



Regular Meeting Board of Commissioners

Thursday May 16, 2024 – 3:30 PM

In Person and Via Teams

Agenda

1. Call to Order
2. Attendance
3. Public Comment
4. Department of Health Lifetime Achievement Award Presentation to Randall M. Black
5. [Approval of Special Meeting Minutes from April 25, 2024](#)
6. [Finance Manager's Report April 2024](#)
 - a. [Board Approval of Payables](#)
7. General Manager's Report
 - a. [Approval of Resolution B-1489 Board of Commissioners Handbook](#)
 - b. [Approval of Resolution B-1491 Wholesale Water Revenue Allocation Policy](#)
8. [Operation & Maintenance Manager's Report](#)
9. [Engineering Manager's Report](#)
10. [Office Manager's Report](#)
 - a. [Approval of updated miscellaneous fees](#)
11. [Information Technology Manager's Report](#)
12. [HR Manager's Report](#)
13. Other Business
 - a. Acknowledgment of Employee Wages Increases – None this month.
 - b. Commissioner Barton WASWD update
 - c. Next Regular Commissioners Meeting June 20, 2024 at 3:30 PM.
14. Public Comment
15. Adjourn



**LAKEWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Special Meeting
April 25, 2024
Boardroom & Via Microsoft Teams**

1. CALL MEETING TO ORDER

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

2. ATTENDANCE

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

Excused: Commissioner J. Korsmo

3. PUBLIC COMMENT

Norm Conner was present and elected to speak at the end of the meeting during the public comment period.

4. APPROVAL OF MEETING MINUTES FROM 3/28/24 MEETINGS.

COMMISSIONER BARTON MOVED TO APPROVE THE MINUTES FOR THE REGULAR MEETING MARCH 28, 2024, SECOND BY COMMISSIONER REDISKE. MOTION PASSED UNANIMOUSLY.

5. FINANCIAL INFORMATION

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

- *Retail Sales* Currently we are 5.86% higher than budgeted for the month and 5.68% higher YTD.
- *Operating revenue* is 2.22% higher than budgeted for the month and 2.65% higher YTD.
- *Pumping Operations* is 18.5% lower than budget for the month and 13.71% lower than budget YTD.
- *Water Treatment operations* is 9.74% under budget for the month and 7.37% under budget YTD.
- *Transmission and Distribution operations* is 32.01% under than budget for the month and 28.82% under budget YTD.
- *Total Operating Expense* is 22.39% under budget for the month and 19.56% lower than budget YTD.
- *Net Operating Revenue* - \$620,612

a. Approval of Payables

Disbursements made from the General Ledger Fund for checks number 47492 through 47614 totaling \$605,403.92, salary direct deposits totaling \$227,409.84, payroll taxes totaling \$86,871.30, and other electronic payments totaling \$323,914.70 for a total of \$1,243,599.76 were presented to the Board for approval.

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

5. GENERAL MANAGER'S REPORT

EPA New MCL Level – The EPA announced the new PFAS level, and it is what we expected it to be at 4 ppt. In the past, EPA targeted the two compounds PFOS & PFOA at a combined 70 ppt and was a healthy advisory level. The MCL now considers six different compounds, PFOS & PFOA, at 4 ppt, which is different than the state level of 10 ppt and 15 ppt. The other four compounds have a hybrid approach where three have a limit of 10 ppt, and the fourth with a limit of 2,000 ppt. The Hazard Index approach considers a sort of weighted average where each of the four could be below the individual level, but if combined and if they go over the MCL, then they all fail. The District doesn't have to worry about those at this point as we don't see any meaningful manner in our water and show up where PFOS and PFOA are found.

This new level doesn't have an impact on our budget as we were already prepared for new MLC level of 4 ppt. The EPA has extended the compliance timeline to five years, compared to the original three years they initially stated. General Manager Meyer shared he is confident in the current strategy and suggests staying the course, proactively addressing any supply chain issues, and ensuring we finish on time. Supply timelines for GAC filter vessels have already been adjusted from 28 weeks to 32-34 weeks.

We haven't received any calls regarding the announcement of the new MCL level. We have information regarding the new MCL level on the District website. If someone calls in, they can speak with the customer service agent, and if they are unable to answer their questions, they will be transferred to General Manager Meyer.

Dupont Settlement - A few different agencies have raised concerns or objections to the judge, which resulted in a delay in the legal process. However, the matter has been resolved, and they are now accepting claims. The deadline for submitting claims is June 17, 2024. We are currently collaborating with our lawyers to provide the necessary information through the online submission process and ensure that it is submitted before the deadline.

Tyco is proposing a settlement of around \$700 million from the firefighting foam perspective and is similarly structured as Dupont and 3M. We are working with the District attorney from Marten Law to advise the District if we qualify for a settlement with Tyco. This will depend on how the settlement is structured. General Manager Meyer will keep the Board updated.

Ponders GAC Media Replacement—The media replacement for the Ponders GAC system is still scheduled. Staff have done additional sampling and are awaiting the results. These results will determine whether the waste needs to go to Idaho or Arizona.

In order to use the media in each vessel, we change some valves. It goes through the first vessel and then flows right into the second vessel. We replace the media in the first vessel, and then the second vessel becomes the first one, and then it goes into the new media. This will use up all of the media's lifespan rather than replacing it too early or late.

DSHS Western State Hospital – We are still coordinating with DSHS on the conditional assessment. The DOE is still reviewing the water rights change application from DSHS. The District's water rights attorney is reviewing the documents being submitted by DSHS and their

consultants. Based on documentation being provided in terms of how much water has been historically used, the full maximum of the claim right now is 1,035 acre-feet per year. DOE should have their response back by June 2024.

DSHS did receive funding in the governor's budget of about \$4.5 million to drill a replacement well for the one on campus that has PFAS. This is all positive news.

Replacement wells at Oakbrook O-2 and Hipkins I-3 scoping for the engineering of the wells, and they are currently being finalized and should be under contract soon.

6. OPERATIONS & MAINTENANCE REPORT

Operations & Maintenance (O&M) Manager Dean shared that they have started the valve maintenance program in March; so far 250 valves have been exercised, located, and brought up to grade. Flushing season will be starting soon and will follow the valve maintenance pattern to make sure those valves are ready to go.

