

Regular Meeting of the Board of Commissioners
Thursday, February 18, 2021—3:30 p.m.
via Microsoft Teams Meeting

Agenda

1. Call to Order
2. Attendance
3. Public Comment
4. Approval of Meeting Minutes of the January 21, 2021 (*BOC electronic signature authorizations*)
5. Financials
 - a. Finance Director's Report
 - b. Board Approval of Payables (*BOC electronic signature authorizations*)
6. Executive Session per RCW 42.30.110(1)(i)(ii)(iii), Potential Litigation
7. Board Award of Scott Wellsite GAC Filtration Equipment Purchase Project
8. Board Approval of Additional Employee Handbook Updates
9. Board Approval of 2020 Write-offs
10. Board Approval of Surplus Material to be Recycled
11. Board Award of Conditional Acceptance of Completion—Nyanza Tank Replacement Project
12. Board Award of Conditional Acceptance of Completion—39th Avenue R&R Project
13. General Manager Project Updates
14. Superintendent's Report
15. Office Supervisor Report
16. Other Business
 - a. Board Acknowledgement of Employee Wage Increases for S. Bosma, B. Davison, M. Golden, K. Lawson, B. Levo, and L. Robinson
 - b. Board Approval of Engineer Manager Job Description and Salary Range
 - c. State Auditor's Office Potential Information Compromise
 - d. Government Relations Committee Report—Commissioner Barton
17. Public Comment

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Regular Meeting
Thursday, January 21, 2021
via Microsoft Teams**

President Korsmo called the Regular Meeting to order at 3:30 p.m. via Microsoft Teams. Present at the meeting: Commissioners J. S. Korsmo, Jr., G. J. Rediske, and G. J. Barton; General Manager R. Black; Superintendent I. Black; Finance Director P. Mendoza; Office Supervisor T. MacDougall; IT Manager C. Fast; District Secretary C. Butler; and District legal counsel J. Kray.

PUBLIC COMMENT:

No members of the public were present.

APPROVAL OF MEETING MINUTES:

Commissioner Rediske moved to approve the minutes of the December 17, 2020 Regular meeting and December 22, 2020 Special 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.

FINANCIAL INFORMATION:

Due to the 2020 year-end processes, the Finance Director presented abbreviated summary December financials to the Board. Full December 2020 and January 2021 financials will be presented at the February 18 Regular Meeting.

Disbursements made from the General Ledger Fund for check number 43031 through 43192 totaling \$1,861,109.47, salary direct deposits totaling \$187,817.52, payroll taxes totaling \$65,811.96, and other electronic payments totaling \$163,771.24, for a grand total of \$2,278,420.19 were presented to the Board for approval. After review, Commissioner Rediske moved to approve the payables as listed. Commissioner Barton seconded the motion which carried unanimously. Each Commissioner individually gave verbal authorization for the use of their electronic signatures on these approved payables.

The Finance Director reported both components of the 2019 Audit, the Financial Statement Audit and the Accountability Audit, had been successfully completed without issue and with high regard and praise from the State Auditor's Office representatives. This is the District's 25th straight clean annual audit.

EXECUTIVE SESSION per RCW 42.30.110(1)(i), PFAS LAWSUIT UPDATE:

President Korsmo called for a 30-minute Executive Session at 3:45 p.m. At 4:15 p.m., the Executive Session was concluded, and President Korsmo called for an additional five-minute Executive Session. At 4:20 p.m., the Executive Session was concluded,

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and President Korsmo called for another five-minute Executive Session. At 4:25 p.m., that Executive Session was concluded, and President Korsmo called for one last five-minute Executive Session. The Executive Session was concluded at 4:30 p.m. There was no Board action, and legal counsel J. Kray excused himself from the meeting at that time.

BOARD ADOPTION OF RESOLUTION NO. B-1466, EXTENSION OF E-SICK LEAVE AND E-FMLA LEAVE:

Resolution No. B-1466 was presented to the Board for adoption regarding Emergency Paid Sick Leave and Emergency Paid Family Medical Leave under COVID-19. This resolution extends the federal government provision of the Families First Coronavirus Response Act that expired December 31, 2020. Because the Coronavirus continues, the act allows employers to elect to continue to provide emergency sick leave for up to two weeks or 80 hours and/or up to 12 weeks or 480 hours of emergency family medical leave. This resolution would be in effect through March 31, 2021. The General Manager recommended the Board approve and adopt resolution No. B-1466. Commissioner Barton so moved, and Commissioner Rediske seconded the motion which carried unanimously. Each Commissioner individually gave verbal authorization for the use of their electronic signatures.

BOARD ADOPTION OF RESOLUTION NO. B-1467, PROPOSED REVISIONS TO EMPLOYEE HANDBOOK:

The General Manager presented Resolution No. B-1467 to the Board for consideration and adoption. This resolution would reinstate the District's historical policy regarding the provision of medical coverage during an approved, unpaid leave. In the July 2020-approved Employee Handbook, the historical policy allowing the District to provide medical benefits to employees on an unpaid leave of absence, like maternity leave, was eliminated to better align District policies with Washington State Law and Washington Paid Family Leave (PMFL).

The District presently has an employee that will be going on an approved maternity leave of absence under Washington Paid Family Leave. This situation prompted exploration of the District's current leave policies. After consultation with District HR attorney K. Weber, the attached resolution and polices were prepared. The General Manager requested the Commissioners' approval to revise the District's policies and Employee Handbook to include a provision to afford medical benefits for the first 16 weeks of leave to employees who qualify for PFML and/or unpaid Pregnancy Disability Leave.

The General Manager therefore strongly recommended the Board adopt Resolution No. B-1467 complete with Exhibits A and B to continue to place the high importance the Board of Commissioners has always placed on doing what is in the best interest of the staff and the District. Each Commissioner individually gave verbal authorization for the use of their electronic signatures.

BOARD APPROVAL OF 2021 DEVELOPER'S EXTENSION AGREEMENT AND STANDARDS & SPECIFICATIONS:

The General Manager presented a summary of the proposed changes to the Developer's Extension Agreement (DEA) and Standard & Specifications for 2021 as recommended by the Superintendent. One of the biggest changes was dividing the document into two separate components. Historically, both the DEA and the Standards & Specifications have been combined in one document. The General Manager recommended separating the documents, with each being available separately.

A second change included a provision for one non-domestic manufacturer of water materials for the proposes of paying the lowest competitive prices possible (about half what the District presently pays) for more readily available supplies, manufacturers, and vendors. The District had thoroughly vetted Sigma Corporation and talked to other water utilities using their products and received only positive feedback. The District presently is one of only two water utilities that does not use Sigma products. Besides 50 percent cost savings and multiple, more widely available supplies from multiple manufacturers and vendors, all fittings are tested at the manufacturer.

Sigma Corporation has manufacturers in Mexico, India, and China. The District could select which location(s) from which to obtain products. Commissioner Barton voiced his strong support of buying American and his belief the District should continue to buy only American products. The District always has been and remains a proponent of American buying. In this situation, it is a matter of providing as good as or better products that are easier/more expedient and available to acquire at half the cost to the District's ratepayers. Much discussion ensued amongst the Board members.

The two remaining recommended changes to the 2021 DEA/Standards & Specifications were minor, one regarding added language about using Foster Adapters with mechanical joins in lieu of flanges on ductile iron fittings and valves, and added wording about installing temporary blowoffs on the end of new water mains for flushing before connecting to the water system.

The General Manager recommended the Board approve the changes as outlined for the 2021 Developer's Extension Agreement and Standards & Specifications. Commissioner Rediske moved to approve the proposed changes as presented. After more discussion, Commissioner Korsmo seconded the motion. The motion carried unanimously.

REVISED ON-CALL PROCEDURES:

The General Manager presented a number of proposed changes to the District's On-call Policy and Procedures including five components:

1. To now have two distinct On-call groups—Pumping and Construction Operations & Maintenance versus the historical On-call person from one or the other of the departments with one Pumping Backup person if needed (if the main On-call person was not Advanced On-call). In this new venue, the Pumping On-call

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person would handle all pumping matters, calls, etc., and the Construction Operations & Maintenance person would handle all other field calls/needs.

2. Reduce the Call-out Minimum from one hour to 30 minutes.
3. Retain the current daily Standby Rates of \$45 for Regular and Pumping Backup On-call and \$60 for Advanced On-call and increase the weekend daily Standby Rate to \$65 for Regular and Pumping Backup On-call and \$80 for Advanced On-call.
4. Add a premium Standby Rate of \$200/day for being On-call on holidays.
5. The estimated cost to the District for these new provisions would be \$127,370 versus the average cost over the last two years of \$124,838.

In addition to these changes, the District will be committing itself to extra training for the staff in order to help those less trained and knowledgeable in the Pumping and Water Treatment Department to progress towards Advanced On-call. The emphasis on training and education for staff this year will allow staff opportunities that may otherwise take longer to get and hopefully reduce time out on calls.

The General Manager recommended the Board approve and adopt the changes to the On-call Policy and Procedures as outlined. Commissioner Rediske so moved. Commission Barton seconded the motion which carried unanimously.

