



**LAKESWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Regular Meeting
February 17, 2022
Via Microsoft Teams**

1. CALL MEETING TO ORDER

Vice President Rediske called the Regular Meeting to order at 3:32 PM. on Microsoft Teams.

Present at the meeting: Commissioners G. Rediske and G. Barton; General Manager R. Black; Engineering Manager M. Meyer; Operations Manager I. Black; Finance Manager P. Mendoza; Office Manager T. MacDougall; IT Manager C. Fast; HR Analyst B. Levo; Administrative Assistant J. Clark

2. PUBLIC COMMENT:

None.

3. COMMISSIONER COMMENT:

Commissioner Rediske thanked everyone for the photos in the packet and would like to have a quarterly presentation at the service clubs to show everything that the Lakewood Water District does.

4. APPROVAL OF MEETING MINUTES:

COMMISSIONER REDISKE MOVED TO APPROVE THE MINUTES OF THE JANUARY 27, 2022, MEETING. COMMISSIONER BARTON SECONDED THE MOTION WHICH, CARRIED UNANIMOUSLY. EACH COMMISSIONER INDIVIDUALLY GAVE VERBAL AUTHORIZATION FOR THE USE OF THEIR ELECTRONIC SIGNATURES ON THESE APPROVED MINUTES.

5. FINANCIAL INFORMATION:

The Finance Manager Philip Medoza presented the December 2021 and January 2022 financials to the Board. He shared that at the end of 2021, a saving of 14.5% above the projected end of the year plan. January 2022 savings is 37.89% ahead of the budget.

a. Approval of Payables

Disbursements made from the General Ledger Fund for check number 44687 through 44806 totaling \$1,381,481.86, salary direct deposits totaling \$199,363.79, payroll taxes totaling \$75,155.64, and other electronic payments totaling \$243,481.23, for a total of \$1,899,482.52 were presented to the Board for approval.

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

UNANIMOUSLY. EACH COMMISSIONER INDIVIDUALLY GAVE VERBAL AUTHORIZATION FOR THE USE OF THEIR ELECTRONIC SIGNATURES ON THESE APPROVED PAYABLES.

b. Audit Summary Report – Commissioner Rediske

Commissioner Rediske attended the Audit Exit interview, and he shared that the Washington State Auditors were very happy with the audit. The Accountability and Financials were marked as good and clean with no misstatements. The audit cost was in line with their projections.

6. BOARD APPROVAL OF SUCCESSION PLAN

General Manager Black shared there are no significant changes to the Succession Plan. Moving forward in partnership with the General Manager, HR Analyst Levo will present the update to the Succession Plan every February. Ms. Levo shared the current Succession Plan with the Commissioners and noted the two positions scheduled to retire in 2023, one in 2025, and one in 2027.

COMMISSIONERS REDISKE AND BARTON APPROVED THE SUCCESSION PLAN AS PRESENTED.

7. BOARD APPROVAL OF REPEALING AND REPLACING RESOLUTION B-1439 WITH RESOLUTION B-1474 RETIREMENT PLAN

General Manager Black shared that the State Auditor has requested additional clarity by retiring employees on selecting how they want to receive their accrued sick leave hours and unused vacation hours, whether in a one-time lump sum payment or over a period of time in a monthly paycheck form. While the past practice is clear and documented, the auditors recommended that written notice from the employee about their selection to the General Manager would make the process clearer and have an additional paper trail.

We have also updated the resolution to include updated language to reflect the implementation of the Washington State paid sick leave law. We recommend that you approve the additional language as presented to the Board.

COMMISSIONER REDISKE MOVED TO APPROVE THE REPEALING AND REPLACING RESOLUTION B-1439 WITH RESOLUTION B-1474 RETIREMENT PLAN. COMMISSIONER BARTON SECONDED. MOTION PASSED UNANIMOUSLY. EACH COMMISSIONER INDIVIDUALLY GAVE VERBAL AUTHORIZATION FOR THE USE OF THEIR ELECTRONIC SIGNATURES ON THESE APPROVED RESOLUTION B-1474.

8. BOARD APPROVAL OF THE COST FOR INVESTIGATING THREE WELLS AT ABITIBI PROPERTY

General Manager Black shared the scope of work from Mott MacDonald, the District's hydrogeologist consultant, regarding the scope of work and estimated cost for three wells; there are five wells on site, one is not currently viable. The costs will cover Right of Entry (ROE) agreement general scope, contractor activities, attorney fees, and permit fees. Staff is seeking budget approval of \$350K as this cost was not budgeted for 2022. Finance will create a separate line item to track the costs for this project.

COMMISSIONER REDISKE MOVED TO APPROVE UP TO \$350K FOR THE INVESTIGATION OF THREE WELLS AT ABITIBI PROPERTY. SECOND BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.

Mr. Meyer reminded General Manager Black that the cost request should include the consultant fees of Mott MacDonald, and the ask should be \$400K instead of \$350K.

