



Special Meeting Board of Commissioners

Thursday April 25, 2024 – 3:30 PM

In Person and Via Teams

Agenda

1. Call to Order
2. Attendance
3. Public Comment
4. [Approval of Special Meeting Minutes from March 28, 2024](#)
5. [Finance Manager’s Report March 2024](#)
 - a. [Board Approval of Payables](#)
6. General Manager’s Report
7. [Operation & Maintenance Manager’s Report](#)
 - a. [Conditional Acceptance of Completion for the Completion of Spanaway WTME Extension H Project - Ceccanti.](#)
 - b. [Conditional Acceptance of Completion for the Completion of Ardmore Dr & Whitman Intersection Water Main Relocation – Pape & Sons.](#)
8. [Engineering Manager’s Report](#)
 - a. [Approval of K-3 Well Drilling Contract](#)
9. [Information Technology Manager’s Report](#)
10. [HR Manager’s Report](#)
11. Other Business
 - a. Acknowledgment of Employee Wages Increases
 - b. Commissioner Barton WASWD update
 - c. Next Regular Commissioners Meeting May 16, 2024 at 3:30 PM.
12. Public Comment
13. Adjourn



**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Special Meeting
March 28, 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, Operations & Maintenance Manager J. Dean, Accounting Specialist II, Michelle Kohler, IT Manager C. Fast, HR Manager B. Levo, and Administrative Assistant J. Clark.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MEETING MINUTES FROM 2/22/24 MEETINGS.

COMMISSIONER REDISKE MOVED TO APPROVE THE MINUTES FOR THE REGULAR MEETING FEBRUARY 22, 2024, SECOND BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

5. FINANCIAL INFORMATION

Michelle Kohler, Accounting Specialist II presented the February 2024 financial to the Board.

- *Retail Sales* Currently we are 7.89% higher than budgeted for the month and 5.60% higher YTD.
- *Operating revenue* is 3.04% higher than budgeted for the month and 2.87% higher YTD.
- *Pumping Operations* is 12.34% lower than budget for the month and 11.98% lower than budget YTD.
- *Water Treatment operations* is 5.78% over budget for the month and 7.03% under budget YTD.
- *Transmission and Distribution operations* is 32.45% under than budget for the month and 34.90% under budget YTD.
- *Total Operating Expense* is 20.81% under budget for the month and 21.93% lower than budget YTD.
- *Net Operating Revenue* – Current \$389,845, Budgeted \$181,051 Variance \$208,794 as Net Operating Revenue.

a. Approval of Payables

Disbursements made from the General Ledger Fund for checks number 47405 through 47491 totaling \$926,023.50, salary direct deposits totaling \$339,464.59, payroll taxes totaling \$130,101.38, and other electronic payments totaling \$326,036.36 for a total of \$1,721,625.83 were presented to the Board for approval.

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

6. GENERAL MANAGER'S REPORT

Employee Suggestion Award – General Manager Meyer shared that the leadership team nominated Z. Smith for the Employee Suggestion Award for his innovative thinking in saving the District pumping power costs. In November 2023, he started looking at how we operate our wells and what we could do to be more cost-effective monthly. The changes he implemented have already saved the District \$17k and is on track to save \$60-70K a year in power costs even with the rate increase from PSE. Per Resolution B-1363, staff can receive an award of \$1,000 or 10% of the savings, not exceeding \$5,000, with Board approval. General Manager Meyer recommends awarding \$5,000 to Zac Smith due to the amount of money he is saving the District.

The Board approved the request to award the Employee Suggestion Award to Zac Smith in the amount of \$5,000.

Scribers Error Correction – At the February 22, 2024, meeting, the Board approved Resolution B-1486 Country Place GAC PWB Loan. The total dollar amount listed for the loan was correct, but the breakdown of the amount for the grant was incorrect. The resolution should have stated that the grant should have been \$600,000, not \$800,000. The term of the loan of 20 years with an interest rate of 1.38% was all correct. The final numbers should read \$600,000 in grant and loan of \$3.4 million for a total of \$4 million.

The Board acknowledges the error and correction.

RFP Country Place O-2 and Hipkins I-3 Wells Design – We received three proposals. The proposals were reviewed by Zac Smith, Don Stanley, Randy Black, and Marshall Meyer. After reviewing them the following firms were selected:

- Oakbrook O-2 Well Design – Consor Engineering
- Hipkins I-3 Well Design – RH2 Engineering

Federal And State Infrastructure Funds

We received great news from State Representative Leavitt that the District's request for an additional \$1.86 million in state funds through the DCCA was approved. This funding will complete the funding package for two new District wells – the K-3 Well and the G-4 Well. Between state and federal funds, we have received a little over \$5.6 million in grant funds for these projects.

We also received good news from US Representative Strickland's office that just over \$950,000 in federal funds were approved for the District to address PFAS. The original request was for \$7.2 million for two wells, but a significantly lower amount was actually approved. These funds will likely go to help with the costs of the second replacement well at Oakbrook.

Update on DSHS Western State Hospital

DSHS submitted its water rights change application to the State Department of Ecology in mid-February. We are hearing that Ecology will take about three months to issue a determination on the quantity of water rights that will be approved for the Farm Well. This is a critical item for the District's consideration of a water system consolidation with the Western State Hospital System.

We are still working with our general counsel to finalize the MOU language with DSHS to consolidate water systems. Some of the key elements are ensuring that we have water rights to serve the hospital now and into the future, as well as additional water rights for our existing service area. While we have sufficient water rights for the next 20 years, they are increasingly difficult to obtain, and this is viewed as a sort of return on investment for going through a consolidation, giving the District increased ability to serve future customers. Another issue that is important to consider is the conditional assessment of the water system. The assessment work is underway with RH2 Engineering, and James Dean is participating in the project to keep us informed and ensure our interests are well represented.

7. APPROVAL OF THE 2024 DEVELOPER EXTENSION AGREEMENT AND DESIGN / CONSTRUCTION STANDARDS.

Every year these two documents are reviewed and updated. There were only a few minor changes made since 2023, and those are outlined in the summary document.

MOTION TO APPROVE THE 2024 DEVELOPER EXTENSION AGREEMENT AND DESIGN / CONSTRUCTION STANDARDS BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

8. APPROVAL OF RESOLUTION B-1489 BOARD OF COMMISSIONERS HANDBOOK

The Board discussed the Commissioner handbook and moved to table the discussion until the next meeting after language about the newsletter has been added to the handbook. General Manager Meyer will draft some language for the Commissioners' review.

9. APPROVAL OF RESOLUTION B-1490 BUDGET POLICY

General Manager Meyer shared Resolution B-1490 Budget Policy for approval, there were no questions.

MOTION TO APPROVE RESOLUTION B-1490 BUDGET POLICY BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

10. OPERATIONS & MAINTENANCE REPORT

Operations & Maintenance (O&M) Manager Dean shared that staff completed the service line inventory last month. They tested 375 service lines and did not locate any lead in the system. The crews dug each location by hand and saved the District money by not renting a vactor truck.