GENERAL MANAGER PROJECT UPDATES:

The General Manager stated he had nothing supplemental to that reported in his pre-agenda memo to the Board. President Korsmo responded by saying, "How could a General Manager of **36 years** have so many projects...?!" President Korsmo and Commissioners Rediske and Barton proceeded to give high praise and many congratulations to the General Manager on his 36th anniversary with the District!

SUPERINTENDENT'S REPORT:

The Superintendent's full, written report was provided to the Board in the pre-agenda packets.

OFFICE SUPERVISOR'S REPORT:

The Office Supervisor reported the District currently had 163 delinquent accounts at approximately \$63K. CARES application and information packets have been put together for those customers who may be eligible for funding assistance, and notice has been posted on the District's website, included in a message on District bills, and published in *The Suburban Times*.

The District had been in receipt of seven phone calls and numerous emails and cards from customers thanking and complimenting the District, its Board of Commissioners, and staff for no rate increase two years in a row and for the Board's recent "No-rate-increase" letter to all customers.

OTHER BUSINES:

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Board Acknowledgement of Employee Wage Increases—The Board acknowledged 2020 End-of-year merit increases for B. Davison, A. Dickens, M. Golden, K. Lawson, B. Levo, L. Nishiko, C. Pulk, and K. Rounds; and January 2021 annual wage increases for I. Black, R. Black, C. Bullard, C. Butler, C. Fast, R. Gaskin, T. MacDougall, P. Mendoza, S. Rae, Z. Smith, D. Stanley, M. Thomas, R. Alvis, J. Daulbaugh, and T. Marsh.

Salary Range Increases—As a result of a recent wage comparison conducted by HR consultant C. Roberts, the General Manager recommended the high end of two salary ranges—that of Cross Connection Control Specialist and IT Manager—be increased to be commensurate with the market and the industry. The Board concurred.

Government Relations Committee Report by Commissioner Barton—

Commissioner Barton presented a summary of the January 14 committee meeting which was, in large part, shared with the Board and staff via email prior to the Board meeting.

With no additional business to address, President Korsmo adjourned the meeting at 5:23 p.m.

President Korsmo then reconvened the meeting to discuss the General Manager's 2021 wage increase. A General Manager wage comparison had been provided by the District Secretary to each Board member for review prior to the meeting. After discussion of the matters at hand, and more high praise and recognition of the stellar job the General Manager performs for the Board, the District, the staff, and the community served, it was determined the General Manager would receive the base wage increase and full merit increase as approved in the 2021 Budget. President Korsmo asked the District Secretary to make a note to include 2021 wage comparison information at the 2022 Budget Workshop in October for the Board to look at a possible two-year salary "bump" in the final years of his tenure.

President Korsmo readjourned the meeting at 5:35 p.m.

Signatures next page.

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**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:



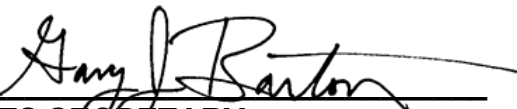
ITS PRESIDENT

BY:



ITS VICE PRESIDENT

BY:



ITS SECRETARY

ATTEST:

JLC – for Christie Butler

DISTRICT SECRETARY

LAKWOOD WATER DISTRICT
2020
INCOME STATEMENT

DECEMBER

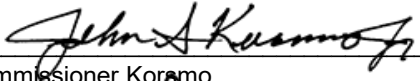
	CUR MO ACTUAL	CUR MO BUDGET	CUR MO VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE
SALE OF WATER	708,820	714,920	(6,100)	9,671,569	10,104,755	(433,186)
OTHER OPERATING REVENUE	148,467	161,700	(13,233)	1,158,948	1,160,945	(1,997)
WHOLESALE WATER SALES	374,025	367,386	6,639	4,230,599	4,349,697	(119,098)
TOTAL OPERATING REVENUE	1,231,312	1,244,005	(12,694)	15,061,116	15,615,397	(554,281)
OPERATING EXPENSE						
PUMPING	97,906	81,024	16,882	1,074,626	1,064,372	10,254
WATER TREATMENT	20,735	30,429	(9,694)	308,920	365,999	(57,079)
TRANSMISSION & DISTRIBUTION	71,809	92,784	(20,976)	1,013,335	1,115,661	(102,325)
CUSTOMER ACCOUNTS	64,172	66,215	(2,042)	752,596	796,807	(44,210)
CUSTOMER INFORMATION	-	1,572	(1,572)	2,486	18,865	(16,379)
ADMINISTRATIVE & GENERAL	(936,125)	(924,042)	(12,083)	1,001,761	1,059,644	(57,882)
TOTAL OPERATING EXPENSE	(681,504)	(652,018)	(29,486)	4,153,725	4,421,347	(267,622)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	1,930	2,138	(208)	22,235	25,658	(3,423)
PUMPING	13,772	18,752	(4,980)	220,566	225,024	(4,458)
WATER TREATMENT	4,983	24,894	(19,911)	88,006	298,725	(210,719)
TRANSMISSION & DISTRIBUTION	106,031	92,143	13,888	1,003,689	1,109,169	(105,481)
ADMINISTRATIVE & GENERAL	40,656	18,991	21,665	312,551	227,890	84,661
SUB-TOTAL	167,372	156,918	10,454	1,647,046	1,886,466	(239,420)
DEPRECIATION EXPENSE	205,250	205,250	-	2,463,000	2,463,000	-
UTILITY EXCISE TAXES	30,678	39,211	(8,533)	496,188	470,533	25,655
TOTAL MAINTENANCE EXPENSE	403,300	401,379	1,921	4,606,234	4,820,000	(213,766)
TOTAL OPERATING & MAINT EXPENSE	(278,205)	(250,640)	(27,565)	8,759,959	9,241,347	(481,388)
NET OPERATING REVENUE	1,509,516	1,494,645	14,871	6,301,157	6,374,050	(72,893)
GAIN (LOSS) ON DISP. OF PROPERTY	-	19,350	(19,350)	14,648	19,350	(4,702)
RENTAL OR LEASE INCOME	1,230	462	768	16,135	5,545	10,590
INTEREST INCOME	1,506	17,405	(15,899)	111,997	303,931	(191,934)
INTEREST L-T DEBT	(165,534)	(167,057)	1,523	(2,000,446)	(2,004,688)	4,242
DEBT ISSUANCE COSTS	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(162,798)	(129,840)	(32,958)	(1,857,667)	(1,675,862)	(181,805)
NET INCOME	1,346,718	1,364,805	(18,087)	4,443,490	4,698,188	(254,698)

**LAKEWOOD WATER DISTRICT
2021
INCOME STATEMENT**

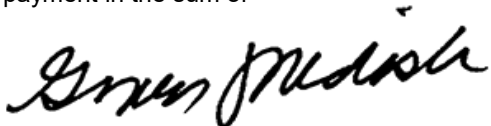
JANUARY

	CUR MO ACTUAL	CUR MO BUDGET	CUR MO VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE
SALE OF WATER	608,619	564,276	44,343	608,619	564,276	44,343
OTHER OPERATING REVENUE	55,891	60,679	(4,788)	55,891	60,679	(4,788)
WHOLESALE WATER SALES	367,874	372,815	(4,941)	367,874	372,815	(4,941)
TOTAL OPERATING REVENUE	1,032,383	997,770	34,614	1,032,383	997,770	34,614
OPERATING EXPENSE						
PUMPING	78,282	79,238	(956)	78,282	79,238	(956)
WATER TREATMENT	22,730	36,782	(14,052)	22,730	36,782	(14,052)
TRANSMISSION & DISTRIBUTION	69,745	94,847	(25,102)	69,745	94,847	(25,102)
CUSTOMER ACCOUNTS	66,577	63,555	3,022	66,577	63,555	3,022
CUSTOMER INFORMATION	-	1,572	(1,572)	-	1,572	(1,572)
ADMINISTRATIVE & GENERAL	221,421	230,440	(9,019)	221,421	230,440	(9,019)
TOTAL OPERATING EXPENSE	458,755	506,435	(47,680)	458,755	506,435	(47,680)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	1,859	2,067	(207)	1,859	2,067	(207)
PUMPING	23,719	21,405	2,314	23,719	21,405	2,314
WATER TREATMENT	2,500	14,383	(11,883)	2,500	14,383	(11,883)
TRANSMISSION & DISTRIBUTION	85,593	85,482	111	85,593	85,482	111
ADMINISTRATIVE & GENERAL	11,864	19,840	(7,976)	11,864	19,840	(7,976)
SUB-TOTAL	125,535	143,177	(17,642)	125,535	143,177	(17,642)
DEPRECIATION EXPENSE	226,083	226,083	(0)	226,083	226,083	(0)
UTILITY EXCISE TAXES	40,186	40,752	(566)	40,186	40,752	(566)
TOTAL MAINTENANCE EXPENSE	391,804	410,012	(18,209)	391,804	410,012	(18,209)
TOTAL OPERATING & MAINT EXPENSE	850,558	916,447	(65,888)	850,558	916,447	(65,888)
NET OPERATING REVENUE	181,825	81,323	100,502	181,825	81,323	100,502
GAIN (LOSS) ON DISP. OF PROPERTY	-	-	-	-	-	-
RENTAL OR LEASE INCOME	-	1,350	(1,350)	-	1,350	(1,350)
INTEREST INCOME	1,349	1,160	189	1,349	1,160	189
INTEREST L-T DEBT	(165,534)	(164,694)	(840)	(165,534)	(164,694)	(840)
DEBT ISSUANCE COSTS	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(164,185)	(162,184)	(2,001)	(164,185)	(162,184)	(2,001)
NET INCOME	17,640	(80,861)	98,501	17,640	(80,861)	98,501

