

Regular Meeting of the Board of Commissioners
Thursday, March 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 February 18, 2021 (*BOC electronic signature authorizations*)
5. Financials
 - a. Finance Director's Report
 - b. Board Approval of Payables (*BOC electronic signature authorizations*)
6. 9/80's Work and Operations Discussion
7. Western State Hospital Update
8. Annual CAP (Customer Assistance Program) Update
9. Revised Employee Fringe Benefit Policy (Exhibit A of Resolution No. B-1456) (*BOC electronic signature authorizations*)
10. General Manager Project Updates
11. Superintendent's Report
12. Office Supervisor Report
13. Other Business
 - a. Board Acknowledgement of Employee Wage Increases for L. Nishiko and C. Pulk
 - b. Government Relations Committee Report—Commissioner Barton
14. Public Comment

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Regular Meeting
Thursday February, 18, 2021**

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; District General Counsel C. Chambers; and customer A. Bolotov.

PUBLIC COMMENT:

Ms. Bolotov requested the Board waive a recent after-hours water turn-on fee. The District has a policy whereby a customer requesting a water turn-on or turn-off after hours will be charged a fee of \$105. This is to at least partially offset the cost to the District to send the on-call personnel out to perform the service at time and a half or double time. Ms. Bolotov asked the Board to waive the recent \$105 after-hours water turn-on fee for a water turn-on performed on December 26 after initially calling for said turn-on at 11:42 p.m. the previous day. Either day/time would have been after hours as the 25th was a holiday and the 26th a Saturday. Ms. Bolotov said they had just moved into the area from Tacoma and did not receive their keys until the morning of December 24. The office was open for business with normal business hours on December 24, but no call was made or received to request a water turn-on.

The Board stated a decision would be made and presented at the time of the Public Comment time at the conclusion of the meeting, and the General Manager would contact Ms. Bolotov the next day with the information.

APPROVAL OF MEETING MINUTES:

Commissioner Rediske moved to approve the minutes of the January 21, 2021 Regular 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:

The Finance Director presented the December 2020 and January 2021 financials to the Board.

Disbursements made from the General Ledger Fund for check number 43193 through 43302 totaling \$772,707.70, salary direct deposits totaling \$199,552.59, payroll taxes totaling \$76,623.90, and other electronic payments totaling \$153,157.42, for a grand total of \$1,202,041.61 were presented to the Board for approval. After review, Commissioner Korsmo moved to approve the payables as listed. Commissioner Rediske seconded the motion which carried unanimously. Each Commissioner individually gave verbal authorization for the use of their electronic signatures on the approved payables.

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EXECUTIVE SESSION per RCW 42.30.110(1)(i)(ii)(iii), POTENTIAL LITIGATION:

President Korsmo called for a 20-minute Executive Session at 5:10 p.m. At 5:30 p.m., the Executive Session concluded, the open public meeting resumed, and President Korsmo called for another 5-minutes Executive Session. At 5:35 p.m., the Executive Session concluded, and the open public meeting continued.

The General Manger, in conjunction with District General Counsel C. Chambers, recommended the following:

1. terminating the District's two contracts with billing vendor Automatic Funds Transfer Services (AFTS) due to breach of contract by providing no cyber security coverage of the District's or District customers' information;
2. notifying AFTS of this action via letter emailed to them with a hard copy following in USPS mail;
3. sending a letter to all customers to notify them of the breach and potential compromise of their billing information and, in some cases, scanned copies of payments made via paper checks; and
4. compiling an RFP (Request for Proposal) to search for a new billing vendor.

Commissioner Barton so moved, and Commissioner Rediske seconded the motion which carried unanimously. General Counsel Chambers excused himself from the meeting at that time.

BOARD AWARD OF G-3 GAC FILTRATION EQUIPMENT PURCHASE PROJECT:

Four bids were received for this project, to prepurchase Granular Activated Carbon (GAC) filtration vessels and media for the G-1 and G-2 Wells at the Scott Wellsite. The project bids consisted of two schedules: Schedule A for the GAC vessels and Schedule B for the media. The low, responsive bidder for Schedule A was TIGG, LLC out of Oakdale, Pennsylvania at \$983,605.02. The second lowest bidder for Schedule A was Calgon Carbon also out of Pennsylvania at \$1,248,405.75, and the third lowest bidder for Schedule A was Loprest at \$1,304,990.00 Only two of the four bidders bid Schedule B, Calgon Carbon at \$573,191.36 and Aqueous Vets at \$419,588.09. Aqueous Vets' bid was unresponsive, however, due to not meeting the required specifications and did not include the re-activation component.