The Hipkins project is going well. All of the pipes have been laid, and pressure testing should be completed in three weeks.

O&M Manager Dean has been working with the City regarding the replacement of cement panels when they need to be replaced, and when they don't. They are still discussing the different options regarding when and when they are required to be replaced.

a. Approval of the Backflow Assembly Tester Contract

O&M Manager Dean shared the bid results with the Board and noted American Backflow Service submitted the lowest bid of \$29 for each test. American Backflow & Plumbing Services is headquartered in Portland, OR, but they have three local testers in the Lakewood area who will be able to perform the tests. Last year's contractor prices went up over \$10 for each test.

MOTION TO APPROVE THE BACKFLOW ASSEMBLY TESTER CONTRACT TO AMERICAN BACKFLOW & PLUMBING SERVICES FOR 2024-2025 BY COMMISSIONER KORSMO. SECONDED BY COMMISSIONER BARTON.

11. ENGINEERING REPORT

The report is attached.

12. IT MANAGER'S REPORT

There were no cybersecurity issues, and only one employee failed the February spam test. They knew immediately what happened, told IT about it, and received training on not clicking on spam.

Door swipe locks have been installed around the District offices and garages and will be included in the new buildings of Country Place, 88th, and Pine sites and the annex. AWIA requires everyone to move towards having all electronic door swipes. The District is going to install a few each year. He will also install new security cameras at the Oakbrook and American Lake Garden sites.

13. HR MANAGER'S REPORT

HR Manager Levo shared the current succession plan. The layout is a little different from the past.

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 requires 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.

14. OTHER BUSINESS

- a. The Board acknowledged the wage increase this month.
- b. Commissioner Barton provided a brief update on the WASWD Workforce Development committee has been working on. They have been preparing for the spring WASWD conference and will have a booth to debut their swag, information handouts, and videos.

He also shared that the Public Works Trust Fund is fully funded and will accept applications soon.

c. Our next Commissioner’s meeting will meet on April 25, 2024 at 3:30 PM.

d. Water Week Proclamation acceptance on Monday, May 6, 2024, at Lakewood Council meeting at 7 PM. Commissioner Barton and General Manager Meyer will attend to accept the proclamation.

15. PUBLIC COMMENT

None.

16. ADJOURN

President Korsmo adjourned the meeting at 10:07 AM.

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:

BY:

ITS PRESIDENT

ITS VICE PRESIDENT

BY:

BY:

ITS SECRETARY

DISTRICT SECRETARY (DATE)

LAKWOOD WATER DISTRICT
2024
INCOME STATEMENT

MARCH	CUR MO	CUR MO	CUR MO	Y-T-D	Y-T-D	Y-T-D
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
OPERATING REVENUE						
SALE OF WATER	706,078	667,003	39,074	2,158,182	2,042,198	115,984
OTHER OPERATING REVENUE	68,464	70,850	(2,386)	223,406	239,884	(16,478)
WHOLESALE WATER SALES	500,457	509,431	(8,974)	1,490,446	1,489,869	577
TOTAL OPERATING REVENUE	1,274,999	1,247,283	27,715	3,872,034	3,771,951	100,083
OPERATING EXPENSE						
PUMPING	87,342	107,165	(19,823)	278,051	322,224	(44,173)
WATER TREATMENT	38,691	42,864	(4,173)	120,411	129,987	(9,576)
TRANSMISSION & DISTRIBUTION	73,924	108,725	(34,801)	234,487	329,410	(94,923)
CUSTOMER ACCOUNTS	63,500	76,393	(12,893)	198,115	233,019	(34,904)
CUSTOMER INFORMATION	-	548	(548)	-	1,643	(1,643)
ADMINISTRATIVE & GENERAL	231,255	301,734	(70,479)	728,934	922,964	(194,030)
TOTAL OPERATING EXPENSE	494,712	637,429	(142,717)	1,559,998	1,939,247	(379,248)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	3,526	3,478	48	10,878	10,433	445
PUMPING	19,353	23,189	(3,836)	62,922	69,568	(6,646)
WATER TREATMENT	6,834	14,397	(7,563)	20,656	41,714	(21,059)
TRANSMISSION & DISTRIBUTION	47,802	110,672	(62,869)	231,127	334,736	(103,609)
ADMINISTRATIVE & GENERAL	27,494	28,605	(1,111)	89,995	85,814	4,182
SUB-TOTAL	105,009	180,340	(75,331)	415,578	542,265	(126,687)
DEPRECIATION EXPENSE	295,000	295,000	-	885,000	885,000	-
UTILITY EXCISE TAXES	32,542	41,405	(8,864)	111,324	125,917	(14,593)
TOTAL MAINTENANCE EXPENSE	432,551	516,745	(84,195)	1,411,902	1,553,182	(141,280)
TOTAL OPERATING & MAINT EXPENSE	927,262	1,154,174	(226,911)	2,971,900	3,492,429	(520,528)
NET OPERATING REVENUE	347,736	93,110	254,627	900,134	279,522	620,612
GAIN (LOSS) ON DISP. OF PROPERTY	-	-	-	18,315	-	18,315
RENTAL OR LEASE INCOME	1,035	310	725	3,290	995	2,295
INTEREST INCOME	48,009	37,500	10,509	144,918	112,500	32,418
MISC NON-OPERATING INCOME	-	-	-	6,208	-	6,208
INTEREST L-T DEBT	(176,555)	(193,534)	16,979	(529,665)	(580,603)	50,938
DEBT ISSUANCE COSTS	-	-	-	-	-	-
CARES GRANT FUNDING	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(127,511)	(155,724)	28,213	(356,933)	(467,108)	110,174
NET INCOME	220,225	(62,615)	282,840	543,201	(187,585)	730,786

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 47492 through
47614 and all electronic payments for this period are hereby approved for payment in the sum of
\$1,243,599.76 this 25th day of April 2024.

