-February got underway on the service line inventory project. This project requires staff to identify the service line material used on both the District and customer side at the meter set connection. Staff will perform a visual inspection by hand excavating on both sides of the meter set to expose the in and out legs. Project is scheduled to be completed end of March.

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 have been complete. A traffic plan for 96th St has been approved by the City and concrete restoration has begun. Project is scheduled to be completed by the first week of April, weather permitting.

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 began the week of December 11th with some preliminary prep work. Water main laying activities began the 1st 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 pressure testing and tie-ins began in late February. The contractor installed 1400' of 12" DI, 387' of 8" DI, eighteen 12" gate valves and 1 fire hydrant assembly in February. Work in February included 3-night shifts to get across Steilacoom Blvd.

Ardmore & Whitman Ave

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.

Boat St/88th Ave-Portland Ave & Wadsworth

This is a City of Lakewood project to install sewer main. District will contract with KPG engineers to design the installation of 8" DI water main on 88th Ave and tie in at Wadsworth, Boat, and Portland Ave to loop systems. Project will consist of installing approx. 800' of watermain and 4 gate valves. This project will allow the District to eliminate several long "spaghetti" service lines currently fed from Portland Ave through different properties.



Memorandum

To: Board of Commissioners

From: James Dean, Operations & Maintenance Manager

Date: 3/28/2024

Re: Bid Award for Backflow Tester

Emailed 20 backflow testers and placed the ad in the newspaper. Received three quotes back. The lowest quote was from American Backflow and Plumbing Services at \$29.00 per test.

We are asking approval to award the contract to American Backflow and Plumbing Services for 2024-2025.

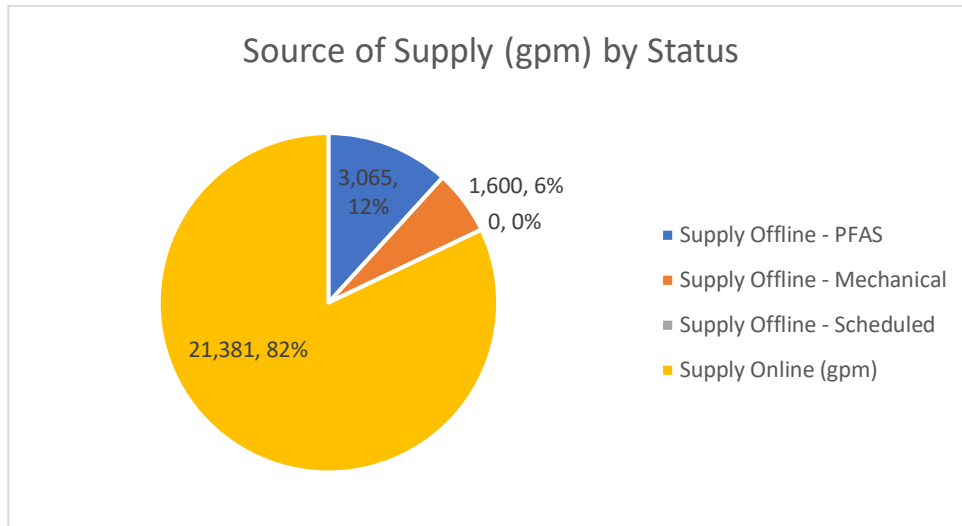


Engineering Manager's Report
March 28, 2024
Board of Commissioners Meeting

SOURCE OF SUPPLY

Operations

1. Total demands are approximately 11 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 March, returning approximately 500 gpm of supply capacity back into service.
 - b. PFAS - I-3, O-2, O-3, and U-1 wells out of service due to PFAS.



Summary of supply capacity available

Maintenance

1. Field crews continue to work on preventative maintenance tasks.
2. Completed monthly lake and stream monitoring tasks, which support our water rights perfection process.

Capital Projects

1. R-2 Well
 - a. 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.
7. Scotts Fence Improvements
 - a. The replacement fencing for the west side of the property has been ordered.
 - b. Materials for the fencing is 6-8 weeks out.
8. 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.
9. 88th & Pine J-Wells GAC Facility
 - a. Geotechnical site investigations have begun, and HDR is beginning the preliminary design work for this project.

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. 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 4.8 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.

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 104th 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.



IT Manager's Report
March 28, 2024
Board of Commissioners Meeting

CYBER SECURITY UPDATE

There are no minor Cyber Security Issue to report.

- All Penetration Testing results for February came back with zero findings.
- The February Spam testing campaign resulted in 1 employee clicking on the test link. The employee has completed additional cyber-security training.
- All operations networks are patched up to date and report no suspicious activity.
- All production devices and networks are patched up to date and reporting no suspicious activity.
- No malware has been detected on District equipment.