The Hipkins Road project is going well, and they have laid just over 6,000 feet. The contractor is conducting pressure tests and service installations, and lateral ties are scheduled to begin on April 15, 2024. This portion of the project should be completed in the next three weeks. Then they will move to the smaller portion of the project on 104th & Idlewild. Project should be completed by end of June, beginning of July.

96th & Front St. was completed at the end of March 2024. We worked with the city on the last phase of the asphalt paving and came to an agreement.

Pape & Sons completed the emergency water main relocation due to a Sound Transit project at Ardmore & Whitman.

a. Conditional Acceptance of Completion for the Completion of Spanaway WTME Extension H Project - Ceccanti.

COMMISSIONER REDISKE MOTIONED TO ACCEPT THE CONDITIONAL ACCEPTANCE OF COMPLETION FOR THE COMPLETION OF SPANAWAY WTME EXTENSION H PROJECT - CECCANTI. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

b. Conditional Acceptance of Completion for the Completion of Ardmore Dr & Whitman Intersection Water Main Relocation – Pape & Sons.

COMMISSIONER REDISKE MOTIONED TO ACCEPT THE CONDITIONAL ACCEPTANCE OF COMPLETION FOR THE COMPLETION OF ARDMORE DR & WHITMAN INTERSECTION WATER MAIN RELOCATION – PAPE & SONS. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

9. ENGINEERING REPORT

General Manager Meyer shared we are averaging 11 mgd, and of that, 5 mgd is to the wholesale partners. All of the mechanical issues have been fixed, and we should be good for the summer season.

For complete details, please see the attached report.

a. Approval of K-3 Well Drilling Contract

The K-3 Well project (Lake St.) was awarded to Holt Services. This is a grant-funded project funded by the EPA. The well will be around 600 ft deep. No PFAS has been detected at this well site, and the other two wells have been proven to have a good production history. The bid did come in above the engineer's estimate of \$461K; the bid came in at \$665K before tax. The price is higher due to the additional federal requirements and limited competition. The price is still within the grant amount. General Manager Meyer recommends approval of the contract with Holt Services for the K-3 Well.

MOTION TO APPROVE THE K-3 WELL DRILLING CONTRACT TO HOLT SERVICES BY COMMISSIONER REDISKE. SECONDED BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

10. IT MANAGER'S REPORT

There were no cybersecurity issues.

a. Surplus and Disposal Approval

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

Items:

6 Storage Lockers (2 banks of 3) & Hydra Stop Valve Insertion Equipment (A Contractor has made a tentative offer to purchase at \$40,000).

BOARD OF COMMISSIONER APPROVAL THE SURPLUS/DISPOSAL OF THE ITEMS LISTED.

11. HR MANAGER'S REPORT

General Manager Meyer shared an update on the recruitment of the Engineering Manager. The ad has been advertised in two new locations, governmentjobs.com and bcwater.com, we have had staff come from these sites. Commissioner Rediske asked if it is a pay challenge or not enough people challenge. The challenge is that there are not enough qualified candidates, we are competitive in the salary range. HR Manager Levo has also started the salary comp study, which occurs every 3-5 years.

12. OTHER BUSINESS

a. The Board acknowledged the wage increase this month.

b. Commissioner Barton provided a brief update on the WASWD.

Commissioner Barton shared that the government relations committee is not doing much due to being between sessions. He shared that he has heard that some people think the EPA should have contaminant criteria for solid waste.

He attended a job fair at the Showare Center and had several young technicians at the booth. Their job fair booth has received a sponsor, and they are excited to go to many more job fairs to get the word out about water industry jobs.

Commissioner Barton shared that the WSWD Board voted for Randy Black to receive a lifetime membership with WASWD at the spring conference. He emphasized that there are numerous individuals, like Randy, who have dedicated their lives to this industry and their commitment and professionalism deserve special recognition. As they approach retirement, their invaluable contributions should be celebrated.

- c. Our next Commissioner’s meeting is May 16, 2024, at 3:30 PM.

13. PUBLIC COMMENT

Norm Conner spoke about his concerns regarding the District’s cross connection program and the lack of communication from staff on his concerns. He shared he wanted to make sure the Commissioners were aware of his concerns, and they shared they were aware and would have staff follow up with him on the properties in question. Staff and the Commissioners also encouraged Mr. Conner to reach out and set up a follow-up meeting with staff to discuss his concerns in more detail.

14. ADJOURN

Vice President Rediske adjourned the meeting at 4:36 PM.

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:

ITS PRESIDENT

BY:

ITS SECRETARY

BY:

ITS VICE PRESIDENT

BY:

DISTRICT SECRETARY (DATE)

LAKWOOD WATER DISTRICT
2024
INCOME STATEMENT

APRIL	CUR MO ACTUAL	CUR MO BUDGET	CUR MO VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE
OPERATING REVENUE						
SALE OF WATER	789,076	762,882	26,194	2,946,106	2,805,080	141,025
OTHER OPERATING REVENUE	164,184	152,916	11,268	386,681	392,800	(6,119)
WHOLESALE WATER SALES	490,154	508,050	(17,896)	1,980,600	1,997,919	(17,319)
TOTAL OPERATING REVENUE	1,443,414	1,423,848	19,566	5,313,386	5,195,799	117,587
OPERATING EXPENSE						
PUMPING	104,809	105,541	(732)	383,936	427,764	(43,828)
WATER TREATMENT	28,429	42,864	(14,435)	150,451	172,851	(22,400)
TRANSMISSION & DISTRIBUTION	96,145	114,912	(18,767)	333,064	444,322	(111,259)
CUSTOMER ACCOUNTS	69,138	76,393	(7,255)	267,253	309,411	(42,159)
CUSTOMER INFORMATION	1,869	548	1,321	1,869	2,191	(322)
ADMINISTRATIVE & GENERAL	235,166	289,021	(53,855)	974,727	1,211,985	(237,258)
TOTAL OPERATING EXPENSE	535,556	629,278	(93,722)	2,111,299	2,568,525	(457,225)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	3,560	3,478	82	14,438	13,911	528
PUMPING	21,900	23,189	(1,290)	87,675	92,757	(5,082)
WATER TREATMENT	15,137	13,790	1,347	35,793	55,504	(19,712)
TRANSMISSION & DISTRIBUTION	80,501	110,672	(30,171)	323,645	445,408	(121,762)
ADMINISTRATIVE & GENERAL	24,053	28,605	(4,551)	115,913	114,418	1,494
SUB-TOTAL	145,150	179,733	(34,583)	577,464	721,998	(144,534)
DEPRECIATION EXPENSE	295,000	295,000	-	1,180,000	1,180,000	-
UTILITY EXCISE TAXES	38,509	32,270	6,239	155,868	158,187	(2,319)
TOTAL MAINTENANCE EXPENSE	478,660	507,003	(28,343)	1,913,332	2,060,185	(146,854)
TOTAL OPERATING & MAINT EXPENSE	1,014,216	1,136,281	(122,065)	4,024,631	4,628,710	(604,079)
NET OPERATING REVENUE	429,198	287,567	141,631	1,288,755	567,089	721,666
GAIN (LOSS) ON DISP. OF PROPERTY	10	-	10	18,325	-	18,325
RENTAL OR LEASE INCOME	950	300	650	4,240	1,295	2,945
INTEREST INCOME	50,087	37,500	12,587	195,006	150,000	45,006
MISC NON-OPERATING INCOME	5,205	-	5,205	11,414	-	11,414
INTEREST L-T DEBT	(176,555)	(193,534)	16,979	(706,220)	(774,137)	67,917
DEBT ISSUANCE COSTS	-	-	-	-	-	-
CARES GRANT FUNDING	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(120,303)	(155,734)	35,432	(477,236)	(622,842)	145,606
NET INCOME	308,896	131,833	177,063	811,519	(55,753)	867,272