The General Manager and Superintendent recommended the Board award Schedule A to TIGG, LLC and Schedule B to Calgon Carbon. Commissioner Barton so moved, and Commissioner Rediske seconded the motion which carried unanimously.

BOARD APPROVAL OF ADDITIONAL EMPLOYEE HANDBOOK UPDATES:

There were three areas of the Employee Handbook presented for housekeeping updates—the District's performance evaluation schedule and format, Introductory Period, and Equal Employment Opportunity Statement (EEOS). The District has moved from an annual performance review to four quarterly reviews to provide more frequent opportunities for the employee and the supervisor to discuss expectations, goals, clarify job responsibilities, and explore possibilities for improving performance. These check-ins also provide the employee the opportunity to address employment-related issues.

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The Introductory Period language was simply updated to coincide with and reflect the new performance evaluation process. The District's Equal Employment Opportunity Statement was updated to bring it into compliance with a change in Washington State law to include the addition of citizenship and immigration status and traits historically perceived to be associated with race, including but not limited to hair texture and protected hairstyles, to the list of protected statuses.

BOARD APPROVAL OF 2020 WRITE-OFFS:

The Office Supervisor presented to the Board a list of miscellaneous accounts receivable write-offs for 2020 to be approved. They included the following:

- Small-balance write-off \$ 97.96
- Collection write-offs 2019 \$ 640.87
- 50% lead adjustments \$3,293.24
- Meter leak adjustments \$5,372.45
- Miscellaneous adjustments \$1,190.16

After review, Commissioner Rediske moved to approve the 2020 write-offs as presented. Commissioner Barton seconded the motion which carried unanimously.

BOARD APPROVAL OF SURPLUS MATERIAL TO BE RECYCLED:

The General Manager presented a list of old pipe fittings and materials no longer of any use and requested the Board approve this list be declared as surplus and recycled for scrap. Commissioner Rediske so moved, and Commissioner Barton seconded the motion which carried unanimously.

REQUEST FOR BOARD AWARD OF CONDITIONAL ACCEPTANCE OF COMPLETION FOR THE NEW NYANZA TANK AND 39TH AVENUE R&R PROJECTS:

The General Manager presented to the Board two memos from Superintendent Black requesting the Board's Conditional Acceptance of Completion for these two projects, pending final completion once all final documents are received from the State. Commissioner Korsmo moved to grant Conditional Acceptance of Completion for both projects. Commissioner Rediske seconded the motion which carried unanimously.

GENERAL MANAGER PROJECT UPDATES:

The General Manager stated he had nothing substantive to add beyond what was communicated in his pre-agenda memo to the Board. On the Western State Hospital subject, he did reiterate from his memo an overview of the virtual meeting held on February 9 with the District, State Department of Health (DOH), Western State Hospital/Department of Social and Health Services (DSHS), RH2 Engineering, and the hospital's engineering contractor, BHU Engineers to discuss the scope of work for the condition assessment. He stated the District will need to watch closely this engineering firm and its website as they do not specialize in water or even normally do that type of work. The General Manager had a subsequent conversation with DOH and emphasized the importance of DOH sitting down with the DSHS and the engineer and making clear the level of standards and specifications this condition assessment will be

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held to. The last time the hospital had a Comprehensive Water System Plan was in 1979, with very little record and their only certified operator (with years of institutional knowledge) retiring today [2/18/2021]. The individual from DSHS at the meeting have little to no knowledge or experience in water.

SUPERINTENDENT'S REPORT:

The Superintendent's full, written report was provided to the Board in the pre-agenda packets. Costly charges have been added to the District's 108th Crossing Project (for the GAC/Scott Wellsite Project) due to the City's permitting processing/timing and not being willing to close 108th during the day. Therefore, work has to be done at night and over one weekend, requiring two crews and overtime hours/work, driving the cost up approximately some \$123K at this point. However, the District has to stay ahead of the City's April overlay project on 108th to avoid penalty for transgressing the City's 5-year new pavement moratorium. On the Pumping and Water Treatment side, three pumps and motors have already failed this year and had to be replaced that were not expected or budgeted for.