Commissioner Korsmo

Commissioner Rediske

Commissioner Barton

General Manager

Check no.	Vendor Name	Payment Description	Amount
47492	Check Void - Mis-Print	Printing Error	-
47493	American Landscaping Svc	February 2024 Various Well Sites & District Landscaping Svcs	9,820.93
47494	Associated Petroleum Products	(500.10) Gals Unleaded & (150) Gals Diesel Fuel	2,487.07
47495	Backflows Northwest	January 2024 (65) Backflow Tests	1,625.00
47496	Caselle	April 2024 Contract Support & Maintenance	3,942.68
47497	Centurylink	(3) Sites Internet Svcs	274.62
47498	Cintas	02/28/24 Weekly Svcs	127.44
47499	Cosco Fire Protection	(3) Yr Full Wet Trip of Dry S/S & Drain all Low Points	1,405.00
47500	Dande Co Awards	(2) Name Plates - Honored Employees - RB & SR	13.21
47501	Daulbaugh, Jordan	Uniform Reimbursement	248.15
47502	Ferguson Waterworks	(2) Vaults 112th St R-2 Well - Equip Rental Fee (Vault Placement)	29,770.52
47503	Grainger	(1) Impact Socket - Black Steel	39.83
47504	Guardian Security Systems	Security Camera Install; Oakbrook & American Lk - Card Reader Installs	29,463.02
47505	Harold LeMay Enterprises	February 2024 RO Dumpster - Recycling Bin - Shredding Bin	771.18
47506	Inslee Best Doezie & Ryder PS	February 2024 W State Hosp - U-1 Country PI - PWB - General Svcs	4,908.41
47507	Kennedy/Jenks Consulting	February 2024 U-1 Country PI - PFAS Treatment	29,813.15
47508	Lowes	Misc Supplies - American Lk - Historical Wall	1,161.48
47509	Marsh, Tyler	Uniform Reimbursement	169.33
47510	McClatchy Company	Legal Ads - I-3 Hipkins Well & O-2 Well Replacement	644.04
47511	Northwest Abatement Svcs	Retainage Release - Mills Residence	295.50
47512	Ogden Murphy Wallace PLLC	January 2024 Advisory - GAC - SEPA Svcs	5,131.35
47513	Open Works	March 2024 Janitorial Svcs	1,997.51
47514	O'Reilly Automotive	(1) New Battery - Tillicum Well House	94.89
47515	Pacific Power Group LLC	Replaced Batter - 3 Yr Cooling System Svcs	3,636.61
47516	Pape & Sons Construction	Pay# 13 & Pay# 14 Generator - Electrical - Seismic Improvements	55,534.84
47517	Pierce County Auditor	Claim of Lien - 11209 108th St SW - Demario Walrond	18.00
47518	Pierce County Finance	2024 Property Taxes	19,559.56
47519	Pierce County Sewer	Feb 2024 - 8100 WA Blvd & 11900 Grav Lk Dr SW - Sewer Chgs	41.56
47520	Preferred Roof Svcs	Spring 2024 Roof Maintenance Svcs - Per Contract	2,394.68
47521	Pro Call Center	February 2024 After Hours On-Call Svcs	253.09
47522	Rainier Supply	(1,000) Ft Yellow Ethernet Cable	167.35
47523	S&B Inc	Remote Scada & Control WTM Intertie	2,909.67
47524	Sound Transit	(2) Annual BNSF Rent Permits (04/01/24 - 03/31/25)	2,000.00
47525	Stronghold Armored	February 2024 Armored Truck Svcs	375.00
47526	Thomas M Pors - Law Office	Atty Svcs - General, Western State Hospital	5,694.00
47527	United Rentals	2-Day Rental - (1) Telescopic Boom Lift	950.11
47528	USA Bluebook	(2) Electrode Storage Solutions	94.49
47529	Verizon Wireless	February 2024 On-Call Cell & SCADA Data Chgs	1,134.14
47530	Water Management Labs	(18) Coliform Tests	432.00
47531	Lakewood Employee Fund	Payroll - Employee Fund	320.00
47532	WA State Support Registry	Payroll - Child Support	195.50
47533	Airgas	(2) Acetylene Rentals	6.06
47534	American Landscaping Svc	Landscaping Svcs - Multiple Sites	6,930.80
47535	Andrea Pollard	Flagging Class - (18) Staff	1,350.00
47536	AWWA	Annual Membership - M. Meyer	263.00
47537	Backflows Northwest	(232) Backflow Tests	5,800.00
47538	Bill Clarke Attorney at Law	02/24 - WA Legislative Lobby	3,500.00
47539	Cintas	03/13/24 - Weekly Svcs	127.44
47540	Dande Co Awards	(1) Engraved Plate - GM	8.81
47541	Delta Safety Management	Asbestos Cement Pipe Work Class - (2) Employees	450.00
47542	FCS Group	LWD Water Rate Structure Review	970.00
47543	Grainger	(2) 5 Gal Mobile Synthetic Oil	1,000.22
47544	Guardian Security Systems	112th St - Update Firmware; Fix	533.99
47545	Holt Svcs	Retainage Release - R-2 Well	22,363.52
47546	Lakewood Chamber of Commerce	2024 Membership Dues	373.00
47547	Les Schwab Tire Center	Trk #49 - (4) New Tires	1,153.27
47548	Marten Law	Atty Svcs - PFAS	54,274.25
47549	Mott MacDonald	K-3 Lake St Consulting Svcs	2,730.68
47550	Pape Machinery	(1) Week Excavator Rental	3,403.19
47551	Seattle Ace	(8) Assorted Size Galv Nipples	289.40
47552	TMG Svcs	(9) OSEC Maintenance Kits	1,386.81
47553	UPS	Shipping Cost - ShakeAlert Component	44.32
47554	USA Bluebook	(2) Wtr Hardness Test Kits; (1) New Sampling Station	1,734.86
47555	Utilities Underground	(307) February 2024 Locates	362.67
47556	WA Assoc of Sewer & Water Dist	2024 Spring Conference - G. Barton and M. Meyer	1,150.00
47557	Water Management Labs	(18) Total Coliform PA-3; (4) MMO-MUG Tests	528.00
47558	Bosma, Samuel	Uniform Reimbursement	145.88
47559	Cintas	03/20/24 Weekly Svcs	164.08
47560	Code Software	Realtime Calls Reporting and Analytics	4,660.00
47561	Daily Journal of Commerce	Legal Ad - K-3 Project Lake St Well	1,438.20
47562	Dean, James	Reimb CDL Renewal Fee	136.00
47563	Guardian Security Systems	Install Card Reader - Scotts Well Site	8,048.84