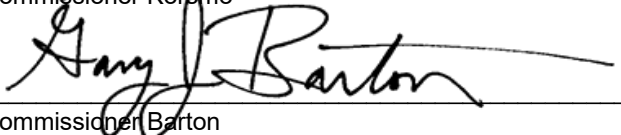
We, the undersigned Board of Commissioners of the Lakewood Water District
Pierce County, Washington, do hereby certify that the merchandise or services
hereinafter specified have been received and checks numbering 43303 through
43425 and all electronic payments for this period are hereby approved for payment in the sum of
\$1,707,631.48 this 18th day of March 2021



Commissioner Koromo



Commissioner Rediske



Commissioner Barton



General Manager

Check no.	Vendor Name	Payment Description	Amount
43303	Bowen, Rod	Uniform Reimbursement	217.59
43304	CDW Government	Printer, Annual Adobe Renewal, (2) HP Laptop Docks	5,894.93
43305	Centurylink	Internet Srv- 2 Sites	177.91
43306	Cintas Corporation	Weekly Srv- 01/06/2021	182.27
43307	Comcast	Internet Srv- 1 Site	110.18
43308	Core & Main (HD Supply)	Inventory - (24) End Connectors, Hydrant Meter	12,552.73
43309	Custom Coating Consultant	Paint Inspection- Washington Blvd Recoat	15,053.64
43310	Elmhurst Mutual Power & Light	Utility Srvs- 1 Site	35.00
43311	Ferguson Enterprises	(2) LTE DC Cables, Bling Flange, Gaskets	3,070.50
43312	Ferguson Waterworks	Pipe Cutters, Wire Slings, Screw Drivers	614.22
43313	Grainger Inc	(25) Shelf Bins, O-Rings	160.06
43314	Lakeview Light & Power	Utility Srvs- 2 Sites	6,108.68
43315	Lakewood Hardware & Paint	1/2" Fittings, (30) Saw Blades	269.31
43316	Marsh, Tyler	Uniform Reimbursement	58.04
43317	Pierce County Sewer	Sewer Srvs- (1) Site	18.21
43318	Puget Sound Finance Officers	2021 PSFOA Membership Fee	50.00
43319	Rainier Supply	(45) Light Bulbs- Office	201.61
43320	Rino Construction	Refund- Hydrant Meter Deposit	15.00
43321	Seattle ACE LLC	(9) Flare Connections	47.98
43322	Tacoma City Treasurer	Utility Srvs- 3 Sites	17,308.77
43323	Water Management Labs	(42) Total Coliform Samples	818.00
43324	Wyckoff, Kevin	Education Reimbursement	837.11
43325	American Landscape Srv	01/21- Landscaping Cost	6,261.00
43326	Caselle	03/21- Support & Maintenance	1,697.96
43327	CDW Government	Headset, Adobe Gov Acrobat, 02/21- Azure Licenses	13,375.90
43328	Centurylink	Internet Srv- 1 Site	110.97
43329	Cintas Corporation	Weekly Srv- 02/03/21 & 02/10/21	364.54
43330	Confluence Engineer GRP	01/21- PFAS Response Program	4,600.00
43331	Core & Main (HD Supply)	(24) Corp Stops	1,371.55
43332	Daily Journal of Commerce	Bid Publication- Scotts GAC Treatment	404.25
43333	Grainger Inc	4 Gal Water Heater, Fountain & Sump Pump	591.56
43334	Horizon	(5) Hand Pumps	183.04
43335	Lakeview Light & Power	Utility Srvs- 4 Sites	11,494.54
43336	Lemay Mobile Shredding	01/21- Shred Bin Costs	89.80
43337	Lemay Waste Connections	01/21- Recycling Costs	719.16
43338	Long Painting Company	01/21- Washington Blvd Tank Recoat	162,610.53
43339	Lowes Companies Inc	4x4 Hauling Lumber, Union Socket	116.89
43340	Puget Sound Energy	Utility Srvs- 9 Sites	13,821.35
43341	Seattle ACE LLC	Kitchen Brush w/ Scrapper	3.95
43342	Staples Business Advantage	Office Supplies- Ink, Labels, Pens, Paper	255.78
43343	Stronghold Armored Inc	01/21- Armored Truck Services	335.00
43344	T Bailey	Pmt#16- Nyanza Tank and Booster Pump Station	125,440.75
43345	The News Tribune	Legal Notice- Scotts GAC Bid	783.55
43346	The Rusty Rack Guys	Pipe Pallet Racks- Grounds (Lay Down Yard)	13,669.63
43347	Verizon Wireless	01/21- SCADA Charges	1,012.22
43348	Aaire Particle Control	Changing of (6) Air Filters	141.06
43349	ADT Commercial	01/06-04/05/21 Quarterly Monitoring- View Rd	322.63
43350	Airgas USA LLC	Acetylene Rental	17.03
43351	Anatum	AGS450 Survey Antenna- GIS	1,260.00
43352	Cintas Corporation	Terry Towels- Fleet Maintenance	65.94
43353	City of Lakewood	Job 778 - G-3 Manganese Treatment Permit Fee	4,590.00
43354	Costco Membership	2021 Annual Membership Fee	60.00
43355	Eurofins Eaton Analytical	PFAS Sampling- Various Sites	10,500.00
43356	Gordon, Thomas, Honeywell	01/21- Legal Services - City of Lakewood Franchise	646.00
43357	Guardian Security Group Inc	Office & SCADA - Monthly Access & Cloud Storage	1,050.08
43358	Inslee Best Doezie & Ryder	01/21- Legal Services - HR & Policy Amendments	603.00
43359	Marsh, Tyler	Uniform Reimbursement	43.73
43360	Momentum Telecom Inc	01/21- Telephone Services	1,385.01
43361	Mooses Auto Tech	Trk#25- Battery Replacement	267.97
43362	Napa Auto Parts	(4) Wash Heads, (1) Handle	166.62
43363	Open Works	02/21- Janitorial Services & Deep Cleaning Services	2,957.00
43364	Pape & Sons Construction	Pay App #4 - R&R - 39th Avenue - Final	309,513.95
43365	Parkland Light & Water Co	Utility Srvs- 1 Site	7,035.90