Commissioner Rediske asked if the District was proceeding with requesting public information from the City in its legal pursuits regarding the 50/50 payment in projects that include moving District infrastructure for the installation of City new storm or sewer facilities. The District was holding off on this step of requesting public information from the City in light of fostering good relations on the 108th Crossing Project but apparently to no avail.

Part of Scott Wellsite project includes increasing the size of the pipe going out of the wellsite to hook up to the 108th Crossing and increase flow for wholesale water.

OFFICE SUPERVISOR'S REPORT:

The Office Supervisor reported delinquent accounts were up to 155. Some applications for CARES funding have been received.

OTHER BUSINES:

Board Acknowledgement of Employee Wage Increases—the Board acknowledged employee wage increases for S. Bosma, B. Davison, M. Golden, K. Lawson, and L. Robinson.

Identify Protection for All Staff—the General Manager was pleased to report 100 percent participation of the staff in accepting Identify Protection in light of the recent breach of the State Auditor's Office system and possible compromise of employee personal information. It was discovered the District's property and liability insurance will cover the protection coverage premiums.

Government Relations Committee Meeting Summary—Commissioner Barton provided a summary of the recent Government Relations Committee meeting, highlighting a number of bills that, if passed, would directly or indirectly affect the

District. At this point, it does not look like any of this legislation is likely to move through the legislative session.

PUBLIC COMMENT:

After considerable discussion and consideration, the Board determined it did not have any solid, justifiable cause to veer from its after-hours water turn-on/off policy, stating it is paramount to be consistent so as to be equitable, honest, and fair to all ratepayers. Commissioner Rediske elaborated by stating the District's required compliance with RCW law and the State Auditor's Office on the subject of prohibited gifting of public funds leaves the Board little leeway in making policy exceptions out of kindness or any compromise of integrity or moral ethic. The Board did direct the General Manager to arrange a payment plan to help Ms. Bolotov pay the \$105 after-hours water turn-on fee and to notify Ms. Bolotov of the decision to hold to District policy especially when service could have been obtained without fee if a call had been made to the District the day the Bolotovs acquired the key to their new home. Commissioner Rediske therefore moved to decline the customer's request to waive the \$105 after-hours water turn-on fee. Commissioner Korsmo seconded the motion which carried unanimously.

Board Approval of an Engineer Manager Position, Job Description, and Salary Range—the General Manager had previously distributed to the members of the Board a draft copy of a job description and salary range for a position new to the District, that of Engineer Manager. The job description was drafted by HR Consultant C. Roberts who has also been mentoring District HR Analyst B. Levo.

The District's part-time Consulting Engineer of 12 years, C. Gibson, is wanting to retire this year. This new position would provide the District a full-time engineer with a broader range of expertise and could take on more of the engineering and project work and lighten the workload for the likes of the Superintendent to afford him more time to take in vacation and also provide help and support such that the General Manager could actually go on vacation instead of working a portion of it each time and still know everything was in good hands and being well covered.

If the Board approves this position, the job description, and salary range, the District HR Analyst will proceed with publishing an advertisement to invite applications and resumes around the first of March. President Korsmo will serve on the interview panel for this position.

Commissioner Barton expressed concern as it related to the Superintendent's level of comfortability with the new position. While people seldom volunteer for or necessarily in favor of change, the General Manager had talked with the Superintendent a number of times, and the Superintendent was acceptant of the matter. The more important value was that which is in the best interest of the District first and foremost. As the Board and General Manager make solid, grounded, well-thought-through decisions for that which is best for the District, the positive domino effect will be there for staff, customers, vendors, and all concerned.

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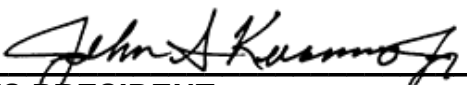
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After much discussion, Commissioner Barton moved to approve the new Engineer Manager position and the corresponding job description and salary range. Commissioner Rediske seconded the motion which carried unanimously.

With no additional business to address, President Korsmo adjourned the meeting at 5:50 p.m.