47564 Lakewood Hardware & Paint	Driver Bit	2.19
47565 T-Mobile	Reimb - Cell Tower Rental Prepayment	3,557.84
47566 Active Construction Inc	Refund Hydrant Meter Rental	370.00
47567 Alvis, Ryan	Uniform Reimbursement	148.62
47568 Associated Petroleum Products	(1200) Gals Unleaded & (50) Gals Diesel Fuel	5,178.18
47569 Barton, Gary	WASWD Mtgs - Mileage Reimbursement	165.89
47570 Centurylink	Internet Svcs - Multiple Sites	810.20
47571 Cintas	03/27/24 - Weekly Svcs	164.08
47572 City of Lakewood	1st Qtr 2024 - Franchise Fee	112,680.81
47573 Core and Main	Inventory - (20) Line Setters; (2) Gate Vlvs; (1) Hydrant Extension	4,924.95
47574 Day Wireless Systems	March 2024 Communication & Radio Svcs	636.98
47575 Environments	50% Deposit - Small Conference Room	3,065.00
47576 Eurofins Eaton Analytics	PFAS Sampling - Ponders + Wholesale	10,080.00
47577 FCS Group	LWD Water Rate Structure Review	3,366.25
47578 Ferguson Waterworks	Inventory - (1) 2" Omni Mtr; (1) MJxFLG Tee; Ring Kits	2,813.54
47579 Grainger	(12) 14oz Motor Grease	66.06
47580 HD Fowler	Inventory - (64) Concrete Mtr Boxes and Lids	9,148.43
47581 Harold LeMay Enterprises	March 2024 RO Dumpster - Recycling Bin - Shredding Bin	956.12
47582 HCON Inc	Vactor Truck Rental + Service	3,740.00
47583 HDR Engineering	Feb24 - Eng Svcs - 88th and Pine - PFAS Trmt Facility	26,221.42
47584 Holroyd	(3) Yards Sand - New Svcs	101.90
47585 Integra Clear Company	(2) 35 lbs Vita-D-Chlor Tablets	1,447.60
47586 LASA	1st Qtr 2024 - Customer Assistance Program (CAP)	68.22
47587 Legacy Tapping	8x8 Hot Tap and Svc - Pierce County Library	4,580.00
47588 Lowes	Supplies - Bushings, Galv Pipes, Fittings, etc.	340.51
47589 Marten Law	Atty Svcs - PFAS - February 2024	35,306.23
47590 McClatchy Company	Legal Adv - K-3 Well Project and Backflow Assembly Testers	4,433.00
47591 Miles Resources	Remove 8.75 Tons Waste Concrete from Office Yard	72.36
47592 Mott MacDonald	Feb24 - G-4 and K-3 Construction and Testing Svcs	1,839.04
47593 Nathan Whittington	Payment Reimbursement - 2 Lane Cut and Patch (Not Performed)	4,235.62
47594 Pacific Ground Water Group	Feb 2024 - Aquifer E Study	1,581.25
47595 Pacific Power Group LLC	88th & Pine St - Repl Failed E-Stop and Battery Replacement	6,121.63
47596 Pete Almond	Payment Reimbursement - Sidewalk Removal Chg (Not Performed)	2,500.00
47597 Lakewood Water District	Petty Cash - Various Chgs	443.73
47598 Pierce County Auditor	Satisfaction of Lien - 8905 Veterans Dr	18.00
47599 Pro Call Center	March 2024 - After Hours On-Call Svcs	389.83
47600 Pumptech LLC	Balance D-2 Yard Well Svc	1,266.15
47601 Rainier Supply	Ground Rod; Rod Clamp; (1) Control Transformer	213.37
47602 Seattle Ace	Supplies - Saw Blades, U-Bolts, Reflective Tape, Pipe Ends	113.24
47603 Stanley, Don	Reimb Qtrly Stipend - Pumping Crew Lunch Meeting	173.33
47604 Stronghold Armored	March 2024 - Armored Truck Services	375.00
47605 TerraPhase Engineering	February 2024 - Eng Svcs - N-3 Well Testing	287.89
47606 Thomas M Pors - Law Office	March 2024 - Western State Hospital	117.00
47607 TMG Svcs	(5) Chlorine Injection Pumps	2,162.36
47608 Town of Steilacoom	March 2024 - View Rd Utility Charges	1,029.63
47609 Tveten's Auto Tech	Trk #34 Stabilizer Control Link - CV Joints	557.76
47610 United Rentals	Shoring Pump Rental - (2) Jacks and Handles	30.83
47611 USA Bluebook	(2) Hardness Test Kits	116.90
47612 Utilities Underground	March 2024 - (271) Locates	319.02
47613 Vermeer Mountain West	Lubricant - Valve Turning Trailer	36.76
47614 Water Management Labs	(72) Coliform Tests PA-3; (1) MMO-MUG; (1) Quanti-Tray	1,787.00

Sub-Total

605,403.92

March Payroll

227,409.84

March Payroll Taxes - (PMT# 900 & PMT# 911)

86,871.30

Date

Other Electronic Payment

3/14/2024	PMT# 901 - Sir Speedy	2,963.43
3/15/2024	PMT# 902 - Deferred Comp	4,357.89
3/15/2024	PMT# 903 - WA PERS	25,109.32
3/18/2024	PMT# 904 - AFLAC	507.55
3/18/2024	PMT# 905 - Delta Dental	4,256.40
3/18/2024	PMT# 906 - Principal Life	2,926.81
3/18/2024	PMT# 907 - Regence	64,688.15
3/20/2024	PMT# 908 - Pitney Bowes	403.06
3/20/2024	PMT# 909 - RH2 Engineering	4,966.13
3/20/2024	PMT# 910 - Sir Speedy	13,664.23
3/29/2024	PMT# 912 - WA PERS	25,494.92
3/28/2024	PMT# 913 - Sir Speedy	1,827.12
4/5/2024	PMT# 914 - RH2 Engineering	23,448.24
4/5/2024	PMT# 915 - Sir Speedy	3,319.95

B&O Tax

38,509.43

US Bank CC (Less Power)

17,849.87

US Bank CC Power Costs

78,058.68

Key Analysis Svc charge (MAR)

1,286.30

Paymentech/Merchant Fees (MAR)

5,606.57

Xpress Bill Pay (MAR)

4,670.65

323,914.70

GRAND TOTAL

1,243,599.76

**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 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 25th of April 2024.

LAKEWOOD WATER DISTRICT

By: _____
John S. Korsmo, Commissioner and President

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

By: _____
Gary J. Barton, Commissioner and Secretary



Lakewood Water District

COMMISSIONER HANDBOOK

Adopted April 25, 2024

Resolution No. B-1498

REVIEW 4/25/24

ADOPT 5/16/24



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.

Table of Contents

SECTION 1	INTRODUCTION AND PURPOSE	1
1.1	Introduction	1
1.2	Purpose	1
1.3	Overview of Basic District Documents	1
1.3.1	District Administrative Code	1
1.3.2	Personnel Policies and Employee Handbook	1
1.3.3	Revised Code of Washington	2
1.3.4	Annual Budget	2
1.3.5	Financial Reports	2
1.3.6	Comprehensive Plans	2
1.3.7	5-year Capital Improvement Plan	2
1.3.8	District Correspondences	2
SECTION 2	BOARD OF COMMISSIONERS	2
2.1	Board Membership	2
2.2	Board Officers	3
2.3	Powers of Commissioners	3
2.3.1	Board	3
2.3.2	Board Decides District Policy	3
2.3.3	Board Action	3
2.3.4	Resolutions	3
2.3.5	Revised Code of Washington	3
2.3.6	No Speaking Agent without Authorization	3
2.3.7	Appointment of District General Manager	4
2.3.8	Authority of the Board	4
2.3.9	Litigation	4
2.4	Compensation	4
2.5	Board Committee Involvement and Volunteering	5
2.6	Travel and Reimbursement	5
2.6.1	Travel Involving an Overnight Stay	5
2.6.2	Reimbursement of Travel Expenses	5
2.6.3	Individual Meals	5
2.6.4	Use of Personal Vehicles	6
2.6.5	Cancelation	6
2.7	Conflicts of Interest	6

