



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

**1. CALL MEETING TO ORDER**

President Korsmo called the Regular Meeting to order at 3:32 PM.

Present at the meeting: Commissioners J. Korsmo; 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; Curtis Chambers, Inslee Best (Teams)

**2. PUBLIC COMMENT:**

None.

**3. COMMISSIONER COMMENT:**

Commissioner Korsmo commended the District staff for their hard work to keep everything running smoothly during these past two years for our customers and the city of Lakewood.

**4. WOODLAND ESTATES**

General Manager Black shared some background information regarding the Woodland Estates with the Commissioners. The property was purchased in 1969 developed initially as duplexes, and since around 1997, the owner started to short plat and sell the units to individual owners. There is only one meter for all twenty-two properties, and the single owner who receives the water bill then informs all the other owners what their portion of the bill is. Each owner then calls in to pay their bill. Mr. Black shared it has been this way for at least 19 years per Ms. MacDougall.

The District will be reviewing the different cost options to install meters on each property, and the District is planning a meeting to invite the property owners to speak with staff and commissioners regarding the process and the cost of installing new lines and meters. There are currently 2" pipes, and they need to be 6" pipes, and there need to be more hydrants on site for safety.

Staff will schedule a meeting with the property owners for the third week of April. More information will be shared as it becomes available.

**5. APPROVAL OF MEETING MINUTES:**

**COMMISSIONER REDISKE MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2022, MEETING. COMMISSIONER BARTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.**

## **6. FINANCIAL INFORMATION:**

The Finance Manager Philip Medoza presented the February 2022 financials to the Board. He shared that in February 2022, retail sales 2.6% higher than budgeted but 2.47% lower than budgeted YTD. Operating revenue is 6.87% lower than budgeted, and 4.47% lower than TYD. Pumping operations is 14.03% lower than budget and 8.97% under budget. Water Treatment operations is 34.62% under budget, and 23.27% under budget YTD. Transmission and Distribution operations is 8.49% under budget, and 8.89% under budget YTD. Total operating expense is 9.46% under budget, and 4.90% under budget YTD.

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

Disbursements made from the General Ledger Fund for check number 44873 through 44945 totaling \$1,466,519.24, salary direct deposits totaling \$191,966, payroll taxes totaling \$70,852.31, and other electronic payments totaling \$186,633.06, for a total of \$1,915,970.61 were presented to the Board for approval.

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

## **7. BOARD APPROVAL OF UPDATED EMPLOYEE GUIDELINES**

Ms. Briana Levo, HR Analyst, shared the updates to the Employee Guidelines with the Commissioners. Some of the changes were: telecommuting policies, employment practices, performance evaluations, workweek, pay frequency, timesheets, alternative work schedules, flex-time policy, compensation, vacation, holidays, and the leave donation program.

Commissioners liked all the updates and the new employee guidelines being informative and easy to read. Commissioner Rediske asked a question regarding the anniversary appreciation gift amounts. Are they necessary? Too much? Too little? Mr. Black shared District has given staff appreciation gifts for the last 25 years. Mr. Black and Ms. Levo will ask some of the other water districts what their practices are regarding anniversary gifts for staff with 10, 15, 20, 25 + years of service and report back to the Commission.

## **8. GENERAL MANAGER REPORT**

General Manager Randall Black and Tom Pors had a meeting with the owners of the Abitibi property to discuss the parameters for the Right of Way Entry agreement (ROE). The owners will be responsible for decommissioning any wells and will need to make that decision quickly. Mr. Black shared a list with the property owners of twenty-three items for them to follow when reviewing the wells.

The Garrison Creek is partially covered, and owners would like to reopen it. There are five wells on-site, and they may be able to have one of the wells flow into the creek but, will require a permit. Currently there are no designs in place regarding the creek, and with well drillers being busy this time of year, it might be fall before we find out anything. More information will be provided at the April 2022 meeting.

Mr. Black provided the latest updates with the House Bills, a majority of them did not pass, and there are no real implications for the District.

## **7. OPERATIONS REPORT**

Mr. Ian Black, Operations Manager, shared the bid for the Steel Building Job #806 closed. A total of four (4) bids were received, the highest bid was \$615,780, and the lowest was \$334,781.70 from Berschauer Construction Inc. The District would like to award the project to the lowest bidder.