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 47615 through
47690 and all electronic payments for this period are hereby approved for payment in the sum of
\$2,132,744.01 this 16th day of May 2024.

Commissioner Korsmo

Commissioner Rediske

Commissioner Barton

General Manager

Check no.	Vendor Name	Payment Description	Amount
47615	WA State Support Registry	Payroll 04/12/24	195.50
47616	Airgas	(2) Acetylene Rentals	6.06
47617	Bailey & Sons Spraying	Qtrly Insect Control - Trees & Shrubs Well Sites & Office	781.88
47618	Bill Clarke Attorney at Law	March 2024 WA State Legislative Lobbying	3,500.00
47619	Bluecore Power	50% Deposit - Annex Upgrades	33,622.06
47620	Capital Heating & Cooling	2nd Qtr HVAC Svcs & Replaced Burnt Contactor on AC-1	1,777.29
47621	Caselle	May 2024 Contract & Support Maintenance	3,942.68
47622	Centurylink	(2) Sites Internet Svcs	188.62
47623	Cintas	04/03/24 & 04/10/24 Weekly Svcs	291.52
47624	Core & Main	Inventory - Cplgs - Tapping Bits - Adptrs - Mtr Box Bottoms	2,688.65
47625	Eurofins Eaton Analytical LLC	Mercury Monitoring/Sampling J-2	665.00
47626	Ferguson Waterworks	Inventory - Registers, Ball Corps, Tees, Bushings, Cplgs	14,686.83
47627	Grainger	Synthetic Oil, Sealing Gaskets, Carbon Packing Seals	1,193.65
47628	Guardian Security Systems	Service Labor - Fix - 11900 Gravelly Lake Dr SW	909.71
47629	Hach Company	(1) Hydrogen Sulfate Test Kit	369.93
47630	Holroyd	(2) Yards Drain Rock - Hydrants	65.62
47631	Inslee Best Doezie & Ryder PS	March 2024 - EEOC, Cell Tower, U-1 and W State Hosp	5,487.75
47632	Kennedy/Jenks Consulting	March 2024 U-1 Country Place - PFAS Treatment	55,033.30
47633	Lakewood Hardware & Paint	Braided Tubing - Ground Cord Plug - Hose Bibs - Shovel	127.39
47634	Legacy Tapping	Sales Tax - Not Included on the Original Invoice	462.58
47635	Miles Resources	Whsl - Excavation & Backfill for Broken Gate Valve	1,642.50
47636	Multicare Centers	(1) PFT (Pulmonary Function Test) - Respirator Exam	461.00
47637	Napa Auto Parts	(1) Break Away Switch	25.31
47638	Onsolve LLC	IVR Svcs - 04/28/2024 - 04/27/2025	700.00
47639	Open Works	April 2024 Janitorial Svcs	1,997.51
47640	Owen Equipment	(1) Week Vactor Truck Rental	5,537.56
47641	Pape & Sons Construction	Pay# 15 - Generator, Electrical, Seismic Imprv (FEMA Grant)	270,412.84
47642	Pape Machinery	Replaced Fan Belts & Adj Main Relief Switch	1,017.94
47643	Pierce County Auditor	Satisfaction of Lien - 10902 Kline St SW	18.00
47644	Pierce County Sewer	March 2024 - 8100 WA Blvd & Office Sewer Chgs	41.56
47645	S&B Inc	Remote SCADA & Control WTM Intertie	2,909.67
47646	Seattle Ace	Threadlocker - Screws - WSB# 2 Catch Basin Outlet	68.11
47647	Smith, Zac	Reimburse UPS Chgs - GAC Media Samples - Ponders	637.30
47648	Sound Transit	Annual BNSF Rent - Permit# 71429 - (05/01/24 - 04/30/25)	2,400.00
47649	Stanley, Don	Reimburse Onboarding Lunch - Jeremy Bush	47.09
47650	State of Washington	2023 Old Age & Survivors Insurance (OASI)	25.00
47651	USA Bluebook	(1) New Sample Station	1,594.69
47652	Verizon Wireless	March 2024 On-Call Cell & SCADA Data Chgs	1,129.16
47653	Water Management Labs	(32) Total Coliform (3) Manganese (2) Quanti-tray & (1) CPRG Test	1,174.00
47654	Lakewood Employee Fund	Payroll 04/26/24	325.00
47655	WA State Support Registry	Payroll 04/26/24	195.50
47656	Asphalt Patch Systems Inc	New Svcs - 10103 Bristol Ave SW & 6120 Steilacoom Blvd SW	7,580.61
47657	AWWA	Annual Membership Dues - C Fast & JL Clark	526.00
47658	Centurylink	(8) Sites Internet Svcs	723.27
47659	Cintas	04/17/24 Weekly Svcs	164.08
47660	Core & Main	(8) 18 Inch Linesetters	2,334.12
47661	Daily Journal of Commerce	12 Month Subscription Renewal	225.00
47662	Dande Co Awards	(1) Name Plate - J Bush	10.95
47663	Grainger	(12) Pleated Air Filters - Ponders & (2) Asphalt Lutes	558.62