2.8	Vacancies.....	6
2.9	Excused Absences; Absenteeism	6
2.10	Anti-Nepotism Policy.....	6
2.11	Commissioners Prohibited from Employment with District	7
2.12	Commissioner Resignation.....	7
2.13	District Equipment	7
SECTION 3	BOARD OF COMMISSIONERS MEETINGS	8
3.1	Time and Place for Regular Meetings of the Board	8
3.2	Special Meetings	8
3.3	Meetings During a Declared Emergency.....	8
3.4	Work or Study Sessions Meetings.....	8
3.5	Meeting Agenda	8
3.6	Order of Business	9
3.7	Expectations of Commissioners.	9
3.8	Public Comment.....	9
3.9	Open Public Meeting.....	10
3.10	Executive Session	10
3.11	Quorum	10
3.12	Meeting Minutes.....	10
3.13	Conduct of Meeting and Mutual Respect	10
3.14	Remote Meeting Participation.....	11
3.15	Electronic Communications.	11
3.16	Electronic Devices	11
3.17	Commissioner Misconduct.....	11
SECTION 4	RELATIONSHIP BETWEEN BOARD AND DISTRICT GENERAL MANAGER AND STAFF	12
4.1	Overview	12
4.2	General Manager	12
4.3	Availability for Individual Meetings with Commissioners.....	12
4.4	Acting General Manager	12
4.5	Board of Commissioners Non-Interference with Staff and Consultants.....	12
4.6	Roles and Information Flow	13
4.7	Attorney for the District.....	13
SECTION 5	STATUTORY AND CONSTITUTIONAL REFERENCES	13
RCW 42.17A	Campaign Disclosure and Contribution.....	13
SECTION 6	REFERENCES TO SIGNIFICANT DISTRICT DOCUMENTS.....	14

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 Commissioner's 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.

1.3.8 District Correspondences

The Commission President is responsible for writing letters on behalf of the Commission. They can either write the letters themselves or delegate this task to a fellow commissioner or a staff member. Before publication, the President reviews the letters. The District produces three newsletters, an Annual Water Quality & Business Report, and an annual rate increase letter. Each of these documents contains letters from the Board of Commissioners. During a commission meeting, the General Manager can be authorized to sign additional letters on behalf of the District.

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 be 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 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 Officer – 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

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

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

**LAKEWOOD WATER DISTRICT
PIERCE COUNTY, WASHINGTON**

RESOLUTION NO. B-1941

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LAKEWOOD WATER DISTRICT, PIERCE COUNTY, WASHINGTON, APPROVING AND AUTHORIZING THE LAKEWOOD WATER DISTRICT WHOLESALE WATER REVENUE ALLOCATION 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, The Board of Commissioners has authorized up to 10 MGD from the District’s water rights portfolio as wholesale water to financially benefit the customers of the District as a means to reduce future rate increases. Lakewood Water District provides wholesale water to five water utilities outside its retail service boundaries to the Town of Steilacoom, Summit Water and Supply, Spanaway Water Co., Firgrove Mutual Water, and Washington Water. Revenue generated by water sales from wholesale customers has been dedicated to specific areas as identified in Resolution B-1470 – Wholesale Revenue Allocations.

This policy intends to give additional guidelines to the resolution and identify specific areas for funding for capital improvement projects.

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 Wholesale Water Revenue Allocation 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 25th of April 2024.

LAKEWOOD WATER DISTRICT

By: _____
John S. Korsmo, Commissioner and President

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

By: _____
Gary J. Barton, Commissioner and Secretary



Wholesale Water Revenue Allocation Policy
As Adopted by The Board of Commissioners
B-1491

REVIEW April 25, 2024

ADOPT May 16, 2024

Attachment A

Policy Intent:

The Board of Commissioners has authorized up to 10 MGD from the District's water rights portfolio as wholesale water to financially benefit the customers of the District as a means to reduce future rate increases. Lakewood Water District provides wholesale water to five water utilities outside its retail service boundaries including the Town of Steilacoom, Summit Water and Supply, Spanaway Water Co., Firgrove Mutual Water, and Washington Water. Revenue generated by water sales from wholesale customers has been dedicated to specific areas as identified in Resolution B-1470 – Wholesale Revenue Allocations.

This policy intends to give additional guidelines to the resolution and identify specific areas for capital improvement project funding.

Background:

In August 2021, the Board of Commissioners approved Resolution B-1470 – Wholesale Revenue Allocation that identified specific areas of capital improvement projects to receive funding from the District's Wholesale water sale revenues.

Under Resolution B-1470, the District allocates percentages of net wholesale income as follows:

- 50% of Wholesale Net Income shall be placed in the general fund.
- 30% to 35% of Wholesale Net Income shall be used for only replacing storage facilities.
- 15% to 20% of Wholesale Net Income shall be used for only replacing water source facilities.

Definition and Guidelines for Each Allocation:

- **General Fund (50%)**
 - o Use for everything capital related to operations, maintenance, and any other areas within the capital budget.
 - o All encompassing of District capital projects
- **Storage Facilities (30-35%)**
 - o Use for everything capital and maintenance improvements for storage facilities e.g., tanks, pumping stations, seismic upgrades, tank painting, security/fencing, cathodic protection, etc.
 - o NOT used for Filtration systems, rehabilitation and replacement (R&R) of water mains
- **Water Source Facilities (15-20%)**
 - o Use for everything capital and maintenance for water source facilities e.g., wells, pumps and motors, rehabilitation of well casings, well buildings, filtration systems, source meters, etc.

Temporary Reallocation

While discouraged, the need may arise that the District's General Manager and/or Finance Manager may make a request for temporary reallocation of funds from specific wholesale water revenues. The request for any temporary reallocation of funds shall only be approved by the Board of Commissioners.