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:



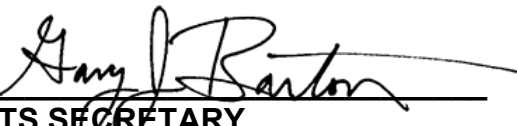
ITS PRESIDENT

BY:



ITS VICE PRESIDENT

BY:



ITS SECRETARY

ATTEST:

JLC – for Christie Butler

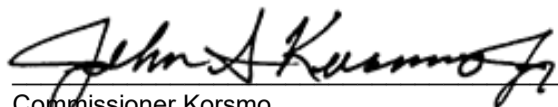
DISTRICT SECRETARY

LAKEWOOD WATER DISTRICT
2021
INCOME STATEMENT

FEBRUARY

	CUR MO ACTUAL	CUR MO BUDGET	CUR MO VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE
SALE OF WATER	689,535	683,083	6,452	1,298,394	1,247,358	51,035
OTHER OPERATING REVENUE	51,537	55,161	(3,623)	107,533	115,840	(8,306)
WHOLESALE WATER SALES	353,680	338,820	14,860	721,553	711,635	9,918
TOTAL OPERATING REVENUE	1,094,752	1,077,063	17,689	2,127,480	2,074,833	52,647
OPERATING EXPENSE						
PUMPING	80,951	97,840	(16,889)	145,815	177,079	(31,264)
WATER TREATMENT	22,987	36,782	(13,795)	46,313	73,564	(27,252)
TRANSMISSION & DISTRIBUTION	77,717	94,847	(17,131)	153,015	189,694	(36,679)
CUSTOMER ACCOUNTS	65,114	63,555	1,559	131,691	127,110	4,581
CUSTOMER INFORMATION	-	1,572	(1,572)	-	3,144	(3,144)
ADMINISTRATIVE & GENERAL	187,803	196,690	(8,887)	413,183	425,380	(12,197)
TOTAL OPERATING EXPENSE	434,571	491,287	(56,715)	890,017	995,971	(105,954)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	1,818	2,067	(248)	3,677	4,133	(456)
PUMPING	16,939	21,405	(4,466)	40,766	42,810	(2,044)
WATER TREATMENT	8,881	14,383	(5,502)	15,641	28,766	(13,125)
TRANSMISSION & DISTRIBUTION	76,870	85,482	(8,612)	162,017	170,964	(8,947)
ADMINISTRATIVE & GENERAL	44,836	19,840	24,996	61,623	39,681	21,943
SUB-TOTAL	149,345	143,177	6,168	283,724	286,354	(2,630)
DEPRECIATION EXPENSE	226,083	226,083	(0)	452,166	452,167	(1)
UTILITY EXCISE TAXES	33,673	35,724	(2,051)	73,859	76,476	(2,617)
TOTAL MAINTENANCE EXPENSE	409,101	404,985	4,117	809,749	814,997	(5,248)
TOTAL OPERATING & MAINT EXPENSE	843,673	896,271	(52,599)	1,699,766	1,810,968	(111,202)
NET OPERATING REVENUE	251,079	180,792	70,287	427,715	263,865	163,850
GAIN (LOSS) ON DISP. OF PROPERTY	25,478	-	25,478	25,478	-	25,478
RENTAL OR LEASE INCOME	880	1,350	(470)	1,810	2,700	(890)
INTEREST INCOME	1,153	1,160	(7)	2,502	2,320	182
INTEREST L-T DEBT	(165,534)	(164,694)	(840)	(331,068)	(329,387)	(1,680)
DEBT ISSUANCE COSTS	-	-	-	-	-	-
TOTAL MISC INCOME/EXPENSE	(138,023)	(162,184)	24,161	(301,278)	(324,367)	23,089
NET INCOME	113,056	18,609	94,448	126,437	(60,502)	186,939

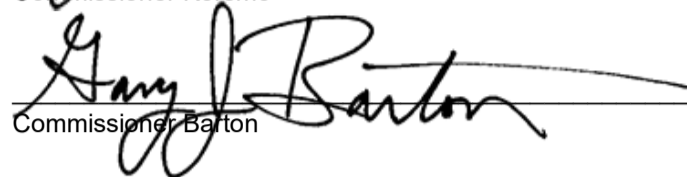
We, the undersigned Board of Commissioners of the Lakewood Water District
Pierce County, Washington, do hereby certify that the merchandise or services
hereinafter specified have been received and checks numbering 43303 through
43425 and all electronic payments for this period are hereby approved for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