DOOR SECURITY UPDATES

Several doors at the district main office have been updated with new card swipe locks, replacing Cyber Keys for access to 7 internal and 2 external doors. Replacing the locks keeps the district in compliance with its planned migration to badge access in accordance with the AWIA (*America's Water Infrastructure Act of 2018*) guidelines for physical security.

SECURITY CAMERA UPDATES

New Security Cameras have been installed at the Oakbrook and American Lake gardens site. Both sites are remote and hidden from any main road, so we are very glad to have additional visibility into these sites.



HR Manager's Report
March 28, 2024
Board of Commissioners Meeting

Succession Planning

Included in your packets this month is the updated succession plan for 2024. In partnership with the General Manager, Human Resources is responsible for maintaining this plan in order to define critical roles within the District and identify potential candidates should they become vacant.

We are expecting two retirements within the next two years. The District's Operations & Maintenance Department Head will stop reporting in October 2024 and officially retire in June 2025. One of our Construction Inspectors will stop reporting in February 2025 and officially retire later that year. Additional retirements are projected in 2027 and 2028.

Potential candidates are identified on the worksheet and represent current District staff who have demonstrated skills and knowledge that may be beneficial to positions that have been identified as critical. Critical positions within the organization may include senior leadership positions, those with a high impact, that require specialized expertise or training, and/or those with low talent availability.

For upcoming years, we plan to expand the District's succession plan to include significant District challenges over a specified term, required competencies for critical positions, individual development plans, and more.

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 received application materials from two new candidates. One candidate did not meet the minimum qualification requirements for the position. We have a first-round interview scheduled with the second candidate on March 18 and will update the Board at the meeting.

Hydrogeologist Recruitment Update

We are excited to share that our hydrogeologist candidate accepted the District's offer of employment. The candidate is currently undergoing the background and reference screening process. Once cleared, he will give notice to his current employer, and we will be able to officially announce his hire. We expect a two- to three-week notice period, with a start date in mid-April.

Employee Appreciation Day

Employee Appreciation Day is observed each year on the first Friday in March. While our goal is to show appreciation to employees throughout the year, this designated day is a good time to pause to say thank you to our staff for their dedication and many accomplishments. The District celebrated this event with great conversation, good food, and recognition. We presented three awards to staff who went above and beyond in the last year, demonstrated the District's core values, and served our community well. Rod Bowen, Water Utility Worker II, Michelle Kohler, Accounting Specialist II, and Eric Schwind, Water Utility Worker III were our recipients for 2024. We are grateful for their dedication and high standard of work, as well as the leadership and teamwork they demonstrate each day.

March Training and Professional Development

Asbestos Concrete Certification

The Department of Occupational Safety and Health (DOSH) requires regular training on the handling of water main made of asbestos concrete. The initial training is an eight-hour course, followed by regular refresher training. A few of us attended an eight-hour course last week at Tacoma Public Utilities and the rest of the field staff will be attending a four-hour refresher course here at the District.

Flagging Certification

Field staff will be participating in a flagging recertification course this month. This four-hour refresher ensures that our staff is equipped with the necessary knowledge and skills to safely and effectively perform flagging duties in work zones.

Pierce County Emergency Management Presentation

Pierce County Emergency Management (PCME) will be giving a presentation to District staff on individual emergency preparedness on April 04. The training session will shed light on the importance of disaster preparedness and focus specifically on the 20 identified hazards that Pierce County faces, including earthquakes, lahars, flooding, wildfires, etc.

During the presentation, the PCME team will emphasize the need to create a comprehensive plan that covers all aspects of preparedness. This includes developing a communication plan to stay connected with loved ones during a crisis, an evacuation plan to ensure swift and safe relocation, and a shelter-in-place strategy for situations that require staying indoors.

They will also share practical tips on gradually building an emergency kit over the course of a year, highlighting that it can be done at little or no cost. We are looking forward to the discussion.

Other Projects in Progress

- Job description updates
- Compensation and benefits study preparation
- Safety committee participation
- Policy updates