Operations Manager's Report
 April 25, 2024
 Board of Commissioners Meeting

OPERATIONS

WORK ORDERS & PM'S (KEVIN)

- 229 Billing/Office Field Service Orders
- 266 Field Work Orders Elements
- 495 Total Service Orders

DELINQUENT ACCOUNTS – Teri

- 87 Delinquent Accounts
- 59 Paid on Door Hangers or on Disconnect
- 67 Services Disconnected
- 8 Remained Disconnected at the end of the month

LOCATES - Debbie

- 271 Locate Requests Received
- 30 Requests were out of LWD Service Area
- 237 Locates were submitted by LWD
- 4 Cancelled Locates
- 237 Locates Completed

WATER AVAILABILITY LETTERS: 19

3/5/2024	SALZMANN GARAGE	9409 110TH ST SW	R/NEW CONSTRUCTION	219047001
3/6/2024	12619 NAOMILAWN RESIDENTIAL	12619 NAOMILAWN DR SW	R/NEW CONSTRUCTION	6230000074
3/6/2024	BEN REMODEL	11608 WOODBINE LN SW	R/REMODEL	6190000140
3/8/2024	AUSTIN COURT LOT 3	10432 87TH AVE CT SW	R/NEW CONSTRUCTION	219048042
3/8/2024	AUSTIN COURT LOT 6	10501 87TH AVE CT SW	R/NEW CONSTRUCTION	219048045
3/8/2024	AUSTIN COURT LOT 8	10431 87TH AVE CT SW	R/NEW CONSTRUCTION	219048047
3/8/2024	AUSTIN COURT LOT 9	10421 87TH AVE CT SW	R/NEW CONSTRUCTION	219048048
3/8/2024	PETER NGANGA REMODEL	11822 96TH AVE SW	R/REMODEL	7407000190
3/8/2024	WILDERNESS HOMES	14706 UNION AVE SW	R/REMODEL	2200002213
MARCH	MOMENTUM PARTNERS ANNEX	12527 BRIDGEPORT WAY S	R/NEW CONSTRUCTION	219123087
3/5/2024	MOMENTUM PARTNERS ANNEX	12527 BRIDGEPORT WAY S	R/NEW CONSTRUCTION	219123087
3/11/2024	NEW SFH	12106 COCHISE LN SW	R/NEW CONSTRUCTION	219118045
3/13/2024	REMODEL DETACHED GARAGE	4200 108TH ST SW	R/REMODEL	219014088
3/14/2024	NEW CONSTRUCTION	12101 DOCKEN LN SW	R/NEW CONSTRUCTION	219117018
3/14/2024	FIRE DAMAGE REPAIR	10241 BRIDGEPORT WAY SW	C/REMODEL	5400200410
3/15/2024	MADERA GARDENS NEW CONSTRUCTION	11623 MADERA GARDENS DR SW	R/NEW CONSTRUCTION	5403500020
3/19/2024	ARCO AMPM FUELING FACILITY	84TH ST S & S TACOMA	R/NEW CONSTRUCTION	320312110
3/25/2024	MUKUNDI HOME REMODEL	6806 OPAL LN SW	R/REMODEL	6430402600
3/28/2024	LWD INDUSTRIAL PK BLDG 27 STE A	4625 100TH ST SW	C/REMODEL	4002220130

CROSS CONNECTION UPDATE

- 433 Assemblies Passed Test
- 26 Failed Annual Test
- 08 New Applications
- 08 New Installations/Surveys
- 03 Assemblies Replaced
- 06 Repairs
- 04 Removals
- 459 Test Reports Completed & Entered
- 02 48-hour disconnect non-compliance notice issued
- 01 Disconnects for non-compliance.
- 00 Compulsory Tests Administered

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES:

- 1 – 2” Domestic Pierce County Library
- 2 – 1”x 5/8” for Duplex at 100515 Kline St SW
- 2 – 1”x 5/8” for two homes at 9504 & 9506 Farwest Dr SW
- 1 – 1”x 5/8” for New home at 9937 Claras Blvd SW

TOTAL INSTALLED - 6

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.
- Replace section of 6” AC broken main and Fire Hydrant on Claras Blvd. This is a weak and aging section of Asbestos Concrete water main around Lake Louise.

JOBS

- Panattoni Warehouse: **job complete**
- Emergency Food Network: **job complete**
- Pierce County Library: installed 8” fire line connection and new Mueller Fire hydrant assembly.
- Copper Stone Apartments: A pre-construction meeting has been held with work scheduled to begin 04/01. All work is being performed by a contractor; the District will provide inspection Services.

POTHoles

None to report this month.

SERVICE MAINTENANCE

- Lower two service line / meters at 7711& 7713 59th Ave W.
- Abandon 2 service existing services at Pierce County Library 10202 Gravelly LK DR (no longer needed.)
- Abandon 1 service existing service on Bristol Ave (no longer needed.)

VALVE MAINT.

Annual valve maintenance and exercise got underway in March and for the month 246 valves were exercised.

HYDRANT MAINTENANCE

Raised Fire Hydrant 16H32 at 6117- 93rd St SW City Franchise Project.

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.

None to report this month.

CITY FRANCHISE PROJECTS

None to report for February

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:

Flagger recertification completed for all field staff.

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. The project was completed 2 weeks ahead of schedule and more than 50% under budget.

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. HCON has completed all construction related activities and trench restoration along 96th St has been completed. Final grind and inlay for the project to be completed on 04/10/2024 with lane striping to occur 20 days after.

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 current phase of the project got underway on December 11, 2023. Thru March 21, 2024, 6052 lineal feet of water main has been installed, 5000' of the total number is 12" ductile iron, 13 fire hydrant assemblies, 2 long side service connection and 65 isolation valves. The contractor is conducting pressure tests and service installations, and lateral ties are scheduled to begin on April 15th.

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 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

The City of Lakewood project to install sewer main District will contract with KPG design 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. The District will be contracting with KPG PSOMAS engineering firm for design of the project.



MEMORANDUM

TO: Board of Commissioners

FROM: James Dean, Operations & Maintenance Manager

RE: Request for Conditional Acceptance of Completion for the Completion of Spanaway WTME Extension H Project. - Ceccanti

DATE: April 25, 2024

This memo is to recommend and respectfully request the Board's conditional acceptance of completion of the Spanaway WTME Extension H, LWD Job #777. This conditional acceptance will transition to final acceptance of the project pending the final release requirements being met per the contract specifications.

Ceccanti has completed all the work required under the specifications and reached substantial completion on December 30, 2022, with final project completion on April 30, 2023. The one-year warranty period started on April 30, 2023.

Should you conditionally accept this project as completed, the District will send a letter to the contractor stating the conditions above, and the District staff will request the closing documents from the State of Washington.

Thank you for your time and consideration of this important matter.

James Dean



MEMORANDUM

TO: Board of Commissioners

FROM: James Dean, Operations & Maintenance Manager

RE: Request for Conditional Acceptance of Completion for the Completion of Ardmore Dr & Whitman Intersection Water Main Relocation – Pape & Sons

DATE: April 25, 2024

This memo is to recommend and respectfully request the Board's conditional acceptance of completion of the Ardmore Dr & Whitman Intersection Water Main Relocation, LWD Job #879. This conditional acceptance will transition to final acceptance of the project pending the final release requirements being met per the contract specifications.

Pape & Sons has completed all the work required under the specifications and reached substantial completion on February 2, 2024, with final project completion on February 8, 2024. The one-year warranty period started on February 8, 2024.

Should you conditionally accept this project as completed, the District will send a letter to the contractor stating the conditions above, and the District staff will request the closing documents from the State of Washington.

Thank you for your time and consideration of this important matter.