47664	Mott MacDonald	March 2024 G-4 Scotts & K-3 Lake St Consulting Svcs	6,005.21
47665	Pacific Groundwater Group	March 2024 Lakewood Aquifer E Study Svcs	2,475.00
47666	Railway Auditing & Mgmt Systems	WTM Annual Permit Fee (06/25/24 - 06/24/25)	543.00
47667	Seattle Ace	(2) Plastic Pails - GAC Samples - Ponders	9.09
47668	United Rentals	Boom Lift Rental - Ponders Samples	853.21
47669	US Geological Survey (USGS)	Water Resources Investigation (10/01/23 - 09/30/24)	5,607.75
47670	HCON	Pay# 6 - R&R - 96th St S & Front St Main Replacement	547,982.05
47671	Associated Petroleum Products	(450) Gal Unleaded & (150) Gal Diesel Fuel	2,538.40
47672	AWWA	Annual Membership Dues - K Wyckoff	263.00
47673	City of Lakewood	R&R - Pay# 2 - Hipkins Rd & Pay# 22 Grav Lk - WA - Nyanza	478,291.02
47674	Core & Main	Inventory - Hydrant, Instatites, Poly Pipe	6,677.52
47675	Craftmaster Hardware	(200) Padlocks - Disconnects & New Services	2,006.02
47676	Day Wireless Systems	April 2024 Radio & Communication Services	638.14
47677	Fastenal Company	(10) Cases Blue Locate Paint	536.15
47678	FCS Group	LWD Water Rate Structure Review	2,005.00
47679	Freeman Bell Construction	Hydrant Meter Deposit Refund	80.00
47680	Horizon	(1) Plastic Flow Control Vlv (2) Unions (2) Male Adapters	142.09
47681	Korsmo Construction	Hydrant Meter Deposit Refund	95.00
47682	Millers Tree Service	Removed (1) Poplar Tree - Chipped & Removed Brush	2,642.40
47683	Mountain Construction	Reimburse Customer - Unused Service Connection Cost	424.29
47684	Pierce County Auditor	Satisfaction of Lien - 10510 47th Ave SW	18.00
47685	Star Rentals	Rental - Asphalt Compactor	577.83
47686	State of Washington	Project & Plan Review - U-1 GAC Treatment	2,922.00
47687	Titus-Will Ford Service of Lakewood	Trk# 39 Oil Chg & Svc; Trk# 54 Oil Chg & Svc	1,267.79
47688	Town of Steilacoom	April 2024 View Rd Electric & Sewer Chgs	987.14
47689	Tvetens Auto Tech	Trk# 26 Replaced Battery; Trk# 42 Replaced Crank Shaft (Starter)	2,226.24
47690	WA State Support Registry	Payroll 04/24/24	195.50

Sub-Total

1,498,487.25

April Payroll

228,229.85

April Payroll Taxes (PMT# 916 & # 921)

88,676.14

Date

Other Electronic Payment

4/12/2024	PMT# 917 - Deferred Comp	4,582.89
4/12/2024	PMT# 918 - WA PERS	26,109.48
4/18/2024	PMT# 919 - Pitney Bowes	178.17
4/18/2024	PMT# 920 - Sir Speedy	3,710.87
4/16/2024	PMT# 922 - Aflac	507.55
4/24/2024	PMT# 923 - Deferred Comp	4,582.89
4/16/2024	PMT# 924 - Delta Dental	4,256.40
4/18/2024	PMT# 925 - Principal Life	2,952.53
4/16/2024	PMT# 926 - Regence	64,608.37
4/24/2024	PMT# 927 - WA PERS	25,646.16
4/24/2024	PMT# 928 - RH2 Engineering	2,867.18
4/24/2024	PMT# 929 - Sir Speedy	2,112.00

B&O Tax	44,017.39
Key Bank Acct Analysis (APR)	963.31
US Bank CC (Less Power)	29,866.00
US Bank CC Power Costs	89,811.84
Paymentech / Merchant Fees (APR)	6,720.77
Xpress Bill Pay (APR)	3,856.97

317,350.77

GRAND TOTAL

2,132,744.01

**LAKEWOOD WATER DISTRICT
PIERCE COUNTY, WASHINGTON**

RESOLUTION NO. B-1489

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

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

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

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

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

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

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

ADOPTED by the Board of Commissioners of Lakewood Water District, Pierce County, Washington, at the regular open public meeting thereof held the 16th of May 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 May 16, 2024
Resolution No. B-1498



LAKEWOOD WATER DISTRICT COMMISSIONER HANDBOOK

Our Mission Statement

Serving healthy communities through responsible water practices.

Vision Statement

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

To us, investing in our community means:

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

Core Values

Community

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

Quality

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

Reliability

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

Responsibility

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

Transparency

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

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SECTION 1 INTRODUCTION AND PURPOSE

1.1 Introduction

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

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

1.2 Purpose

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

- Explain the rules and procedures of the Board.
- Provide guidance on the respective roles and responsibilities of the Board and District Staff.
- Promote awareness and understanding in administering the 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. If requested another Commissioner may request to review the draft version of the letter and have comments returned for consideration within one week. The President can then consider that input and finalize the letter for publication. 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
RCW 57	Water – Sewer Districts http://apps.leg.wa.gov/rcw/default.aspx?Cite=57

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

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

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

SECTION 6 REFERENCES TO SIGNIFICANT DISTRICT DOCUMENTS

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

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

**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 WHOLESAL 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 16th of May 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

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
 May 16, 2024
 Board of Commissioners Meeting

OPERATIONS

WORK ORDERS & PM'S (KEVIN)

- 361 Billing/Office Field Service Orders
- 248 Field Work Orders Elements
- 609 Total Service Orders

DELINQUENT ACCOUNTS – Teri

- 138 Delinquent Accounts
- 82 Paid on Door Hangers or on Disconnect
- 92 Services Disconnected
- 10 Remained Disconnected at the end of the month

LOCATES - Debbie

- 287 Locate Requests Received
- 31 Requests were out of LWD Service Area
- 250 Locates were submitted by LWD
- 6 Cancelled Locates
- 250 Locates Completed