43366 Puget Sound Energy	Utility Svcs- 1 Site	14.29
43367 Pulk, Clark	Uniform Reimbursement	39.28
43368 Rainier Supply	(6) Silicone Rectifiers, (1) LED Locking Photo Control	2,349.86
43369 Robinson, Lucas	Uniform Reimbursement	495.86
43370 Seattle ACE LLC	(6) Chain Proofs, (20) Chain Coils, (4) Chain Links	178.61
43371 Sir Speedy	(14,877) Data Breach Letters	9,517.45
43372 Staples Business Advantage	Binders	14.92
43373 State Auditors Office	2019 Accountability Audit	1,492.92
43374 Tacoma City Treasurer	Utility Svcs- 4 Sites	6,857.32
43375 Varius Inc	Phase #3- Emergency Response Plan Update - 2/2021	18,682.50
43376 Water Management Labs	(1) Coliform (3) MMO-MUG	276.00
43377 Asman, Melissa	LWD Cares Recipient (Pmt Applied to Cust. Acct.)	843.08
43378 Colvin, Lonnie	LWD Cares Recipient (Pmt Applied to Cust. Acct.)	431.44
43379 American Family Life Assurance	February Payroll	474.25
43380 Committee For Deferred Comp	February Payroll	8,292.00
43381 Delta Dental Of Washington	February Payroll	4,118.77
43382 Lakewood Water District	February Payroll	340.00
43383 Michael G. Malaier, Trustee	February Payroll	1,650.00
43384 Principal Life Insurance	February Payroll	2,732.78
43385 Washington Public Employees	February Payroll	57,781.16
43386 Washington State Support	February Payroll	391.00
43387 Associated Petroleum (APP)	(525) Ga Unleaded- Misprint (Check Voided)	-
43388 Automatic Funds Transfer	(3980) Invoices & 01/21- Lockbox Mail Processing	3,136.24
43389 Blake's Backflow Service	(85) Backflow Tests	1,419.50
43390 CDW Government	03/21- Monthly Azure & Microsoft Office 365 Costs	10,440.81
43391 Centurylink	Internet Srv- 8 Sites	698.06
43392 Cintas Corporation	Weekly Srv- 02/17/21 & 02/24/21	364.54
43393 Comcast	Internet Srv- 1 Site	583.71
43394 Core & Main (HD Supply)	Assorted Metallic Gaskets	545.10
43395 Dande Co Awards	(3) Name Plates - C. Butler	32.81
43396 Day Wireless Systems	01/21- Communications System Charges	635.83
43397 E.H. Wachs	Trk# 28 ERV Brake Handle Assembly	300.04
43398 Eurofins Eaton Analytical	PFAS Sampling- Various Sites	3,600.00
43399 Ferguson Waterworks	Gaskets, Washers, (1) 2" Register	1,229.62
43400 Guardian Security Systems	01/21- Office & SCADA Cloud Storage	1,050.08
43401 HD Fowler Co Inc	Inventory - Meter Boxes & Lids	5,580.00
43402 Hach Company Inc	(2) Probe Sensor Replacements	599.72
43403 Jorgensen, Shaun	Uniform Reimbursement	105.45
43404 Keep Safety LLC	(21) Student Lock Out Tags Training	523.50
43405 Kelley Connect	Toshiba Copier B&W/Color Copies	2,861.80
43406 Kennedy/Jenks Consulting	11/20, 12/20, & 01/21- Scotts PFAS Treatment	195,625.56
43407 Lakeview Light & Power	Utility Svcs- 2 Sites	2,634.32
43408 Lakewood Hardware & Paint	Hot Glue, Couplings	15.51
43409 Marten Law	12/20 & 01/21 - Legal Services - PFAS	90,961.00
43410 Mooses Auto Tech	Trk#34- Rear Wiper Blade, Trk# 51- Oil Change	89.72
43411 Pacific Groundwater Group	01/21- PFAS Grant, Response Support, Optimal Plan	18,678.75
43412 Pitney Bowes- Postage	Postage Meter - Red Ink Cartridge	124.23
43413 Powerplan OIB For Pape Machinery	Zerk Fittings- Excavator/ 410J Backhoe	198.51
43414 Pro Call Center	01/14-02/14/21- On Call Phone Service	191.17
43415 Pro Pest Control	Refill Baited Stations	103.31
43416 Puget Sound Energy	Utility Svcs- 1 Site	4,091.84
43417 Rosemount Analytical Inc	(4) Chlorine Analyzers (4) Chlorine Probes	26,351.68
43418 Seattle ACE LLC	Primer, Grab Hooks, Gloves	60.20
43419 Sitts & Hill Engineers, Inc	R&R - Phase #2 & #3- 39th Avenue Topography	15,072.60
43420 Tacoma City Treasurer	Utility Svcs- 2 Sites	8,843.49
43421 Water Management Labs	(19) Coliform, (19) CPRG, (1) Quanti-Tray, (20) MMO	1,227.00
43422 Waterwell Development & Survey	Video Logging - Wells K-1, L2, D2	3,049.73
43423 Zoro	(12) 8oz Thread Sealants (4) 16oz Thread Sealants	258.66
43424 HD Fowler Co Inc	Remaining balance- Meter Box and Lids Purchase	0.28
43425 Associated Petroleum (APP)	(525) Gallons of Unleaded	1,417.02

Sub-Total

1,283,416.46

February Payroll

186,536.59

February Payroll Taxes

71,071.71

Date	Other Electronic Payment	
2/18/2021	CEP Enterprises Pmt# 386	743.75
2/18/2021	Craig Gibson Consulting Pmt #387	1,575.00
2/18/2021	EmGov Power Pmt# 388	585.00
2/25/2021	EmGov Power Pmt# 389	500.00
2/25/2021	RH2 Engineering Inc Pmt# 390	40,345.68
3/2/2021	Regence Blue Shield Pmt# 391	57,212.24
3/4/2021	Craig Gibson Consulting Pmt #392	1,440.00
3/4/2021	RH2 Engineering Inc Pmt# 393	9,852.84
3/4/2021	Sir Speedy Pmt# 394	5,111.73

B&O Tax	33,673.06	
Authnet Gateway (FEB)	17.95	
Key2purchase credit card payment (FEB exp)	9,489.84	
Key Bank -Merchant fees (FEB)	5,861.01	
Key Analysis service charge (FEB)	198.62	166,606.72

GRAND TOTAL

1,707,631.48

LAKEWOOD WATER DISTRICT

SCOTT SITE IMPROVEMENTS
Purchase of GAC Vessels and Media
 Bid Received February 16, 2021 at 3:30 PM Opened 4:00 PM

Item #	Item	Quantity	Units	Calgon Carbon Pennsylvania	Loprest Concord, CA	TIGG, LLC	Aqueous Vets Danville, CA						
SCHEDULE A				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total		
1.	12 ft. dia. vertical pressure style GAC vessels and appurtenances	6	Each	\$189,324.50	\$ 1,135,947.00	\$190,000.00	\$ 1,140,000.00	\$149,166.67	895000.02	\$227,400.00	\$ 1,364,400.00	\$ -	-
						Non Taxable Bonds	\$ 52,130.00					\$ -	-
	Subtotal Schedule A			\$	1,135,947.00		\$ 1,192,130.00	\$	895,000.02	\$	1,364,400.00	\$	-
	9.9% WSST			\$	112,458.75		\$ 112,860.00	\$	88,605.00	\$	135,075.60	\$	-
	Subtotal Schedule A			\$1,248,405.75		\$1,304,990.00		\$983,605.02		\$1,499,475.60		\$0.00	
SCHEDULE B													
2.	Supply & install GAC	8,280	Cu. Ft.	\$62.99	\$ 521,557.20	\$0.00	\$ -	\$ -	-	\$46.11	\$ 381,790.80	\$1.00	\$ 46.11
	Subtotal Schedule B			\$	521,557.20	\$	-	\$	0.00	\$	381,790.80	\$	-
	9.9% WSST			\$	51,634.16	\$	-	\$	0.00	\$	37,797.29	\$	-
	Subtotal Schedule B			\$573,191.36		\$0.00		\$0.00		\$419,588.09		\$0.00	
SCHEDULE C													
	Deduction if Sch. A & B awarded to same bidder			\$	217,016.24	\$0.00	\$0.00	\$0.00		\$	25,000.00	\$	\$0.00
				Bid	\$1,821,597.12			Bid	\$1,919,063.69				
					\$217,016.24			Deduct	\$ (25,000.00)				
				Final	\$1,604,580.88				\$1,894,063.69				

CUSTOMER WRITE-OFF FOR 2020

SUMMARY		2020
Miscellaneous A/R write-off		
Small Balance write-off	\$	97.96
Collection Write-off's 2019	\$	640.87
50% Leak Adjustments	\$	3,293.24
Meter Leak Adjustments	\$	5,372.45
Miscellaneous Adjustments	\$	<u>1,190.16</u>
TOTAL	\$	10,594.68

COLLECTION WRITE-OFF'S 2020

2019 SENT TO COLLECTIONS

Date Assigned	Customer Name	Account Number	Amount
1/25/2019	GARY PHILLIPS	19424.05	\$40.48
5/1/2019	JEFFREY & LOIS SCHRAMM	15881.03	\$144.84
10/16/2019	AARON FERGURSON	15820.01	\$130.95
10/16/2019	HERBERT WILSON	13620.01	\$35.00
10/16/2019	LINDSAY ARTIS	14375.01	\$71.06
10/16/2019	CINDY BOTTOMS	20829.06	\$38.44
10/16/2019	ESTATE OF BARBARA LORD-NELSON	12844.01	\$118.77
10/16/2019	ANDREW KIMM	14621.03	\$61.33
TOTAL			\$640.87