James Dean

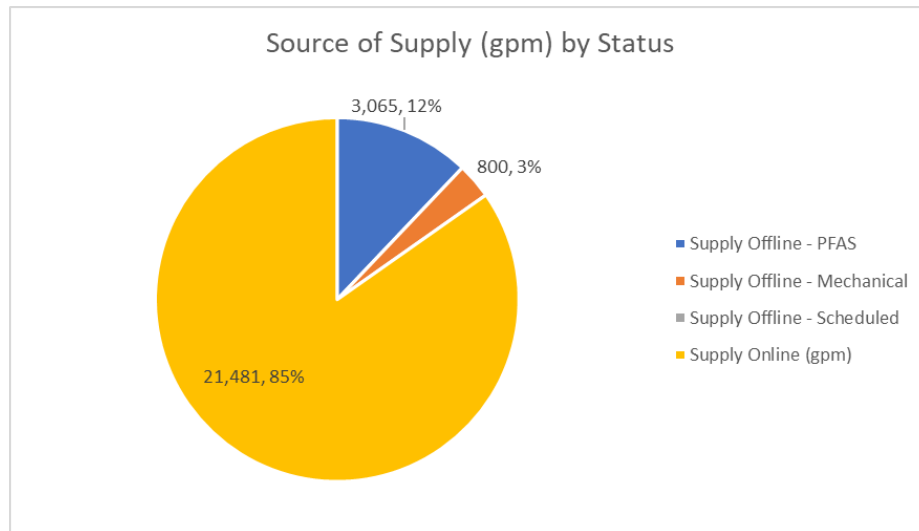


Engineering Manager's Report
April 25, 2024
Board of Commissioners Meeting

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. 85 percent of total supply capacity is online; 12 percent is offline due to PFAS, 3 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 to be rebuilt and is back in service.
 2. The P-1R Well had a motor failure and was replaced. The pump and motor are installed, 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 completed.
 - 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 being 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 has delivered to the Steilacoom Blvd site, all generators have been delivered and are being wired and tested.
 - 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. Bid documents for the K-3 Well Project were put out on 3/1 with a closing date of 4/1. Currently, Holt Services is the apparent low bidder on the K-3 project.
 - c. The G-4 bid documents will be put out in March, with plans to start drilling in 2024.
 - d. 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 have awarded CONSOR with the Oakbrook O-2 Well Replacement Project after District staff scored proposals from three different engineering firms.
- 6. Hipkins I-3 Replacement Well
 - a. We have awarded RH2 Engineers with the Hipkins I-3 Replacement Project after staff scored proposals from three different engineering firms.
- 7. Scotts Fence Improvements
 - a. The replacement fencing for the west side of the property has been ordered.
 - b. Installation of the fence is scheduled to start on 4/29.

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.
- 4. The Pumping Department is currently working on UCMR5 sampling for this reporting period.

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.
2. Washington Blvd.
3. Country Place U-1 Well GAC Facility
 - a. Initial site survey is complete and design work is underway by the selected design consultant Kennedy/Jenks.
4. 88th & Pine J-Wells GAC Facility
 - a. Geotechnical site investigations have begun, and HDR is beginning the preliminary design work for this project.

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.



Memorandum

To: Board of Commissioners

From: Marshall Meyer, General Manager

Date: 4/25/24

Re: **Bid Award** K-3 Well Installation & Testing Contract

Bids for this well drilling contract were opened on April 1, 2024. This project is funded through the EPA (direct appropriation from Senator Murray), so there are some additional requirements of this process.

Including a longer bid advertisement period. Unfortunately, we only received one bid for the project, which was not surprising given the very small number of qualified bidders and the additional requirements put on the contract by the Federal funding source. The Engineer's Estimate for the project was \$461,450 plus tax, while the bid received was \$665,080 plus tax. We believe this was due to the limited number of bidders and the Federal funding source requirements. The increased cost is still within the amount of our grant, which is good news. The other good news is that the bidder was Holt Services, who has drilled several wells for the District recently and performed maintenance on several of our other wells.

We are recommending the Board award the construction contract to Holt Services.



Marshall Meyer, PE
General Manager

Lakewood Water District
11900 Gravelly Lake Drive
Lakewood, WA 98499

Our Reference
507108585

Mott MacDonald
1601 5th Avenue
Suite 800
Seattle
WA 98101
United States of America

T +1 (206) 838 2886
mottmac.com

Lakewood Well K-3 bid review

April 5, 2024

Dear Marshall,

At your request, we have reviewed the bid items submitted to Lakewood Water District (District) by Holt Services, Inc. (Holt) for the drilling and construction of Well K-3. We received copies of the bid tabulation prepared by the District and Holt's bid package as emailed on April 2, 2024.

Holt is well known to us, and we regard their services as meeting the general requirements for a contractor bidding on the proposed project.

Bid prices for this work are higher than similar past work Holt has completed for the District. However, we have seen general price increases in the drilling industry over the past year to 18 months, and most of the line-item increases appear to be reasonable. Bids in 2023 and 2024 by Holt for similar work range from \$809 to \$1,218 on a per foot basis (total project cost divided by total depth), and average \$932/foot. The Well K-3 bid works out to \$1,108/foot.

Items 6 and 10 appear higher than expected. We speculate that this may be to reflect the costs of a shoe cut on the 20-inch casing, which is embedded in the costs of Item 6. (On review, the shoe cut for this effort should probably have been a separate line item.) The District may wish to discuss these two items with Holt.

Aside from these items, the bid appears reasonable given our knowledge of the market and the limited number of contractors able to perform this work as planned. We recommend accepting the bid.

If you have any questions or if you need anything further, please contact me.

Thank you,

A handwritten signature in black ink, appearing to read 'Burt Clothier', with a long horizontal stroke extending to the right.

Mott MacDonald, LLC

Burt Clothier LHG, RG
Principal Hydrogeologist
360-413-1520 direct
253-686-2795 cell