WATER AVAILABILITY LETTERS: 16

4/1/2024	INTERLAAKEN	11605 GRAVELLY LK DR	R/REMODEL	4725002180
4/3/2024	KINGORI GARAGE REMODEL	9109 114TH ST CT SW	R/REMODEL	9227200030
4/4/2024	SEMANN NEW DETACHED GAR/ADU	6718 WILDAIRE RD SW	R/NEW CONSTRUCTION	9550200190
4/3/2024	NEW ADU	7616 112TH ST SW	R/NEW CONSTRUCTION	219106015
4/5/2024	SHORT PLAT - 1 LOT INTO 3	9346 DEKOVEN DR SW	R/SHORT PLAT	3085001500
4/8/2024	MUTEME REMODEL	7 RUSTIC LN SW	R/REMODEL	220334035
4/8/2024	5922 STEILACOOM SHORT PLAT	5922 STEILACOOM SHORT PLAT	R/SHORT PLAT	5130001280
4/8/2024	EDWIN HOUSE REMODEL	10806 INTERLAAKEN DR SW	R/REMODEL	4835000090
4/10/2024	HICKMAN POLE BUILDING	3 LOCH LN SW	R/NEW CONSTRUCTION	5315000260
4/11/2024	MAPLE 4 ADULT FAMILY HOME	7816 93RD AVE CT SW	R/REMODEL	4000020070
4/15/2024	SILVA COVERED PATIO	11303 TOWER RD SW	R/NEW CONSTRUCTION	219106017
4/12/2024	CIUGA REMODEL	10630 91ST AVE SW	R/REMODEL	4001750110
4/19/2024	GNG INV LLC INT ALTERATION	7802 JADE DR SW	R/REMODEL	6430300910
4/23/2024	9811 ANGLE LN REMODEL	9811 ANGLE LN SW	R/REMODEL	5900000131
4/26/2024	HOME 8	10913 107TH ST SW	R/REMODEL	2255200020
4/29/2024	FOR RACQUET CLUB ESTATES	11904 58TH AVE SW	R/NEW CONSTRUCTION	21911501

CROSS CONNECTION UPDATE

- 373 Assemblies Passed Test
- 14 Failed Annual Test
- 09 New Applications
- 09 New Installations/Surveys
- 01 Assemblies Replaced
- 02 Repairs
- 03 Removals
- 381 Test Reports Completed & Entered
- 01 48-hour disconnect non-compliance notice issued
- 00 Disconnects for non-compliance.
- 00 Compulsory Tests Administered

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES:

- 1 -2" domestic service at 6111 Lakewood Town Center Blvd.

MAINS MAINTENANCE/BREAKS

None to report this month.

JOBS

- Copper Stone Apartments main extension consists of installing 370' of 8" D.I. water main, 187' of 6" D. I. one new hydrant assembly and reconnecting three existing services off new 6" water main. A private contractor is performing the work and the District is providing inspection services.
- Holiness Chapel Church – 88th St/34th Ave S. District staff install 4" fire service and hydrant assembly.

POTHoles

None to report this month.

SERVICE MAINTENANCE

- Abandonment of three existing services on Pacific Hwy for old Grocery Outlet building
- Service line leak on Steilacoom Blvd.
- Relocated 3 services on Chicago Ave SW and abandoned existing service at 5421 Chicago

VALVE MAINT.

294 valves exercised.

HYDRANT MAINTENANCE

Repaired drain ports on hydrant 24HV16 at 5118 Filbert Ln.

HYDRANT REPLACEMENT:

None to report this month.

METER MAINT.

None to report this month.

FLUSHING SEASON:

Crews will begin a modified Flushing scheduled for the later part of May.

LEAK DETECTION REPAIR

None to report this month.

GROUND/BUILDING MAINT.

None to report this month.

CITY FRANCHISE PROJECTS

None to report for February

IDLE METER CHECKS

None to report this month.

TRAINING:

All Staff Emergency Preparedness Training thru Pierce County Emergency Management.

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

Final grind and inlay completed 4/10. Change order processed on 04/26/24. Final stripping to be completed early May.

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.

The contractor began work on service connections and tie-ins of the existing watermains and as of the 4/30/24 they have completed 7 tie-ins, which includes 130' of D.I. water main installation to

complete the main tie-ins, and 27 service reconnections. There are 16 tie-ins for this phase of the project remaining.

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.

The District contracted with KPG Posmas Engineering for the design for new 8" water main.

Nyanza Road

The City of Lakewood awarded street improvement design to BRCA Engineering. The District will contract with Parametrix for the water main replacement. Project is expected to be at 100% design in December 2024 with bid award and construction set to begin early 2025.



Engineering Manager's Report

May 16, 2024

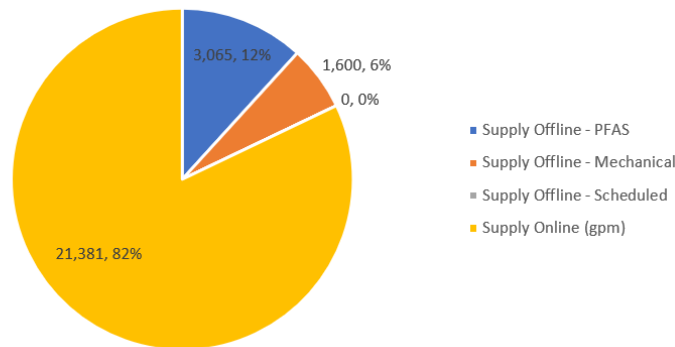
Board of Commissioners Meeting

SOURCE OF SUPPLY

Operations

1. Total demands are approximately 11 million gallons per day, including roughly 4.7 million gallons a day to wholesale partners.
2. 82 percent of total supply capacity is online; 12 percent is offline due to PFAS, 6 percent is offline due to mechanical issues, and 0 percent is offline for scheduled activities.
 - a. Mechanical Issues:
 1. The E-3 Well is off due to starter issues. The crew is working to remedy this.
 - b. PFAS - I-3, O-2, O-3, and U-1 wells out of service due to PFAS.

Source of Supply (gpm) by Status



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. No bids received from Small Works. We will rebid in May.
 - 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 this well being a major producer and the need for it during the summer season.
 - 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. Holt Services has been awarded the K-3 drilling project.
 - c. The G-4 bid documents will be put out in May, 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 is currently being installed.

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 have ordered replacement media for our Deepwood ATEC iron and manganese filtration system.
2. We will soon order the replacement GAC media for the Ponders site. The current media is performing well, but the timing of the replacement work needs to be such that it is online for the summer, expediting the replacement work by a few months.