DATE	AMT	CUST CFL 50% ADJ	LWD MTR LEAK ADJ	MISC ADJ	MISC ADJ EXPLAIN.
1/8/2020	\$ (35.00)			\$ (35.00)	Reverse NSF
1/15/2019	\$ (5.87)			\$ (5.87)	Reverse late fee
1/15/2020	\$ (40.00)			\$ (40.00)	Reverse dispatch fee
1/16/2020	\$ (4.00)			\$ (4.00)	Adjust off penalty
1/23/2020	\$ (202.26)		\$ (202.26)		Meter leak adj.
1/23/2020	\$ (47.73)		\$ (47.73)		Meter leak adj.
1/31/2020	\$ (5.00)			\$ (5.00)	Adjust off penalty
1/31/2020	\$ (82.51)			\$ (82.51)	Adjust off fees--customer had very hard time with website
2/5/2020	\$ (45.19)		\$ (45.19)		Meter leak adj.
2/5/2020	\$ (112.27)		\$ (112.27)		Meter leak adj.
2/5/2020	\$ (186.00)	\$ (186.00)			Customer requested leak adj.
2/6/2020	\$ 580.00			\$ 580.00	Reverse payments made in error
2/5/2020	\$ (108.53)		\$ (108.53)		Meter leak adj.
2/11/2020	\$ (35.00)			\$ (35.00)	Reverse NSF
2/21/2020	\$ (35.00)			\$ (35.00)	Reverse NSF
2/21/2020	\$ (44.31)			\$ (44.31)	Adjusted late and dispatch fees
2/18/2020	\$ (43.12)		\$ (43.12)		Meter leak adj.
2/26/2020	\$ (35.00)			\$ (35.00)	Reverse NSF fee
2/26/2020	\$ (35.00)			\$ (35.00)	Reverse NSF fee
2/24/2020	\$ (154.26)		\$ (154.26)		Meter leak adj.
2/24/2020	\$ (302.93)		\$ (302.93)		Meter leak adj.
3/16/2020	\$ (80.87)	\$ (80.87)			Customer requested leak adj.
3/16/2020	\$ (256.13)	\$ (256.13)			Customer requested leak adj.
3/18/2020	\$ (22.60)	\$ (22.60)			Leak adjustment
3/19/2020	\$ (216.40)	\$ (216.40)			Leak adjustment
3/19/2020	\$ (50.92)		\$ (50.92)		Leak adjustment
3/19/2020	\$ (45.19)		\$ (45.19)		Leak adjustment
3/19/2020	\$ (117.45)	\$ (117.45)			Leak adjustment
3/19/2020	\$ (35.00)			\$ (35.00)	Adjust NSF fee
3/25/2020	\$ (260.27)		\$ (260.27)		Meter leak adj.
3/27/2020	\$ (114.00)		\$ (114.00)		Meter leak adj.
3/27/2020	\$ (75.31)		\$ (75.31)		Meter leak adj.
4/1/2020	\$ (237.94)	\$ (237.94)			Leak adjustment
4/2/2020	\$ (54.93)		\$ (54.93)		Meter leak adj.
4/2/2020	\$ (38.92)		\$ (38.92)		Meter leak adj.
4/21/2020	\$ (146.79)		\$ (146.79)		Meter leak adj.
4/24/2020	\$ (9.33)		\$ (9.33)		Meter leak adj.
4/24/2020	\$ (46.92)		\$ (46.92)		Meter leak adj.
4/24/2020	\$ (28.00)			\$ (28.00)	Prorate bill - cust billed for 18 days - disputed bill
4/29/2020	\$ (37.80)		\$ (37.80)		Meter leak adj.
5/13/2020	\$ (30.20)	\$ (30.20)			Meter leak adj.
5/14/2020	\$ (35.00)			\$ (35.00)	Reverse NSF
5/22/2020	\$ (35.00)			\$ (35.00)	Reverse NSF
5/29/2020	\$ (25.59)		\$ (25.59)		Meter leak adj.
5/29/2020	\$ (83.40)	\$ (83.40)			Leak adjustment
5/29/2020	\$ (35.00)			\$ (35.00)	Reverse NSF
6/8/2020	\$ (143.06)		\$ (143.06)		Meter Leak Adjustment
6/9/2020	\$ (44.63)		\$ (44.63)		Meter Leak Adjustment
6/19/2020	\$ (35.00)			\$ (35.00)	Reverse NSF
6/18/2020	\$ (86.67)		\$ (86.67)		Meter Leak Adjustment
6/30/2020	\$ (42.85)		\$ (42.85)		Meter Leak Adjustment
6/30/2020	\$ (27.86)		\$ (27.86)		Meter Leak Adjustment
7/6/2020	\$ (205.20)			\$ (205.20)	Adjust customer account--LWD error

7/10/2020	\$ (45.60)	\$ (45.60)	Meter Leak Adjustment
7/9/2020	\$ (112.53)	\$ (112.53)	Meter Leak Adjustment
7/22/2020	\$ (35.00)	\$ (35.00)	Waive NSF Fee

CASELLE ADJUSTMENTS

8/22/2020	\$ (52.79)	\$ (52.79)	Meter leak adjustment
8/22/2020	\$ (73.06)	\$ (73.06)	Meter leak adjustment
8/4/2020	\$ (47.46)	\$ (47.46)	Meter leak adjustment
8/4/2020	\$ (126.47)	\$ (126.47)	Leak adjustment
8/4/2020	\$ (38.85)	\$ (38.85)	Meter leak adjustment
8/4/2020	\$ (21.51)	\$ (21.51)	Meter leak adjustment
8/19/2020	\$ (605.97)	\$ (605.97)	Meter leak adjustment
9/11/2020	\$ (66.26)	\$ (66.26)	Meter leak adjustment
9/12/2020	\$ (57.86)	\$ (57.86)	Meter leak adjustment
9/12/2020	\$ (35.00)	\$ (35.00)	Waiver NSF Fee
9/12/2020	\$ (247.41)	\$ (247.41)	Leak adjustment
9/19/2020	\$ (263.06)	\$ (263.06)	Meter leak adjustment
9/19/2020	\$ (190.00)	\$ (190.00)	Meter leak adjustment
9/19/2020	\$ (40.54)	\$ (40.54)	Meter leak adjustment
9/25/2020	\$ (93.33)	\$ (93.33)	Reverse dup chg & NSF fee
10/27/2020	\$ (113.14)	\$ (113.14)	Leak adjustment
10/27/2020	\$ (170.13)	\$ (170.13)	Leak adjustment
10/27/2020	\$ (47.73)	\$ (47.73)	Meter leak adjustment
11/4/2020	\$ (27.00)	\$ (27.00)	Reverse backflow--billed tenant accidentally
11/9/2020	\$ (153.67)	\$ (153.67)	Leak adjustment
11/16/2020	\$ (63.73)	\$ (63.73)	Leak adjustment
11/16/2020	\$ (286.67)	\$ (286.67)	Leak adjustment
11/19/2020	\$ (901.03)	\$ (901.03)	Leak adjustment
11/30/2020	\$ (214.47)	\$ (214.47)	Meter leak adjustment--Concord
11/30/2020	\$ (217.46)	\$ (217.46)	Meter leak adjustment--Concord
11/30/2020	\$ (25.87)	\$ (25.87)	Meter leak adjustment--Concord
11/30/2020	\$ (222.53)	\$ (222.53)	Meter leak adjustment--Concord
11/30/2020	\$ (11.20)	\$ (11.20)	Meter leak adjustment--Concord
12/7/2020	\$ (529.48)	\$ (529.48)	Meter leak adjustment--Concord
12/14/2020	\$ (11.19)	\$ (11.19)	Meter leak adjustment--Concord
12/14/2020	\$ (20.52)	\$ (20.52)	Meter leak adjustment--Concord
12/14/2020	\$ (57.86)	\$ (57.86)	Meter leak adjustment--Concord
12/14/2020	\$ (96.26)	\$ (96.26)	Meter leak adjustment--Concord
12/14/2020	\$ (35.06)	\$ (35.06)	Meter leak adjustment--Concord
12/14/2020	\$ (35.00)	\$ (35.00)	Reverse NSF Fee
12/14/2020	\$ (123.72)	\$ (123.72)	Meter leak adjustment--Concord
12/17/2020	\$ (20.53)	\$ (20.53)	Meter leak adjustment--Concord
12/17/2020	\$ (38.26)	\$ (38.26)	Adjust--meter not registering correctly
12/17/2020	\$ (35.06)	\$ (35.06)	Meter leak adjustment
12/17/2020	\$ (440.53)	\$ (440.53)	Billed incorrectly
12/17/2020	\$ (42.66)	\$ (42.66)	Meter leak adjustment--Concord
12/17/2020	\$ (16.79)	\$ (16.79)	Meter leak adjustment--Concord
12/17/2020	\$ (32.53)	\$ (32.53)	Meter leak adjustment--Concord
12/17/2020	\$ (14.93)	\$ (14.93)	Meter leak adjustment--Concord
12/21/2020	\$ (14.93)	\$ (14.93)	Meter leak adjustment--Concord

\$ (9,855.85)

\$ (3,293.24) \$ (5,372.45) \$ (1,190.16)

2020 LWD Non-inventory Surplus Materials to be Scrapped/Recycled February 2021:

Fire Meters: 4

Hydrants: 46

Pump Casing: 11

Well Can: 202 feet

Well Casing: 100 feet

Well Motors: 8

Well Pumps: 22

Well Seal: 5



COMMISSIONERS
J.S. Korsmo, Jr.
G. J. Rediske
G. J. Barton
GENERAL MANAGER
Randall M. Black

MEMORANDUM

TO: Board of Commissioners

FROM: Ian M. Black, Superintendent

RE: Request for Conditional Acceptance of Completion for the Nyanza Replacement Tank and Booster Station

DATE: February 11, 2021

This memo is to recommend and respectfully request the Board's conditional acceptance of completion for the Nyanza Replacement Tank and Booster Station. This conditional acceptance will transition to final acceptance of the project pending the final release requirements being met per the contract specifications.

T Bailey Inc. has completed all the work required under the specifications and reached substantial completion on January 21, 2021, with final project completion on February 21, 2021. The one-year warranty period will start on the 21st of February, 2021.