COMMISSIONER REDISKE AMENDED THE ORIGINAL MOTION TO APPROVE \$400K. COMMISSIONER BARTON SECOND. MOTION PASSED UNANIMOUSLY.

9. BOARD APPROVAL OF CROSS CONNECTIONS BACKFLOW BID AWARD – BACKFLOW NORTHWEST INC.

IT Manager Fast presented the approval of the bid from Backflow Northwest Inc. The RFB was placed in the newspaper and contacted twelve contractors directly. We received one bid back.

COMMISSIONER REDISKE MOVED TO APPROVE THE CROSS CONNECTIONS BACKFLOW BID AWARD TO BACKFLOW NORTHWEST INC. COMMISSIONER BARTON SECOND. MOTION PASSED UNANIMOUSLY.

10. GENERAL MANAGER'S REPORT:

General Manager Black shared that one of his focuses is Infrastructure Funding for PFAS with Federal funding. General Manager Black and Mr. Meyer are working with Gene Petersen to secure the funding. They will give a presentation at the April 2022 meeting.

General Manager Black provided updates on current bills he is tracking in Olympia.

11. OPERATIONS MANAGER'S REPORT:

Operations Manager Black provided updates on the Scott Well project, is moving along and will have sheetrock installed and painted next week, and in two weeks, the electrical equipment will be completed.

Supplies for the 112th St & the 39th Ave Phase 4 projects have moved from 16-18 weeks to 10-11 weeks and should be here by the end of March.

He is working with the City of Lakewood to have signage directing customers to the office.

a. Request for Conditional Acceptance 39th Ave Water Main Replacement Phases 2 & 3 Project #780

COMMISSIONER REDISKE AND COMMISSIONER BARTON ACCEPTS THE CONDITIONAL ACCEPTANCE 39TH AVE WATER MAIN REPLACEMENT PHASES 2 & 3 PROJECT #780

12. ENGINEERING MANAGER'S REPORT:

Engineering Manager Meyer shared that the City of Lakewood has a retreat on March 10, 2022, to review the applications for funding requests using the ARPA funding. He will be monitoring to see if the new well at the hospital is selected.

Emergency Generators and Well Improvements project. Bids to complete the entire project ranged from \$1.63 to \$1.99 million. Our total capital budget for this project is \$1,026,875, including FEMA grant funds totaling \$826,875. The project was bid with several additive bid schedules to allow us flexibility in awarding the contract. FEMA has indicated that additional funding is available, and we are looking into it. We have done so and are waiting for a response about additional funds. This may be a long process.

13. OFFICE MANAGER'S REPORT:

a. Introduction Proposal of Elimination of Tenant Accounts

Office Manager MacDougall and Billing Specialist Amber Dickens presented a brief introduction regarding a change to the District's current practice of allowing an owner of a property to let their tenant sign up for service. Per State law, the ultimate responsibility of the bill for service is the property owner. We request that the Board consider only allowing the owner of the property to keep the water in their name regardless of whether they have a tenant there.

This new proposal will help lower disconnections and late fees. With no more tenant deposits, it would save staff time by not having to issue tenant deposit refunds after they move out. This will also reduce staff and field staff time from sending out notices to tenants to sign up for water services.

The bills will go directly to the landlord; tenants will be able to sign up to receive a copy of their bill and work with their landlord on how to pay their bills. The tenant can pay directly to us or pay their landlord. It will be up to them to decide what works best for their situation.

Ms. MacDougall and Ms. Dickens will present data to show the time-saving information and the plan to implement these changes over time at the March Commissioners meeting.

Commissioner Rediske and Commissioner Barton support these changes and look forward to the March presentation.

b. Board Approval of 2021 Write-Offs

Office Manager MacDougall presented the 2021 Write-Offs for approval. The State Auditor requires Board approval for the annual write-offs.

Ms. MacDougall shared that the \$8,710.91 is due to water meter replacements where they were not installed correctly and had leaks. After additional conversations, the Board approved the write-off.

COMMISSIONER REDISKE MOVED TO APPROVE THE 2021 WRITE-OFFS AS PRESENTED. COMMISSIONER BARTON SECOND. MOTION PASSED UNANIMOUSLY.

Other Business:

- a. The Board acknowledged wage increases as presented.
- b. Commissioner Barton presented information regarding the latest Government Relations Committee meeting; they are watching HB 1684 Fluoridation, and SB 5585 proposes to remove the maximum annual fee that Ecology can charge to municipalities for all wastewater facilities permits it administers.
- c. Our next Commissioner's meeting will be on March 17, 2022, at 3:30 PM.

14. PUBLIC COMMENT

None.

15. ADJOURN

Vice President Rediske adjourned the meeting at 4:59PM.

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:


ITS PRESIDENT

BY:


ITS VICE PRESIDENT

BY:


ITS SECRETARY

ATTEST:

 3/17/22
DISTRICT SECRETARY (DATE)