PUMPING

Operations

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

Maintenance

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

Capital Projects

1. We are awaiting delivery of a variable frequency drive for one of the pumps at the Steilacoom Blvd Pump Station. The VFD was ordered early in the year.
2. Washington Blvd. E-3 well pump is being supplied by PumpTech and will be installed upon completion.
3. Country Place U-1 Well GAC Facility
 - a. 60% drawings submitted by KJ and under review by District staff.88th & Pine J-Wells GAC Facility

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.

HYDROGEOLOGIST REPORT

General

1. Researching history on all wellfields and past work complete for the District.
2. Reviewing geologic reports and analysis from previous projects throughout the district and region.
3. Creating budget for materials and needs for the position.

Maintenance

1. Digitizing historical records for water resources.
2. Creating testing protocols for establishing current baselines for all production wells.
3. Creating documents for tracking construction, maintenance, and rehabilitation of production wells.

Replacement/New Water Sources

1. Reviewed and provided comments on replacement well projects (K-3, G-4, I-3R)
2. Worked on K-3 award letter for Holt Drilling, Inc. Coordinating start date for construction of K-3.



Office Manager's Report
May 16, 2024
Board of Commissioners Meeting

Rate Increase—As of the writing of this report, the office staff have not received any calls or inquiries about the rate increase. We do anticipate, however, with the warmer weather ahead of us and the increase in customers' bills, those calls are not far away.

Miscellaneous Fee Proposal— The District has a list of fees we call miscellaneous such as after hour service fees, meter tampering fees, and permit fees to name a few. These fees have not been evaluated since 2015. I will be asking for Board approval of the recommended changes in the attached spreadsheet.

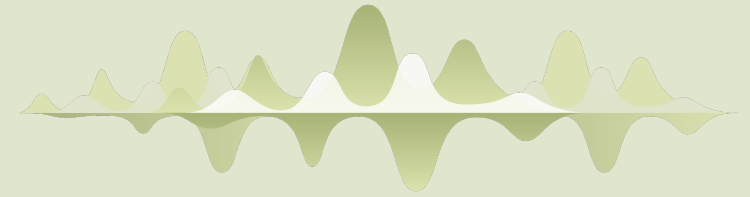
Included in my report is a spreadsheet of the District's miscellaneous fees compared to other similar utilities. Also included is a detailed analysis of each fee, a description of the fee and what labor, equipment, and administrative efforts are required in generating the fee. Most recommendations are to recover the District's cost for the service, however, there are some that are on more of a punitive basis and are structured to serve more as a penalty including the dispatch fee and meter tampering fee.

I have also included a summary of the quantities of each fee charged for 2023 and the total amounts charged for each fee as well as what those totals would be with the new proposed fees.

Thank you for taking the time to review my proposal, and I look forward to presenting it to you in more detail at the meeting.

MISCELLANEOUS FEES

2023



Fee Description	Current Charge Per Unit	Quantity Performed in 2023	Average per Month in 2023	Total Charged for 2023	Proposed New Charge Per Unit	Total Charge with New Proposed Fee
Late Fee	10%	1,447	121	\$14,596.27	10%	No Change
Dispatch Fee	\$40.00	1,087	91	\$43,480.00	\$55.00	\$59,785.00
After Hour Turn-On After Disconnect	\$120.00	22	2	\$2,640.00	\$200.00	\$4,400.00
After Hour Emergency Turn/Off	\$0.00	40	3	\$0.00	\$0.00	No Change
After Hour Turn-On/Off (Non-Emergency)	\$105.00	40	3	\$4,200.00	\$200.00	\$8,000.00
NSF Fee	\$35.00	233	19	\$8,155.00	\$35.00	No Change
Meter Tampering Fee	\$115.00	4	0.3	\$460.00	\$225.00	\$900.00
Water Availability	\$130.00	255	21	\$33,150.00	\$130.00	No Change
Backflow Permit	\$65.00	61	5	\$3,965.00	\$65.00	No Change
After Hour Cell Tower Access Fee	\$130.00	7	0.6	\$910.00	\$250.00	\$1,750.00
Irrigation Turn-On/Off	\$10.00	83	7	\$830.00	\$10.00	No Change
2nd Time Out Turn-On	\$50.00	4	0.3	\$200.00	\$50.00	No Change
Lien Administrative Fee	\$41.00	11	1	\$451.00	\$100.00	\$1,100.00