Commissioner Korsmo



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	Lowe's 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 Srvs- 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 Srvs- 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 Srvs- 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 Srvs- 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 Srvs- 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		<u>1,707,631.48</u>

9/80s Metrics and Considerations

Schedules:

- Staggered for COVID concerns:
 - Field: 7a – 4:30p and 7:30a – 5p
 - Office: 7:30a – 5:30p and 8a – 5p if the person does not want to do 9/80s
 - The office employee who is balancing cash will work an earlier shift
- Non-COVID:
 - Field: 7:30a – 5p
 - Office: 7:30a – 5:30p and 8a – 5p if the person does not want to do 9/80s
 - The office employee who is balancing cash will work an earlier shift
- On-Call:
 - On-Call person would work 8a – 5:30p for lockup, addressing late calls

Building Lockup:

- Lockup Procedures:
 - The on-call person works 8a - 5:30p in order to lock up everything
 - This would also enable the on-call person to address any last-minute issues – better customer service and longer field availability
 - District would not have to pay OT to on-call person for locking up or addressing last-minute calls since they would still be working their regular shift

Holiday Considerations:

- If a holiday occurs on a Friday when people are supposed to be off as part of the rotation:
 - Staff who have a scheduled day off would be given an 8-hour holiday credit to be used within three months

Other Considerations:

- During COVID, we are not doing disconnects – this will impact the measurement of this area during the 9/80s trial

Metrics:

- Sick time
 - Measure use of sick time during the trial versus currently - appointments can be taken on scheduled off Fridays, instead of taking an extra day off during the week
 - Potential negatives:
 - Some doctor's offices could be closed on Fridays
 - People could use sick time on Thursdays or Mondays to extend their weekends
- After-hours fees

- Customers will be able to contact the office/field for ons and offs (especially on disconnect day) during regular (extended) business hours and will not have to pay extra fees
- Last call time could be pushed to 5p if the on-call person is working 8a – 5:30p
 - Current last call time is 4:20p
- More access to customers:
 - Measure number of calls that currently come in from 4:30p – 5p
 - Measure number of calls that come in from 5p – 5:30p when we extend hours
- Track number of jobs that are completed in one day:
 - In our current 8-hour workday, sometimes the crew has to return to a completed job the next day to do final work and clean-up
 - Measure the need to do that if we have extended hours
- Fuel consumption
- Hours on vehicles

If approved by the Board of Commissioners, a closer look by the management staff will occur regarding additional areas of benefits to the District under a new modified work week.

Lakewood Water District
Employee Recognition-Fringe Benefit Policy
(Resolution No. B-1456)

The Board of Commissioners wishes to revise and update its policies regarding employee fringe benefits, available to all employees who qualify, as described below. The General Manager is charged with the responsibility of reviewing this policy on a regular basis and proposing updates and revisions as needed or recommended by the General Manager or management staff; any update or revision will be presented to the Board for approval by motion before going into effect.

This policy provides that:

- A) When an employee has completed ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), or thirty-five (35) years of service for the District, he or she will be awarded a certificate to the restaurant of his or her choice or another token of recognition, in the amount or value not to exceed \$75 for ten (10) and fifteen (15) years, \$100 for twenty (20) and twenty-five (25) years, or \$125 for thirty (30) and thirty-five (35) years.
- B) An employee who retires from the District will be awarded a certificate to the restaurant of his or her choice or another token of recognition in the amount or cost not to exceed \$150.
- C) Any employee in any one or more of the above categories, or any employee otherwise leaving the District's employ after years of faithful service for reasons to include, but not limited to, health, family, or military obligations, may be awarded additional special recognition by way of a certificate, plaque, reception, or other form of commendation as determined by the Board and the General Manager cost not to exceed a total of \$450.
- D) Any employee who, in the opinion of the Board and/or the General Manager, gives special service to the District or the community shall be given special recognition as determined by the Board and the General Manager, cost not to exceed \$75.
- E) This policy is adopted and established by Resolution No. B-1456.

Adopted this 22nd day of August 2019.