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

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

IMB/DRS:ckb

MEMORANDUM

TO: Board of Commissioners

FROM: Ian M. Black, Superintendent

RE: Request for Conditional Acceptance 39th Ave Water Main Replacement Project #749

DATE: February 18, 2021

This memo is to recommend and respectfully request the Board's conditional acceptance of completion for the 39th Ave Water Main Replacement Project #749. This conditional acceptance will transition to final acceptance of the project pending the final release requirements being met per the contract specifications.

Pape and Sons Construction has completed all the work required under the specifications and reached substantial completion on January 16, 2021, with final project completion on January 27, 2021. The one-year warranty period started on the January 27, 2021 final completion date.

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

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

IMB:cdg/ckb

SUPERINTENDENT'S REPORT

January 2021

Presented February 18, 2021

OPERATIONS

Work ORDERS Lucity and PM's – Lucity

281 Billing/Office Service Orders
01 Field Service Orders Service Crew
64 Fleet Service Orders
51 Field Service Orders Pumping and Storage
397 Total Service Orders

DELINQUENT ACCOUNTS – Teri Please note CV-19 No shut offs since the 16th

76 Delinquent Accounts
45 Paid on Door Hangers or on Disconnect
31 Services Disconnected
31 Paid on Disconnect
00 Remained Disconnected at the end of the month

LOCATES- Debbie

274 Locate Requests Received
21 Requests were out of LWD Service Area
4 Locates were submitted by LWD
4 Cancelled Locates
245 Locates Completed
241 Total amounts owed

BACKFLOW- Shaun J.

487 Assemblies Tested
00 New Applications
00 New Installations Shaun
00 Assemblies Replaced – Shaun
00 Repairs- Shaun
00 Removals –Shaun
4597 Existing installations permitted - Shaun
487 Test Reports Completed & Entered - Shaun

Right of Way Permit: 1

1/20/21	11918 Nyanza Rd SW	Install 2 new services
---------	--------------------	------------------------

Water Availability Letters: 16

2	1/7/2021	LUCAS JOHNSON	11918 NYANZA RD SW	R/NEW CONST	0219116003
2	1/7/2021	RANDY STRAND	6423 94TH ST SW	R/RENOVATION	5140000760
2	1/20/2021	JESSICA LARIOS	9010 WASHINGTON BLVD SW	R/NEW CONST	5005002872
1	1/14/2021	CONNIE KAY	6718 ALFARETTA ST SW	R/SHORT PLAT	5030002431
1	1/15/2021	TAE S LEE	6111 COMMUNITY PLACE SW	C/RENOVATION	5130000280
1	1/15/2021	TAE S LEE	9102 BRIDGEPORT WAY SW	C/RENOVATION	5130000290
2	1/15/2021	JESSICA LARIOS	9006 WASHINGTON BLVD SW	R/NEW CONST	5005002871
2	1/19/2021	GEOFFREY P SHERWIN	50XX 81ST ST SW	R/NEW CONST	4001440280
2	1/20/2021	JESSICA LARIOS	9010 WASHINGTON BLVD SW	R/NEW CONST	5005002872
2	1/21/2021	CHARLES SOLVERSON	12795 GRAVELLY LAKE DR SW	R/SHORT PLAT	5315000071
2	1/26/2021	LANDON BEYLER	315 LAKE LOUISE DR SW	R/NEW CONST	219047013
2	1/27/2021	SUNCREST BUILDERS INC	XXX WINONA ST SW	R/NEW CONST	5005004731
1	1/27/2021	SHEILA RIOS	15002 SILCOX DR SW	R/RENOVATION	219216006
1	1/26/2021	ADVANCED BUILD NW	8523 MT TACOMA DR SW	R/RENOVATION	6890000050
2	1/28/2021	LANDON BEYLER	309 LAKE LOUISE DR SW	R/NEW CONST	219047012
2	1/25/2021	STEPHEN MACKEY	7606 LAKEWOOD DR SW	R/NEW CONST	3905000651

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES 4 ea

- 1) 2" x 2" service for the Wet Rabbit Car Wash @ 9021 S Tacoma Way
- 2) – 1"x 1" services for Tri-Plex @ 11014 Lakeview Ave SW
- 1) 1"x 5/8" service for 9315 Veterans Dr. SW

MAINS MAINTENANCE

None to Report This Month

JOBS

No Report This Month

Service Maintenance

Upgraded 5/8" meter to 1" x 1" meter @ 11014 Lakeview

VALVE MAINT.

Started Valve Turning Program Jan-25Th

VALVE OPERATION CHECKS

None to report this month

HYDRANT Maintenance

Repairs

42HV11 Loose hydrant bonnet on 115th St SW

34H5 Re-packed operator nut @ 10521 Interlaken Dr. SW
36HV34 hard to operate Re-build @ 10420 Gravelly Lk. Dr.
36HV30 hard to operate Re-build @ 6010 Main St. SW
63HV05 hard to operate Re-build @ 8716 Frances Folsom St. SW

Hydrant Drainage

Drainage Problem

8HV4

48HV27

44HV08 @ 11523 Clover Dr.

48HV13 @ 9703 Forest Ave SW

Repaired Broken Damage Hydrant 22HV28 hit by vehicle no Police report

Hydrant Replacement:

None to report this month CV-19

METER MAINT.

None to Report This Month

Flushing Season:

Flushing Program will Start In March

LEAK DETECTION REPAIR

One week of Leak Detection Completed- one leak detected @ 16012 Douglas Dr. SW
Requires two tree removal over top of water main.

GROUND MAINT.

Roof / Gutters Cleaned and Roof Moss Treatment

CITY FRANCHISE PROJECTS

Replaced 23 plastic boxes / lids with concrete boxes / sidewalk lids and lower 5 down to sidewalk grade

OPEN METER BOX CHECKS

Route 201 – 142 box check

Route 195 – 88 box check

Pumping Department Report January 2021

- General Maintenance activities.
- General CI2 maintenance activities.
- Filtration facilities maintenance
- Monthly sampling complete
- Monthly Lake and Stream monitoring complete.
- Washington Blvd Tank Interior Paint job
 - Upgraded tank vent ordered.
 - Long Painting blasting interior of tank complete and painting has started.
- G-3 Well project moving forward.
 - ATEC filtration system ordered.
 - Bid documents posted for GAC contactors.
- Nyanza Tank and Booster Station Replacement
 - Tank and booster station performing well.
 - Substantial Completion letter sent to T Bailey.
- Hazard Mitigation Grants
 - RH2 Engineers are working on updated specs for both grants.
 - First quarter reporting for both grants complete.
 - Steilacoom Blvd. Seismic Retrofit Grant contract signed.
 - Critical Well and Booster Pump Station Infrastructure Improvements Grant signed.
 - Additional diesel generators
 - Additional earthquake knuckles at essential well sites.
- Ordered Lake Street K-1 emergency pump and motor replacement.
- Scotts G-1 replacement pump and motor ordered.

- Country Place U-1 replacement chlorine generator ordered.
- View Road replacement chlorine generator ordered.

CAPITAL & R & R PROJECTS Ian / Craig

Deleted all but Dec of 2020 for space purposes: 12-1-2020 It looks like the Gravelly Lake Project might possibly start a month or two late. We had received conflicting information with respect to the phasing of the project, so I got off the Phone with The City Engineer and he has told me the project is expected to last up to 15 months, but the additional timeframe is to get the Light Poles and the like installed in his mind all of the water work would be complete in 2021. Work continues designing Phases 2-4 of 39th, The Front Street Project, and Gravelly Lake Drive. We will be selecting consultants to design the 112th Project, and the Steilacoom Lake Drive Project after the first of the year. 1-7-21 Work continues on the design for Gravelly Lake, and 39th, we have design finished for 108th street Crossings and are actively seeking installation pricing at this time. Front Street Design is at 60% or better as is 39th and Gravelly so we anticipate these projects starting to bid in February time frames. **2-3-21 Work continues the designs for Gravelly Lake Drive Project and Phase 2-3 of 39th Ave. We are working with BMC on 40th to try to obtain an easement as the utilities are so tight in the street. We are also working with the Clover Park School District to get an easement through the school property between Early and 100th. This will be a large project at 5000 feet. Design work continues on the Scotts Filtration project as well, the Iron and manganese has been bid, the GAC vessels and Media was put out to bit on the 3rd with opening set on the 16th.**

PFOA PFOS – WSDOH requirements and District operational considerations:

Earlier Report removed for Space considerations 1-7-21 Design for the filtration system at Scott's is we underway we have made comment on the 60% design, and we are nearly ready to put out the pre purchase bids for the GAC and the media, the Iron and manganese filtration was awarded to ATEC systems. We anticipate a bid for the construction of the project in March. **2-3-21 The Design continues for the Buildings and site work for the GAC treatment and the Iron and manganese. The Materials to be pre purchased have been ordered, or are in bidding process, we are pre purchasing the ATEC system Iron and Manganese Filtration, The Chlorine Generator and Metering Pumps, the SCADA controls and The GAC vessels and the Media for the GAC filtration facility. WE are**

anticipating arrival late April for the ATEC system and Mid October for the GAC vessels. I-3 has had elevated levels of PFOS/PFOA we have retested and are awaiting the results for verification, if results are over the LHA level set by the EPA we will have to take this well offline this reduces our available water by 650 Gallons a minute or just under 1 million gallons a day loss. This is a more difficult decision if this is offline, the volume would not likely justify a GAC treatment facility so other ways of recovering that loss would have to be considered. LWD has planned for eventualities like this. We are looking into the alternatives: which may include transferring water rights to a different well, re drilling a well elsewhere, or taking this well deeper to get it out of the Shallow aquifers, or oversizing pumps and motors elsewhere to re coup this production.