MISCELLANEOUS FEE DESCRIPTION 2024

KEY:
OFFICE STAFF RATE: \$56.42
FIELD STAFF RATE: \$65
(1.5 RATE SATURDAY) \$97.50
(2.0 RATE SUNDAY) \$130.00

DISTRICT FEES	FEE DESCRIPTION	LABOR/ADMINISTRATION DESCRIPTION	STAFF	OFFICE /FIELD	HRS	RATE	DIST COST PER (1) ITEM	TOTAL COST PER ITEM	OUR CHARGE	DIFFERENCE	RECOMMENDATION		
DISPATCH/DISCONNECT FEE	Fee to turn water meter off for non-payment	After 55 days past the invoice date, the Customer Service Rep (CSR) begins the disconnect process for delinquent accounts. First a report is generated to identify the delinquent accounts. Each account is reviewed by two CSR's to ensure late fee has been assessed. They also check for payments in process and if any are on auto pay so they can log the account of why the payment didn't go through. All log notes are examined for possible authorized pay delays or payment plans. Once all criteria are met, the cut service orders are generated for each account. A copy of those service orders is made, and the original given to the technician(s) for disconnect. The technician goes to the property and off, locks, and tags the meter. The technician returns the service orders once disconnects are finished. The service orders are closed out by the CSR.	CSR	O	0.08	56.42	\$ 4.51						
			CSR	O	0.08	56.42	\$ 4.51						
			TECH1	F	0.25	65	\$ 16.25						
			TRK TIME	F	0.25	10	\$ 2.50	\$ 27.78					
		To restore service, the CSR processes the customers' payment, whether over the phone or in the office. They also monitor if the customer has paid themselves on Xpress Bill Pay and hasn't contacted us for the turn on. They report to the technician so water can be restored. If the customer is not home and the meter does not stop running, the CSR will attempt to contact the customer. The technician will then return a second time once somebody is home to restore service.	CSR	O	0.08	56.42	\$ 4.51						RECOMMEND TO RAISE TO \$55.00 TO OFFSET COST AND SERVE AS A PENALTY
			TECH	F	0.25	65	\$ 16.25						
			TRK TIME	F	0.25	10	\$ 2.50	\$ 23.26					
								TTL \$ 51.04	\$40.00	\$11.04			
AFTER HOUR TURN ON AFTER DISCONNECT	Fee to turn water on after hours after it had been turned off for non-payment.	The on-call technician is notified of a last minute payment on a disconnected account. They drive to the property to restore service after hours. The next day the work order is processed and the fee is charged on the customer's account.	CSR	O	0.25	56.42	\$ 14.11						
			FIRST CALL	F	2.0	97.5	\$ 195.00						
			TRK TIME	F	2.0	10	\$ 20.00	\$ 229.11	\$120.00	\$ 109.11			
			CALL	F	0.5	97.5	\$ 48.75						
			TRK TIME	F	0.5	10	\$ 5.00	\$ 67.86	\$120.00	\$ (52.15)			
			SATURDAY	F	0.5	97.5	\$ 48.75						
			TRK TIME	F	0.5	10	\$ 5.00	\$ 67.86	\$120.00	\$ (52.15)			
			SUNDAY	F	0.5	130	\$ 65.00					RECOMMEND TO RAISE TO \$200 TO OFFSET COST AND SERVE AS PENALTY	
			TRK TIME	F	0.5	10	\$ 5.00	\$ 200.00	\$120.00	\$ 80.00			
			CSR	O	0.25	56.42	\$ 14.11						
			FIRST CALL	F	2.0	97.5	\$ 195.00						
			TRK TIME	F	2.0	10	\$ 20.00	\$ 229.11	\$0.00	\$ 229.11			

2ND TIME OUT T-ON	Charged in the event the technician has to make a second trip to restore water service during office hours due to water running and the customer not being home.	CSR receives call from customer and makes a work order for a technician to turn water on for a 2nd attempt. This fee does not apply if the 1st attempt was not requested by the customer. Technician drives to customers residence to attempt another turn on. Customer must be home for the 2nd attempt.	CSR	O	0.25	56.42	14.11					REMAIN THE SAME-COSTS ALREADY COVERED
			FIELD TECH	F	0.5	65	32.5					
			TRK TIME	F	0.5	10	5	51.61	\$50.00	1.61		
LIEN ADMIN FEE	Charged for time spent filing a lien on a property.	CSR does research, sends, reminder and final notices, then lien notices. Then prepares paperwork to send to the county to file a lien. Also prepares paperwork to release the lien once the account is paid in full.	CSR	O	2	56.42	112.84	112.84	\$41.00	71.84		A 10% FINANCE CHARGE IS ALSO CHARGED AT THIS TIME. RECOMMEND TO INCREASE TO \$100
DOOR HANGER FEE	A 48-hour notice when a multi-unit account is due to be turned off for non-payment	On Mondays, reports are ran for customers on the disconnect list. Any customers that are multi-unit complexes are required to receive a 48-hour notice of the possible disconnection. A CSR checks the account and if it qualifies, will write up a 48- hour door hanger. A call is then made to the technician who will come to the office to pick-up the door hangers and deliver them to the customer's residence.	CSR	O	0.25	56.42	14.11					RECOMMEND TO RAISE TO \$20.00. MOST UTILITIES DON'T CHARGE FOR THIS, BUT THOSE WHO DO, CHARGE \$20. 00. THIS WOULD CHANGE THE CAP TO \$1,000.00.
			FIELD TECH	F	0.25	65	16.25					
			TRUCK TIME	F	0.25	10	2.50	32.86	\$10.00	22.86		

MISCELLANEOUS FEES & CHARGES--LAKEWOOD WATER DISTRICT

Current Fees	LWD Charges	Midway Sewer	Clark Regional Wastewater District	Beacon Hill Water & Sewer District	Mt. View Edgewood Water Company	King County Water District #90	City of Issaquah	Mukilteo Water & Wastewater District	Birch Bay Water & Sewer District	Skyway Water & Sewer District	City of Stanwood	WD119	Average charge
DISPATCH/ DISCONNECT FEE	\$40.00	N/A		\$35.00	\$100.00-We call it a service restoration fee. We will credit the \$100 to the customer's water account if they sign up for auto withdrawl.	\$25.00	\$40-Also \$40 to turn back on during regular business hours	\$50.00	\$40.00	\$60.00	\$55 1st time/\$80.00 after	\$75.00	\$53.88
AFTER HOUR TURN ON AFTER DISCONNECT FOR NON-PAYMENT	\$120.00	N/A		\$100.00	N/A--Do not turn on after hours.	\$125.00	No longer offer. Police dispatch no longer wanted to be associated with this. We used to charge \$80.	\$321.00	\$300.00	N/A-Do not allow after hours restoration	\$150.00	No after hour turn on service. Service will be restored within 24 hours.	\$171.00
AFTER HOUR EMERGENCY TURN OFF	No charge	N/A		No charge	N/A	No charge	No charge. Have not had this happen or billed in UB.	\$321.00		No charge	No charge	No charge	Mainly no charge
AFTER HOUR NON-EMERGENCY TURN OFF	\$105.00	N/A		\$100.00	N/A	N/A	No longer offer	\$321.00	\$300.00	No charge	\$150.00	No after hour service	\$195.00
NSF FEE	\$35.00	\$20	\$10	\$35	\$35	\$25	\$40	\$35	\$25.00 plus bank charge	\$35	\$40	\$45	\$31.00
CUT LOCK FEE	\$25.00	N/A		\$250.00	Labor + Equip + 20%	\$25.00-plus a \$100 tampering fee (first time)	?	\$500.00		Included in tampering fee	\$80.00	1st offense \$350, 2nd, \$700, third \$1,400	\$196.00
METER TAMPERING FEE	\$115.00	N/A		\$250.00	\$500.00	\$100, \$250, \$500-1st, 2nd, \$ 3rd Offense	?	\$500.00	Time & material but no less than \$300	\$150.00	Actual repair costs	1st offense \$350, 2nd, \$700, third \$1,400	\$295.00
HYDRANT METER RENTAL (DEPOSIT)	\$200.00	N/A		\$1,000-Plus \$100 Meter Connection Charge - Usage billed monthly Plus \$5 per day charge	\$3,000-This includes \$1,000 for water usage. When meter is returned, we refund the remaining deposit.	\$2,000-the cost to replace the meter.	?	\$500-\$2,500- Depending on size of meter		Varies based on meter size	N/A	\$2,000 In addition to charges for water *for County projects only - no hydrants for residential use.	\$1,560.00