**COMMISSIONER BARTON MOVED TO APPROVE THE BID AWARD OF THE STEEL BUILDING JOB #806 TO BERSCHAUER CONSTRUCTION INC. IN THE AMOUNT OF \$334,781.70. SECOND BY COMMISSIONER REDISKE. MOTION PASSED UNANIMOUSLY.**

The City of Lakewood bid for JBLM North Access Improvement Project – Phase 2 (Washington Blvd Interlaaken to North Fort Phase 2 Job #770) closed on March 1, 2022. They will award the bid to R.L. Alia Company at their March 21, 2022 meeting. We are asking the Board to accept the bid award from the City of Lakewood.

**The Board accepts the bid award from the City of Lakewood to R.L. Alia Company.**

Mr. Black shared the District would like to start bidding on projects at the beginning of July/August 2022 for projects that would start in January/February 2023. This will allow the contractors to order and receive the supply before the project starts at a lower cost and prevent delays. No funds will be drawn down until 2023, when the projects start.

**The Board supports this process.**

## **8. ENGINEERING MANAGER'S REPORT**

Mr. Meyer, Engineering Manager, shared the Scotts Well is coming along; they are currently working on the treatment and electrical equipment. R-2 Well drilling is down to 535 ft deep and into the target aquifer. When the drilling is done, the well should be around 600 ft.

The bid closed for Emergency Generators and Well Improvements on February 9, 2022. We received five bids, and due to the project's costs, we are proposing to award the base bid for Washington Blvd, 104th St/Bridgeport, and Forster BPS in addition to Additive #1 Steilacoom Blvd. and Additive #3 Country Place and hold off on Additive #3 112th Street until we find out the size of the generators.

Total of \$1,361,365 + 136,136.50 (sales tax) total \$1497,795.50. FEMA is contributing \$800,000 and we have asked for additional funding from FEMA, we should hear back soon.

**COMMISSIONER REDISKE MOVED TO APPROVE THE BASE BID, PLUS ADDITIVES #1 AND #3. SECOND BY COMMISSIONER BARTON. MOTION PASSED UNANIMOUSLY.**

## **9. OFFICE MANAGER REPORT**

### **a. Elimination of Tenant Accounts**

Mr. Black provided a recap from the last meeting and introduced Ms. Teri MacDougall and Ms. Amber Dickens. Ms. MacDougall and Ms. Dickens reviewed their PowerPoint and shared key points regarding the Impact, Pros and Cons, and Time/Money Savings. The Impact and Pros are better time management, more control over customer accounts, improved record organization, and the Con is possible pushback from landlords.

Time/Money Savings: For every tenant move-in/move-out, the average time spent per customer is approximately 45 minutes between the customer service rep, billing department, and field techs. This would help eliminate the extra time spent on the move-in and move-outs. With the property owner being the primary account holder, the set-up is a one-time process. The tenant can ask to receive a copy of the bill, and the landlord and tenant can decide how the bill will be paid.

Current tenants will be grandfathered in and will not need to make any changes to their accounts. The proposed changes will start with all new move-in accounts.

Implementation timeline:

- May – District host an open house
- June – Final recommendation
- July – Notify landlords of the new policy change
- August – Policy change takes effect
- April 2023 – Report on policy change

After having some additional conversations, the Commissioners agreed and think this is a great idea and look forward to hearing feedback from the open house.

## **10. Other Business:**

- a. The Board acknowledged wage increases as presented.
- b. Commissioner Barton presented information regarding the latest Government Relations Committee meeting. The Health Department will be hosting a PFAS forum, and Commissioner Barton highly encourages staff to be there at the meetings to represent the District.
- c. Our next Commissioner's meeting will be on May 21, 2022, at 3:30 PM.

## **14. PUBLIC COMMENT**

None.

## **15. ADJOURN**

President Korsmo adjourned the meeting at 5:41 PM.

LAKWOOD WATER DISTRICT  
BOARD OF COMMISSIONERS

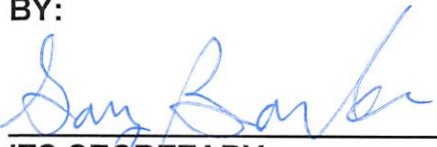
BY:

  
ITS PRESIDENT

BY:

  
ITS VICE PRESIDENT

BY:

  
ITS SECRETARY

ATTEST:

  
DISTRICT SECRETARY (DATE)

4/21/22