Wholesale Transmission Main Extension Project: (701-705)

Prior Year removed in order to reduce the length of the report: 2020

1-7-21 all the contractor issue on the job have been worked out and the project is conditionally accepted, the only remaining issue on the project is some warranty costs on the Pumps and motors supplied by Triangle pump. This item has been turned over to the district's attorney. Triangle has mounted some resistance to our billing for all the costs of the warranty work including pulling and replacing the pumps and transporting them to the Triangle Shop for work. 2-3-21 We have put the vendor on notice Triangle Pump that they owe us for the costs to pull and transport the pumps and motors. We have notified them of the Approximately \$30,000.00. We have had our attorney contact theirs to try to resolve this, but this may go to Arbitration.

WSDOT Washington and Berkley & union and North Thorne Project (Job 742)

Prior Year removed in order to reduce the length of the report: 2020

1-7-21 We met with the design build team a few weeks ago to discuss an option they were proposing for the Murray Roadside, and after we had come up with an acceptable plan for the water and sewer work required by the project, they decided they would propose we keep all of our facilities in place, which leaves Pierce county and LWD in a bind as the roundabouts built over them will make repairs or replacements extremely costly and time consuming. We objected heavily and told them we were not prepared to allow that option to take place especially after we had all spent months getting the design to meet all our need's prior. We were not prepared to scrap that design and allow them to save some money. The contractor was obviously not pleased with our reply, and WSDOT was supportive of our position. 2-3-21 **We still have a great deal of work to be completed in this area, the discussion of who is**

responsible continues, but for now we will focus on the work to be completed. At present the work at Washington and Berkley has been completed, but work on The North Thorn Side remains unfinished, we will need their contractor to install the balance of the 500-600 feet of main and make the connection at North Thorn so this loop is completely functional again. All the work remains unfinished on the Murray Roadside of the project. Some issue has come up after we agreed to a plan to finish the work, and we are not sure of where the project sits at this moment. But we have told the contractor and WSDOT that now that there is a Traffic round in place, and the area now falls into an exclusionary zone, with WSDOT this means that we would not be able to access this without additional permits, making maintenance considerably more difficult. The plan we had agreed to would have moved our facilities out and away so that we could maintain them at will, it appears now that the contractor has some capability in costs for this move now, and thus the request for us not to move the facilities. We have respectfully declined and asked that the facilities be relocated as agreed upon.

Nyanza Tank Replacement (727):

Prior Year removed in order to reduce the length of the report: 2020

1-7-21 This project is finishing up its last work, Landscaping, and anticipated to pave out Tomorrow so we will be 100% complete. T-Bailey was a pleasure to work with they executed the project very well and allowed us to add some extra work in the Demo of the existing tank. So, the Site is cleaned up, and with only one more task to decommission the old well that was abandoned years ago. The project survey did find the neighbors to the south have significantly encroached on the Districts property, their entire driveway is on our property and significant structures have been placed very near our actual property lines. They did express and interest in purchasing the property to remedy this, but in my opinion, we would be to keep this property available to the district as storage and space in general close to the Yard is in very high demand. This could easily be used for remote storage for Pipe and materials require by the District. **2-3-21 This project is complete and awaiting conditional approval from the BOC at the meeting on the 18th. We truly appreciated the way T-Bailey executed this contract, they were a very professional, and courteous to our customers, they were responsive to the District Staff and engineering team. They were a pleasure to work with and we would welcome the opportunity to work with them again soon.**

Gravelly Lake Dr SW Washington to Nyanza (748):

Prior Year removed in order to reduce the length of the report: 2020

1-7-21 Plans are at or near the 60% mark we will review them once received and turn them around quickly. We are anticipating the City to put this out to bid in February for an April start time frame. 2-3-21 This project is in the final design stages, LWD has submitted their final 100% drawings to the City for inclusion in their plans, we are waiting for the City to Advertise and award this contract. Recall please that we are working with the City this saves us a great deal of restoration and mobilization and traffic control costs. We are anticipating this work starting for LWD's portion in April and to have the water line completed by the end of the year '21.

39th AVE Steilacoom to 96th (749):

Prior Year removed in order to reduce the length of the report: 2020

12-1-2020 The Contractor is doing well this project has turned out to be a bit more challenging than any of us had expected. The Secondary power is not something that the power company locates it appears, so the contractor has found these drops on several occasions slowing the installation down each time. Despite the difficulties they will be pressure testing the main from Steilacoom over to South Tacoma way via 94 this week. And starting on 39th Ave Court as soon as the pressures and purities come back for the portion that is completed. 1-7-21 This has been a tough project we have encountered a significant amount of un-located utilities. These have cost the contractor and we anticipate some change orders will need to be written to address these uncontrolled issues. We will be complete with the Tie in and services by next Wednesday and be waiting for weather suitable for the restoration work, and final paving. Pape and sons have done a great job as usual and have worked well with us to get this project completed. **2-3-21 This project has been completed the Final paving and punch lists have been finished. Pape and sons did a great job again for us, and we look forward to working with them again very soon.**

39th AVE Phase 2 and 3 Job# 780:

12-1-2020 RH2 engineers are hard at work designing the next phases of this project, we are designing this project in phases such that if the money is insufficient to build it all that we can parse out portions of the work and keep moving. We have Asked RH2 to design the crossing at Halcyon as well as this work will need to be complete before the Scotts Site contractor will be on board. This work has to be completed as the City is planning on a grind and overlay project from Pacific Highway to Bridgeport and we would need this in place by April. 2-3-21 Design continues on this project as we mentioned in the engineering portion of this report, we are working on easements with Clover Park School District as well as BMC. These will both greatly assist the project; it wasn't until after the utilities were marked that the density of the other utilities in the are were revealed.

Front Street / 96th Main Improvements: Job#: 781

Parametrix is currently designing this project, we don't anticipate building this project unless the City Project Runs long and we need something else to do. This project will most likely go out for bid in 2022. 2-3-21 This project is hovering at about 90% design, we have suspended the design at this point as this work will likely not occur until 2022, early in 2022 or late 2021 we will finish the design make any changes and put it out to add early in 2022.

Scott well site GAC and Iron and Manganese Treatment # 757, # 758, and #778

1-7-21 The Iron and Manganese filtration for the G-3 well has been ordered ATEC systems was low on the supply bid. We just sent notice of Award out yesterday. We anticipate these will arrive in May for immediate installation. 2-3-21 Design is well past the 60% design milestone and we are closing I on the 90% mark, we have started ordering the owner supplied materials: Iron and manganese filter, chlorine generator, and MCC panels for the SCADA. We are anticipating that this will bid in March with G-3 work starting in earnest on April 1st, this may require so special effort to push the permits through the city.

Spanaway Spur Project – WTME connection # 777

9-23-20 we have determined and scope and budget, and have put RH2 under contract for the design, and Sitt's Hill under contract for the surveying on the project. We have also sent out letter to the property owners that we are hoping to get easements from we have sent them out Return Receipt such that we can minimize any delays if we need to utilize the legal system and condemnation to acquire the easements. We are optimistic that these property owners will work with us as each of them have several easements already through their properties. 12-1-2020 the Initial design Survey has been completed and design has started first looking for the best route then drawing it up. Once we know where we want to go, we can engage the property owners and attempt to secure easements. This may turn out to be the most difficult part of the project. 2-3-21 We have potential alignment figured out, and we are working to finalize the points of connection. We presented this information to the partners at the last

quarterly meeting in January. We have been told that Spanaway's bent is to have this online taking water January 1 2023 so we have some time to spare on this project.

FEMA Grants: Seismic Upgrades to Steilacoom Tank, Seismic adaptors and generators:

We have been selected for not one but two FEMA Grants we have placed our capital contribution for each on the capital budget. The Seismic Knuckle and Generator grant is \$930,000 dollars and the Seismic Tank upgrades are \$1,300,000.00. This means for \$330,000 we will get to build \$2.23 Million in Projects. We have 14 months from the award to completion, we will be licking off design this week with RH2 engineers they helped us through the application process and preliminary design. This adds another \$2.0 million in project to this already large capital year pushing us over \$17 million. **2-3-21 The two projects are currently being designed, we will put the generator and seismic knuckle project out as soon as we finish the design with an expectation that we would build this over the summer. The seismic upgrade to Steilacoom Tank will have to wait for the peak of season to go by, the design work will be done and awaiting the end of the busy season in September.**



Job Description

Job Title: Engineering Manager

Department: Engineering Department

Supervisory Responsibilities: Yes

Reporting Relationship: General Manager

FLSA Classification: Exempt

Salary Range: \$9,604-\$13,130

Job Summary:

Incumbent is responsible for the management of engineering activities and operations relating to the planning, design, and construction management of improvements to the District's water distribution, storage, and treatment systems. The scope of responsibilities includes management of capital improvements, developer extensions, major rehabilitations, and emergency response repair.