LAKWOOD WATER DISTRICT

SUPERINTENDENT'S REPORT

February 2021

Presented March 18, 2021

OPERATIONS

Work ORDERS Lucity and PM's – Lucity Add In Cassell

182 Billing/Office Service Orders
12 Field Service Orders Service Crew
00 Fleet Service Orders
46 Field Service Orders Pumping and Storage
240 Total Service Orders

DELINQUENT ACCOUNTS – Teri Please Note No Turn Offs Governors Orders

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

LOCATES- Debbie

285 Locate Requests Received
25 Requests were out of LWD Service Area
28 Locates were submitted by LWD
7 Cancelled Locates
253 Locates Completed
225 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

2/21/21	Lakewood Dr SW	Repair Fire Hydrant
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Water Availability Letters: 16

1	2/2/2021	MICHAEL BROWN	7502 CUSTER RD W	C/RENOVATION	3905000150
2	2/4/2021	RHENE JOHNS	11203 LAKE STEILACOOM DR SW	R/ADDITION	4725002023
2	2/5/2021	JAMES SNYDER	5819 122ND ST SW	R/ADDITION	5310000190
2	2/9/2021	PHILLIP RICE	10504 IRENE AVE SW	R/ADDITION	7765300990
	2/5/2021	STENNES HOMES LLC	5421 CHICAGO AVE SW	R/NEW CONST	219114084
	2/10/2021	PASTOR WALT KELLCY	5400 112TH ST SW	C/NEW CONST	219115018
	2/16/2021	VITALIY MIKSHANSKIY	9428 EDGEWOOD LN SW	C/NEW CONST	6385200151
	2/18/2021	NICHOLAS RANSOM	12007 CLOVER CREEK DR SW	R/NEW CONST	219118038
	2/19/2021	CLAUDE REMY	10226 WHITMAN AVE SW	R/NEW CONST	5030002071
	2/19/2021	CLAUDE REMY	10228 WHITMAN AVE SW	R/NEW CONST	5030002071
	2/22/2021	ALEX HARMON	4808-4812 112TH ST SW	R/NEW CONST	5080000396
	2/22/2021	RICHARD INFUSINO	11625 PAWNEE DR SW	R/ADDITION	5125200220
	2/22/2021	STEPHANIE HAQUE	9808 KENWOOD DR SW	R/SHORT PLAT	6385100070
	2/23/2021	JOHN RODRIGUEZ	7717 91ST AVE SW	R/REMODEL	6430430821
	2/25/2021	BRADY BERRY	5115 100TH ST SW	C/REMODEL	219021039
	2/26/2021	PRESTON SMITH	9001 S TACOMA WAY		

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES 4 ea

- 1) (2) each 1" x 5/8" meters at 11918 Nyanza Dr. SW

MAINS MAINTENANCE

Repaired 4" water main break from tree roots at Loch Ln SW

JOBS

No Report This Month

Service Maintenance

Abandon 1"x 5/8" connection & 1.5" Connection and Installed 2" x 1.5" New connection at 30 Country Club Dr. SW

VALVE MAINT.

Valve operations Program has exercised 200 Valves this month

VALVE OPERATION CHECKS

None to report this month

VALVE REPAIRS

3 – valves raised from buried under pavement throughout the district

HYDRANT Maintenance

Hydrant Repairs

46HV04 at Interlaaken Dr. SW Total Rebuild

46HV03 at 11610 Interlaaken Dr. SW Total Rebuild

Hydrant Drainage

None this month

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

None to report this month

GROUND MAINT.

Clean Up and re arranging Laydown Yard

CITY FRANCHISE PROJECTS

None to report this Month

OPEN METER BOX CHECKS

116 Box checks completed this month

Pumping Department Report February 2021

- General Maintenance activities.
- General Cl2 maintenance activities.
- Filtration facilities maintenance
- Monthly sampling complete
- Monthly Lake and Stream monitoring complete.
- Washington Blvd Tank Interior Paint job
 - Upgraded tank vent installed.
 - Long Painting blasting interior of tank complete and painting has started.
- G-3 Well project moving forward.
 - ATEC filtration system ordered.
 - GAC system bid awarded to TIGG.
 - Carbon filter material awarded to Calgon Carbon.
- 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 delivered.