Burt.Clothier@mottmac.com

Cc: Max Freimund, RH2

Schedule A: Production Well K-3 Installation and Testing

Bids Due 4/1/24; 2:00 PM

Lakewood Water District

Bid Item No.	Item Description	Units	Quantity	Engineer's Estimate		Holt Services	
				Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization	L.S.	1	\$50,000	\$ 50,000	\$75,000	\$ 75,000
2	Install 24-inch Surface/Formation Seal (includes temporary 24-inch casing to 150 feet, drive shoe and cut (if used), grout, and casing removal)	L.F.	150	\$ 550	\$ 82,500	\$ 800	\$ 120,000
3	20-inch Drive Shoe	EA	1	\$ 5,500	\$ 5,500	\$ 6,000	\$ 6,000
4	16-inch Drive Shoe	EA	1	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000
5	Drill 20-inch Borehole Below Formation Seal (to total depth of 300 ft)	L.F.	150	\$ 300	\$ 45,000	\$ 400	\$ 60,000
6	Furnish and Install 20-Inch Well Casing (includes drive shoe cut and 1-foot of stickup)	L.F.	301	\$ 75	\$ 22,575	\$ 200	\$ 60,200
7	Drill 16-inch Borehole Below Casing Reduction (to total depth of 600 ft)	L.F.	300	\$ 250	\$ 75,000	\$ 350	\$ 105,000
8	Furnish and Install 16-Inch Well Casing (includes 2-feet of stickup)	L.F.	602	\$ 125	\$ 75,250	\$ 165	\$ 99,330
9	16-inch Drive Shoe Cut	EA	1	\$10,000	\$ 10,000	\$20,000	\$ 20,000
10	Furnish Screen Assembly and Other Materials	Cost + 15%	1	\$20,000	\$ 20,000	\$20,000	\$ 20,000
11	Authorized Hourly Work (screen fabrication, installation, development, etc.)	HR.	60	\$ 600	\$ 36,000	\$ 800	\$ 48,000
12	Credit for 16-inch Casing Removed	L.F.	35	\$ (5)	\$ (175)	\$ (10)	\$ (350)
13	Furnish and Install Puming Test Equipment and Discharge Pipe	L.S.	1	\$15,000	\$ 15,000	\$20,000	\$ 20,000
14	Hourly Work for Pumping Tests	HR.	30	\$ 500	\$ 15,000	\$ 650	\$ 19,500
15	Extra Materials	Cost + 15%	1	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
16	Standby Time	HR.	8	\$ 600	\$ 4,800	\$ 800	\$ 6,400
				Subtotal:	\$ 461,450		\$ 665,080
				WSST at 10.1%	\$ 46,606		\$ 67,173
				Total Cost:	\$ 508,056		\$ 732,253

Note: Bid form listed incorrect Tax Rate, corrected from 10.0% to 10.1%
 L.S = Lump sum; L.F. = Linear foot; EA = Each; HR = Hourly; WSST = Washington State Sales Tax.



IT Manager's Report
April 25, 2024
Board of Commissioners Meeting

CYBER SECURITY UPDATE

There are no minor Cyber Security Issues to report

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

Surplus and Disposals

6 Storage Lockers (2 Banks of 3). These were stored in the tool room and unused for many years. Moved to make room. The items will be disposed of or offered to employees for a nominal cost.

Hydra Stop Valve Insertion Equipment – Contractor has made a tentative offer to purchase at \$40,000.



Memorandum

To: Board of Commissioners
From: Christian Fast, IT Manager
Date: 04-25-24
Re: Surplus

The following items are for Surplus & Disposal:

Seeking approval to sell or dispose of storage lockers and to sell the Hydra Stop Valve Insertion Equipment for \$40K.

Surplus

Items (To be purchased by staff members or disposed if no one wants) *	Qty
Storage Lockers (2 banks of 3).....	6
Hydra Stop Valve Insertion Equipment	1*

A Contractor has made a tentative offer to purchase at \$40,000.



HR Manager's Report
April 25, 2024
Board of Commissioners Meeting

Engineering Manager Recruitment Update

The District conducted a second round interview with a candidate on April 10; unfortunately the candidate was not recommended by the committee to continue.

Compensation and Benefits Study Update

The comp and benefits study for this year has successfully been sent out to our identified peer list. As part of the study in 2021, the District committed to conducting studies every three to five years to ensure all District salary ranges, positions, and benefits offerings are updated and at market. I anticipate sharing data with the Board in June.

Fall Protection Program Updates

Updates to the District's fall protection program are underway, beginning with site reviews of locations where employees are required to climb or work from heights. These include tanks, pump houses, and other buildings. Fall protection is generally required in Washington at heights greater than four feet. Specific activities or industries may have different requirements.

April Learning and Development

Heat Stress

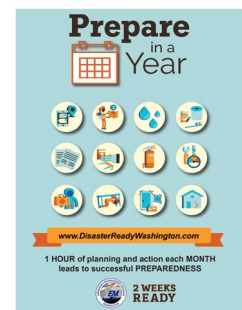
As part of the updated regulations on outdoor heat exposure, the District conducts an annual training on heat stress, including the different types of heat-related illnesses, including identification, prevention, and treatment.

Pierce County Emergency Management (PCEM) Presentation

We received positive feedback from staff on the presentation PCEM gave last week. We learned more about the potential hazards in our state, as well as best practices for preparing both at home and at work.

They shared information on resources, including the Prepare in a Year guide, which is a step-by-step tool that helps individuals get disaster ready over the course of 12 months.

To get a copy of your own guide, visit this link: [Prepare in a Year \(wa.gov\)](https://www.wa.gov/prepare-in-a-year).



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	7936		7922		7896		7679	
April		7936	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:		24645		24587		24377		24036
YEARLY TOTAL:		24645		99667		99562		97358

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

Month	2024				2023				2022				2021			
	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%
January	46,218,286	37,420,896	8,797,391	19.03%	41,872,076	35,603,735	6,268,341	14.97%	41,387,515	34,674,736	6,712,779	16.22%	41,220,158	36,637,933	4,582,225	11.12%
February	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	45,461,970	38,689,940	6,772,030	14.90%	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	132,476,006	116,947,376	15,528,630	11.72%	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)			15,230,675	11.50%			53,408,517	7.77%			54,603,746	8.91%			49,050,942	7.56%
2023 YTD		126,894,934	114,530,887	12,364,046.93			9.74%									
2022 YTD		118,033,953	103,663,531	14,370,421.65			12.17%									

**CUBIC FEET SOLD PER CLASS
2024**

	fire Mtr	commercial	multi units	residential	schools	Parks /Irrigation	school swim pool	TOTAL INTERNAL	STEILACOOM	SUMMIT	WA WATER	FIRGROVE	SPANAWAY	WWSL SUBTOTAL	TOTAL 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		2,847,700	6,035,000	7,876,000	321,700	57,500		17,137,900	1,575,700	4,462,906	5,954,819	5,392,461	4,166,154	21,552,040	38,689,940
April								-	-	-	-	-	-	-	-
May								-	-	-	-	-	-	-	-
June								-	-	-	-	-	-	-	-
July								-	-	-	-	-	-	-	-
August								-	-	-	-	-	-	-	-
September								-	-	-	-	-	-	-	-
October								-	-	-	-	-	-	-	-
November								-	-	-	-	-	-	-	-
December								-	-	-	-	-	-	-	-
Total YTD	8,300	8,193,800	20,870,100	23,667,900	688,900	153,900	-	53,582,900	5,018,800	13,096,511	17,532,549	15,617,564	12,099,051	63,364,476	116,947,376

2023 YTD	54,231,300	4,581,100	14,457,158	17,314,931	14,987,702	8,958,695	60,299,587
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2022 YTD	52,129,000	4,753,352	12,631,333	20,709,531	13,440,315		51,534,531
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vs 2023	98.80%	109.55%	90.59%	101.26%	104.20%	135.05%	105.08%
vs 2022	102.79%	105.58%	103.68%	84.66%	116.20%		122.96%