Lakewood Water District Succession Planning Worksheet - 2024

Position Title	Readiness Need	Employee Name	Time Until Open	Potential Candidates	Ready Now	Ready 1-2 Years	Ready 3-5 Years
Accounting Specialists	2	Michelle Kohler	D	Megan Starkel	0	1	0
		Carrie Bledsoe	D				
Administrative Assistant	2	Jeri-Lynn Clark	D	Outside	0	0	0
Billing Specialist	2	Amber Dickens	D	Doreen Funderburk, Megan Starkel	2	0	0
Construction Inspectors	3	Samuel Bosma	A - 2025	Shaun Jorgensen, Christopher Randich, Eric Schwind	2	1	0
		Jordan Daulbaugh	D				
Customer Service Representatives	3	Doreen Funderburk	D	N/A	N/A	N/A	N/A
		Megan Starkel	D				
		Deborah Fast	D				
		Luke Nishiko	D				
Engineering Manager	2	Vacant	D	Outside	0	0	0
Finance Manager	1	Philip Mendoza	D	Outside	0	0	0
General Manager	1	Marshall Meyer	D	Outside	0	0	0
GIS Coordinator	1	Kevin Wyckoff	D	Outside	0	0	0
Human Resources Manager	2	Briana Levo	D	Outside	0	0	0
IT Manager	1	Christian Fast	D	Outside	0	0	0
Office Manager	2	Teri MacDougall	D	Amber Dickens, Outside	0	0	1
Operations & Maintenance Department Head	2	Robert Gaskin	A - 2025	Donald Bullard, Jacob, Lea, Eric Schwind	0	3	0
Operations & Maintenance Lead	2	Donald Bullard	D	Rodney Bowen, Jordan Daulbaugh, Shaun Jorgensen, Jacob Lea, Eric Schwind	2	1	2
Operations & Maintenance Manager	2	James Dean	D	Outside	0	0	0
Pumping & Water Treatment Department Head	2	Donald Stanley	B - 2028	Jacob Lea, Zachary Smith	1	1	0
Pumping & Water Treatment Lead	2	Zachary Smith	D	Jacob Lea, Eric Schwind	1	0	1
Water Utility Workers	3	Jacob Lea	D	N/A	N/A	N/A	N/A
		Eric Schwind	D				
		Shaun Jorgensen	D				
		Robert Brooks	D				
		Kyle Lawson	D				
		Brent Davison	D				
		Rodney Bowen	D				
		Tyler Marsh	D				
		Lucas Robinson	D				
		Ryan Alvis	D				
Clark Pulk	B - 2027						
Christopher Randich	D						

Readiness Need	
1	Six Months
2	12 months
3	18 months
Retirement Projection	
A	Likely within two years
B	Likely within five years
C	Likely within seven years
D	10+ years

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

	2024				2023				2022				2021			
Month	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	40,795,749	40,836,540	(40,791)	-0.10%	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%
TOTAL	87,014,036	78,257,436	8,756,600	10.06%	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)			8,559,033	9.84%			53,408,517	7.77%			54,603,746	8.91%			49,151,330	7.58%
	2023 YTD	82,548,723	76,198,929	6,349,794.92	7.69%											
	2022 YTD	77,572,517	70,826,411	6,746,105.63	8.70%											

Total Number of Customers Billed

	2024	BI-MONTHLY	2023	BI-MONTHLY	2022	BI-MONTHLY	2021	BI-MONTHLY
January	7954		7922		7786		7781	
February	8755	16709	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
BILLS YTD:		16709		16665		16481		16357
YEARLY TOTAL:		16709		99667		99562		97358

**CUBIC FEET SOLD PER CLASS
2024**

	fire Mtr	commercial	multi units	residential	schools	Parks /Irrigation	school swim pool								TOTAL
	FM/MISC	1C/CR	MUR	1R	1S/1S2	1PK	1SP	TOTAL INTERNAL	STEILACOOM	SUMMIT	WA WATER	FIRGROVE	SPANAWAY	WHSL 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	6,500	2,895,300	9,192,800	8,405,100	132,900	30,200		20,662,800	1,552,700	4,124,716	5,587,221	5,037,695	3,871,408	20,173,740	40,836,540
March								-	-	-	-	-	-	-	-
April								-	-	-	-	-	-	-	-
May								-	-	-	-	-	-	-	-
June								-	-	-	-	-	-	-	-
July								-	-	-	-	-	-	-	-
August								-	-	-	-	-	-	-	-
September								-	-	-	-	-	-	-	-
October								-	-	-	-	-	-	-	-
November								-	-	-	-	-	-	-	-
December								-	-	-	-	-	-	-	-
Total YTD	8,300	5,346,100	14,835,100	15,791,900	367,200	96,400	-	36,445,000	3,443,100	8,633,605	11,577,730	10,225,104	7,932,897	41,812,436	78,257,436

2023 YTD	37,670,300	2,977,900	9,254,511	11,354,231	10,160,941	4,781,045	38,528,629
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2022 YTD	36,407,700	3,190,266	8,881,968	13,582,008	8,764,470		34,418,711
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vs 2023	96.75%	115.62%	93.29%	101.97%	100.63%	165.92%	108.52%
vs 2022	100.10%	107.93%	97.20%	85.24%	116.67%		121.48%