Administers consultant contracts and manages consultants during design and construction.

Responsible for development and maintenance of engineering standards and policies. Participates in the overall planning and management of the District as a member of the management team.

This position reports to the General Manager. This position provides work assignments, instruction, and supervision to the GIS Coordinator, Construction Inspector, and other personnel as assigned.

Essential Functions and Responsibilities include but are not limited to:

- Responsible for or oversees the preparation of planning or design documents, design criteria, cost estimates, engineering, and feasibility reports for all District public works projects
- Prepares and reviews studies, plans, specifications, and cost estimates for District Capital Improvement Projects (CIP)
- Provides construction management services including inspection coordination, progress payments, field interpretation, design modifications, and project closeout
- Manages consultant selection and contract administration
- Manages District grant efforts through their lifecycle including research, application, compliance, and reporting
- Plans, organizes, and manages the Developer Extension (DE) application, plan review, and permitting processes for the District
- Reviews, analyzes, interprets, and approves complex engineering construction plans, designs, and documents for conformance to District standards and all related laws and regulations
- Works with developers to ensure compliance with standards details, specifications, and other District permit requirements
- Reviews and approves plan revisions, ownership assignments, easements, bonds, and other documents related to DE projects

- Analyzes, interprets, and resolves issues or problems related to the DE application, plan review and permitting processes, mapping, and engineering technical services
- Provides technical and policy information to the public and developers, and meets with complainants to resolve plan review and engineering design problems and maintain positive relations
- Collaborates with Superintendent on capital, maintenance, and operations projects to support the Pumping and Water Treatment and Operations and Maintenance departments
- Utilizes specialized software, performs hydraulic modeling studies as needed
- Maintains and updates the District's Standards and Specifications document
- Maintains and updates the District's Comprehensive Plan as needed
- Oversees the maintenance of all relevant records, files, and documentation
- Prepares documents for Board information and action and provides project status updates, attending Board meetings as needed
- Directly supervises, selects, trains, motivates, plans, directs, coordinates, reviews, and evaluates performance of direct reports
- Develops and manages the budget related to the engineering function
- Participates in management team functions, such as policy development and planning
- Represents the District at local and regional meetings and events
- Ensures compliance with all applicable laws and regulations
- Coordinates outside agency projects
- Keeps General Manager informed of personnel issues, project progress, problems, and accomplishments.
- Serves as Section Planning Chief for the District's Emergency Response Team
- Performs other duties as required or assigned

Required Qualifications:

Knowledge of:

- Operations of a public water utility
- Civil engineering aspects of design, operation, construction, and maintenance of a water distribution and treatment system
- Standards, rules, and regulations for water distribution and storage system maintenance and repair
- All phases of contract and project management
- Principles and practices of management and supervision
- Employment laws and personnel procedures
- District policies, regulations, procedures, and safety regulations
- Principles and practices of budgeting and financial management
- Computer and applicable software applications
- Water distribution service operations during emergency situations
- Construction specifications, regulations, and procedures of state, county, and local jurisdictions

Skill in:

- Preparation, reading, and interpretation of engineering drawings, specifications, and estimates
- Enforcing policies, laws, and regulations applicable to area of assignment
- Maintaining accurate records of activities in assigned area

- Modern management techniques for training, motivating, leading, evaluating, and disciplining employees
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers, and the public
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction
- Use of Microsoft Office Suite, and specialized engineering software
- Preparing clear and concise written letters, memos, reports, and presentations
- Managing competing workload priorities and meeting established deadlines
- Planning for and coordinating critical operations during emergencies

Education and Experience:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience:

7-10 years of professional engineering experience at a water utility managing both CIP and DE projects, with at least five years supervising professional and technical staff of three or more

Education:

BS in Civil Engineering

Licensing Requirements:

Must have a current Washington State Professional Civil Engineering Registration and a valid Washington State Driver's License

Physical Demands:

This position typically requires standing, walking (including the ability to walk over uneven ground), climbing at construction sites, sitting, talking, hearing, seeing, fingering, grasping, keyboarding, and the ability to operate a motor vehicle. Exerting up to 25 pounds of force occasionally to move objects.

Working Conditions:

Work is performed in a typical office environment with some outdoor activities. Occasional driving is required. Some nights and odd hours in response to emergencies and attendance at Board meetings may be required.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the District's workload.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

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

	2021				2020				2019			
Month	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%
January	41,220,158	36,637,933	4,582,225	11.12%	27,159,738	24,247,970	2,911,768	10.72%	30,034,888	24,178,560	5,856,328	19.50%
February	-	-	-	0.00%	36,354,899	34,981,066	1,373,833	3.78%	27,193,824	21,472,239	5,721,585	21.04%
March	-	-	-	0.00%	43,862,184	35,802,043	8,060,141	18.38%	30,697,367	27,701,265	2,996,102	9.76%
April	-	-	-	0.00%	46,432,964	40,884,037	5,548,927	11.95%	28,881,166	24,922,819	3,958,347	13.71%
May	-	-	-	0.00%	55,684,695	41,628,051	14,056,644	25.24%	49,691,485	29,772,405	19,919,080	40.09%
June	-	-	-	0.00%	57,152,119	48,327,384	8,824,735	15.44%	59,132,202	38,364,589	20,767,613	35.12%
July	-	-	-	0.00%	71,659,137	47,368,813	24,290,324	33.90%	62,895,870	50,894,321	12,001,549	19.08%
August	-	-	-	0.00%	77,244,887	63,879,455	13,365,432	17.30%	62,807,512	54,407,985	8,399,527	13.37%
September	-	-	-	0.00%	64,934,501	71,454,736	(6,520,235)	-10.04%	42,196,097	53,891,323	(11,695,226)	-27.72%
October	-	-	-	0.00%	46,779,040	68,624,173	(21,845,133)	-46.70%	31,595,642	45,352,532	(13,756,890)	-43.54%
November	-	-	-	0.00%	40,032,349	44,079,544	(4,047,195)	-10.11%	29,332,576	30,021,802	(689,226)	-2.35%
December	-	-	-	0.00%	28,389,520	25,754,401	2,635,119	9.28%	29,048,122	26,870,588	2,177,533	7.50%
TOTAL	41,220,158	36,637,933	4,582,225	11.12%	595,686,031	547,031,673	48,654,358	8.17%	483,506,750	427,850,429	55,656,322	11.51%
Net loss (WER)			4,417,140	10.72%			48,489,273	8.14%			53,645,381	11.10%
2020 YTD	27,159,738	24,247,970	2,911,768	10.72%								
2019 YTD	30,034,888	24,178,560	5,856,328	19.50%								

Total Number of Customers Billed

	2021	BI-MONTHLY	2020	BI-MONTHLY	2019	BI-MONTHLY	2018	BI-MONTHLY	2017	BI-MONTHLY
January	7781		7759		7869		7827		7851	
February	0	7781	8670	16429	7069	14938	8643	16470	8616	16467
March	0		7630		9143		7726		7711	
April	0	0	8494	16124	8528	17671	8574	16300	8493	16204
May	0		7698		7799		7780		7757	
June	0	0	8492	16190	8555	16354	8590	16370	8578	16335
July	0		7707		7779		7809		7778	
August	0	0	8526	16233	8488	16267	8558	16367	8575	16353
September	0		7793		7715		7855		7799	
October	0	0	8616	16409	8467	16182	8610	16465	8576	16375
November	0		7827		7666		7760		7731	
December	0	0	8459	16286	8469	16135	8554	16314	8523	16254
BILLS YTD:		7781		7759		7869		7827		7851
YEARLY TOTAL:		7781		97671		97547		98286		97988

**CUBIC FEET SOLD PER CLASS
2021**

	fire Mtr	commercial	multi units	residential	schools	Parks /Irrigation	school swim pool							WHSL SUBTOTAL	TOTAL CU FT SOLD
	FM/MISC	1C/CR	MUR	1R	1S/1S2	1PK	1SP	TOTAL INTERNAL	STEILACOOM	SUMMIT	RAINIER VIEW	FIRGROVE			
Jan.	400	3,295,300	5,748,400	8,220,600	155,300	101,300	-	17,521,300	1,472,200	6,618,500	5,979,281	5,046,652	19,116,633	36,637,933	
Feb.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Mar.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Apr.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
July	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Aug.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sept.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Oct.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nov.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total YTD	400	3,295,300	5,748,400	8,220,600	155,300	101,300	-	17,521,300	1,472,200	6,618,500	5,979,281	5,046,652	19,116,633	36,637,933	

2020 YTD	16,181,100	4,210,300	6,618,500
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2019 YTD	15,463,400	3,520,400	5,194,760
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vs 2020	108.28%	34.97%	100.00%
vs 2019	113.31%	41.82%	127.41%