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CERTIFICATE OF WATER AVAILABILITY	\$130.00	No Charge		\$25.00	\$150.00	\$150, \$300 for developers or fire flow studies	?	\$0.00		\$100.00	\$500.00	\$300-valid for one year	\$188.33
NEW BACKFLOW PERMITS	First 2 assemblies \$65. All additional assemblies \$32.50 (if located at the same property)	N/A		\$30.00	No charge-we install backflow devices with every meter installation and we test and maintain the backflow devices.	We outsource backflow and customers have to pay \$15.00 to submit tests to District	?	\$0.00		No charge	N/A	Does not currently have a backflow procdure.	N/A
CELL TOWER AFTER HOUR ACCESS	\$130.00	N/A		N/A	N/A	N/A	?	\$0-Our cell companies have their own locks to access the sites.		N/A	N/A	N/A	N/A
IRRIGATION TURN ON & OFF	\$10.00 Annuall	N/A		N/A	N/A	\$15.00-charge for turn off and turn on. Requires lock.	N/A	\$0.00			\$27.50	\$75-Also for seasonal properties. One time padlock fee covers lock and removal. No charges accrue while off.	\$17.50
2ND TIME OUT T-ON	\$50.00	N/A		No charge	N/A	N/A-We ziptie rather than lock off and allow the customer to turn on themselves after they pay. Problem customers get a lock.	\$40.00	N/A		No charge-We do not dispatch field techs without a signed authorization form from the custoemr. It water is running, meter is unlocked but left off.	\$27.50	No charge-but something to think about.	\$39.00
DOOR HANGER FEE - MULTI-UNIT ONLY	\$10.00	N/A		\$20-This is their final notice	N/A	N/A	\$20.00-post/mail fee. We no longer post the notice of termination, we mail them.	N/A		No charge	N/A	N/A	\$15.00



IT Manager's Report
May 16, 2024
Board of Commissioners Meeting

CYBER SECURITY UPDATE

There are 2 minor Cyber Security Issues to report

- All Penetration Testing results for April came back with zero findings.
- The March Spam testing campaign resulted in 2 employees opening the test link. Both employees have completed the required cyber security training on identification of malicious email.
- All operations networks are patched up to date and report no suspicious activity.
- All production devices and networks are patched up to date and reporting no suspicious activity.
- No malware has been detected on District equipment.

Two water treatment facilities in Texas and Indiana reported attempted cyber-attacks in April. While neither attack resulted in data exfiltration there was some minor impact to operations. The forensic report on the attacks has not been released yet. The day following the Indiana incident, Siemens released a vulnerability warning specific to its industrial control network management software (NMS). This report is indicative that Siemens vulnerability was a likely method of ingress in at least one of these incidents.

Most of our industrial control system runs on Siemens hardware and software. I was able to verify with our System Integrator (S&B) that we are not running Siemens NMS on any of our systems and that we are patched up to minimum required levels for all known vulnerabilities.

These incidents are indicators that the Water Sector continues to be targeted by malicious actors and is largely seen as a soft target for cyber-criminals or nation-state actors to take advantage.

SAO Cyber Security Audit

Washington State Auditors office will be conducting a Cyber Security audit on the Scotts Operating Technology (SCADA) network. Audit results should be available by July 2024.



HR Manager's Report
May 16, 2024
Board of Commissioners Meeting

Engineering Manager Recruitment Update

We reposted the Engineering Manager position on April 29, 2024, and have received five additional candidate applications so far. Two of the five candidates were selected to move forward with a screening interview, scheduled for the week of May 06, 2024. We will have an update to share with the Board at the meeting.

May Learning and Development

Wildfire Smoke

As part of the updated regulations on wildfire smoke, the District is required to conduct annual training that provides information to employees on the hazards and health effects of working outdoors in smoky conditions, air quality reporting, respirator use, exposure controls, and response procedures. I'm planning to have our safety committee help deliver this training to staff later this month.

**LAKWOOD 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	45,291,405	39,283,590	6,007,814	13.26%	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	177,767,411	156,230,966	21,536,445	12.11%	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)			21,103,481	11.87%			53,408,517	7.77%			54,603,746	8.91%			48,915,933	7.54%
2023 YTD	171,607,138	154,471,277	17,135,861.29	9.99%												
2022 YTD	159,151,049	140,689,170	18,461,878.81	11.60%												

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	8755	16691	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:		33400		33342		33081		32508
YEARLY TOTAL:		33400		99667		99562		97358

**CUBIC FEET SOLD PER CLASS
2024**

	fire Mtr	commercial	multi units	residential	schools	Parks /Irrigation	school swim pool							WHSL	TOTAL
	FM/MISC	1C/CR	MUR	1R	1S/1S2	1PK	1SP	TOTAL INTERNAL	STEILACOOM	SUMMIT	WA WATER	FIRGROVE	SPANAWAY	SUBTOTAL	CU FT SOLD
January	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		2,748,700	8,275,700	7,516,000	150,100	169,800		18,860,300	1,940,200	4,736,265	4,470,392	5,370,806	3,905,628	20,423,290	39,283,590
May								-	-	-	-	-	-	-	-
June								-	-	-	-	-	-	-	-
July								-	-	-	-	-	-	-	-
August								-	-	-	-	-	-	-	-
September								-	-	-	-	-	-	-	-
October								-	-	-	-	-	-	-	-
November								-	-	-	-	-	-	-	-
December								-	-	-	-	-	-	-	-
Total YTD	8,300	10,942,500	29,145,800	31,183,900	839,000	323,700	-	72,443,200	6,959,000	17,832,776	22,002,941	20,988,371	16,004,679	83,787,766	156,230,966

2023 YTD	72,904,400	6,220,800	19,653,389	23,080,738	19,632,268	12,979,682	81,566,877
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2022 YTD	72,603,400	6,184,153	16,111,883	27,814,597	17,975,137	68,085,770
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vs 2023	99.37%	111.87%	90.74%	95.33%	106.91%	123.31%	102.72%
vs 2022	99.78%	112.53%	110.68%	79.11%	116.76%		123.06%