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 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 bid on the 3rd with opening set on the 16th. **3-1-21 We have selected Consultants for the upcoming '22 projects: RH2 will continue with Phase 4 of 39th which will take the 20 from Scotts to Mont Grove, Parametrix will finish Front Street for Construction in '22, Murray Smith will be designing the second Phase of Steilacoom Lake Drive for '22, and we are asking David Evans (formerly CHS) and Parametrix to give us scope and budget on 112th street upsizing main to 24" on either side of I-5.**

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 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 recoup this production. **3-1-21 All of the long lead time items have been ordered, and we are finalizing the Specs and plan for the construction of this work. We are anticipating putting this work out in Late March approving it at the April Board BOC meeting for construction in May.**

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 issues 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. **3-1-21 This is the final loose end for the Wholesale Project, we have sent a letter requesting Arbitration if they do not want to settle this. Athan from Ogden Murphey has sent the final letter requesting settlement of 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 needs 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 Thorne, 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. **3-1-21 We have approved materials for the work to continue so we anticipate that this balance of the waterline improvements is going in soon. This project is supposed to be complete later this summer, so we know it can't drag on much longer. We will then have the task of finalizing and fighting over who is responsible for these costs incurred. As you recall when this started a couple of years ago, they were thinking we would pay for all waterline relocation costs, we disagreed and then we moved forward with the idea that this issue would be solved at a later point. My guess is that this latter point is getting close. We feel comfortable with our position, and we are not the only one stating the same position to the AG as Pierce county and the Sewer lines are being affected similarly, but as you are all aware there is never a guarantee in a legal proceeding.**

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. **3-1-21 This project is complete and**

the tank is functioning well in the system, we look forward to the opportunity to work with T- Bailey on another district project in the future.

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. **3-1-21 This project is out for bid and will be opened on the 2nd of this month at 2:00 pm this will let us know who we are going to be working with. Award will not happen until the council meeting later in the month.**

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 area were revealed. **3-1-21 We have been working with the Clover Creek School District on an easement and we have just sent in what we hope to be the final draft to the District. We are optimistic we can obtain this easement, we have similar optimism with BMC we have worked around most of their concerns and are awaiting word back from their real estate department, as BMC was very recently purchased. Again, we are optimistic that this will come through soon. We are looking at a similar start time for this as with Scotts' and Gravelly lake Drive, which will make for a very busy summer.**

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. **3-1-21 Parametrix is still in a bit of w holding pattern waiting to finalize the designs for this project, but now we know we will be moving ahead with this in '22 we will get then to complete the 90% and then hold until later in to November December to Bid the work for an early start in '22.**

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 in 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. **3-1-21 All of the long lead time items have been ordered, and we are finalizing the Specs and plan for the construction of this work. We are anticipating putting this work out in Late March approving it at the April Board BOC meeting for construction in May.**

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. **3-1-21 RH2 continues to work on the alignment of this project, they have proposed that we sit down with Pierce county and discuss the potential moratorium on Brookdale Road and the paving of it. Peirce county has clarified that moratorium would remain until November of '22. This would push us to get operational by 1/1/23. So, we are hoping that we can get some consideration on this issue.**

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. **3-1-21 we are working on the design portion of these Grants RH2 engineering has been moving ahead quickly and we await the 60% drawings for comments then the opportunity to move forward with permits and the like while preparing this work for bid.**

**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	36,773,025	37,339,181	(566,156)	-1.54%	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	77,993,183	73,977,113	4,016,070	5.15%	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)			3,699,133	4.74%			48,337,422	8.11%			53,645,381	11.10%
2020 YTD	63,514,637	59,229,036	4,285,601	6.75%								
2019 YTD	57,228,713	45,650,799	11,577,914	20.23%								

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	8576	16357	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:		16357		16429		14938		16470		16467
YEARLY TOTAL:		16357		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.	100	2,494,600	9,351,900	8,375,000	101,700	115,100	-	20,438,400	1,313,426	5,907,633	5,508,488	4,171,234	16,900,781	37,339,181	
Mar.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Apr.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
July	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Aug.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sept.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Oct.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nov.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total YTD	500	5,789,900	15,100,300	16,595,600	257,000	216,400	-	37,959,700	2,785,626	12,526,133	11,487,769	9,217,885	36,017,413	73,977,113	

2020 YTD	36,158,600	5,780,100	12,526,133
2019 YTD	32,117,700	3,520,400	10,012,699
vs 2020	104.98%	48.19%	100.00%
vs 2019	118.19%	79.13%	125.10%