



Regular Meeting Board of Commissioners

Thursday, March 17, 2022 - 3:30PM

In Person & Virtual via Microsoft Teams

Agenda

1. Call to Order
2. Attendance
3. Public Comment
4. Woodland Estates – Ownership Issues
5. [Approval of Meeting Minutes from February 17, 2022 - Special Meeting](#)
6. [Finance Manager's Report \(February 2022\)](#)
 - a. [Board Approval of Payables](#)
7. [Board Approval of Updated Employee Guidelines](#)
8. General Manager's Report
9. [Operations Manager's Report](#)
10. [Engineering Manager's Report](#)
 - a. [Board Award of Generator, Electrical and Seismic Improvements Project](#)
11. Office Manager Report
 - a. [Elimination of Tenant Accounts](#)
12. Other Business
 - a. Acknowledgment of Employee Wages Increases
 - b. Government Relations Committee Report – Commissioner Barton
 - c. Special Board of Commissioners Meeting is March 21, 2022 @ 8:30AM
 - d. Next Board of Commissioners Regular Meeting is April 21, 2022 @ 3:30 PM
13. Public Comment
14. Adjourn



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

1. CALL MEETING TO ORDER

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

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

2. PUBLIC COMMENT:

None.

3. COMMISSIONER COMMENT:

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

4. APPROVAL OF MEETING MINUTES:

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

5. FINANCIAL INFORMATION:

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

a. Approval of Payables

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

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

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

b. Audit Summary Report – Commissioner Rediske

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

6. BOARD APPROVAL OF SUCCESSION PLAN

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

COMMISSIONERS REDISKE AND BARTON APPROVED THE SUCCESSION PLAN AS PRESENTED.

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

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

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

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

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

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

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

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

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

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

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

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

10. GENERAL MANAGER'S REPORT:

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

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

11. OPERATIONS MANAGER'S REPORT:

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

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

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

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

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

12. ENGINEERING MANAGER'S REPORT:

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

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

13. OFFICE MANAGER'S REPORT:

a. Introduction Proposal of Elimination of Tenant Accounts

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

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

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

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

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

b. Board Approval of 2021 Write-Offs

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

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

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

Other Business:

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

14. PUBLIC COMMENT

None.

15. ADJOURN

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

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:


ITS PRESIDENT

BY:


ITS VICE PRESIDENT

BY:


ITS SECRETARY

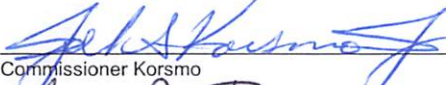
ATTEST:

 3/17/22
DISTRICT SECRETARY (DATE)


LAKWOOD WATER DISTRICT
2022
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	699,183	683,711	15,472	1,275,375	1,288,302	(12,927)
OTHER OPERATING REVENUE	100,158	97,369	2,789	176,997	163,519	13,478
WHOLESALE WATER SALES	344,709	380,306	(35,597)	705,810	760,613	(54,803)
TOTAL OPERATING REVENUE	1,144,050	1,161,386	(17,336)	2,158,182	2,212,434	(54,252)
OPERATING EXPENSE						
PUMPING	83,757	97,427	(13,670)	159,219	174,913	(15,694)
WATER TREATMENT	26,315	40,247	(13,932)	61,759	80,493	(18,734)
TRANSMISSION & DISTRIBUTION	82,435	90,084	(7,648)	164,151	180,167	(16,016)
CUSTOMER ACCOUNTS	63,918	71,742	(7,824)	128,523	143,485	(14,961)
CUSTOMER INFORMATION	-	1,612	(1,612)	-	3,225	(3,225)
ADMINISTRATIVE & GENERAL	177,930	178,611	(681)	410,240	389,221	21,019
TOTAL OPERATING EXPENSE	434,355	479,723	(45,368)	923,893	971,504	(47,611)
MAINTENANCE EXPENSE						
SOURCE OF SUPPLY	3,065	2,299	766	5,205	4,598	607
PUMPING	17,518	21,542	(4,024)	47,548	43,085	4,464
WATER TREATMENT	17,738	16,989	749	38,381	33,979	4,402
TRANSMISSION & DISTRIBUTION	78,467	103,311	(24,845)	173,725	206,623	(32,898)
ADMINISTRATIVE & GENERAL	34,092	24,545	9,548	63,534	49,089	14,445
SUB-TOTAL	150,881	168,687	(17,806)	328,393	337,373	(8,980)
DEPRECIATION EXPENSE	226,083	226,083	(0)	452,166	452,167	(1)
UTILITY EXCISE TAXES	31,664	35,724	(4,060)	61,239	76,476	(15,237)
TOTAL MAINTENANCE EXPENSE	408,628	430,494	(21,866)	841,798	866,016	(24,218)
TOTAL OPERATING & MAINT EXPENSE	842,983	910,217	(67,234)	1,765,691	1,837,520	(71,828)
NET OPERATING REVENUE	301,067	251,169	49,898	392,491	374,914	17,577
GAIN (LOSS) ON DISP. OF PROPERTY	937	-	937	937	-	937
RENTAL OR LEASE INCOME	925	1,087	(162)	1,810	2,173	(363)
INTEREST INCOME	1,219	1,200	19	2,351	2,400	(49)
INTEREST L-T DEBT	(184,537)	(184,104)	(433)	(369,074)	(368,207)	(867)
DEBT ISSUANCE COSTS	-	-	-	-	-	-
CARES GRANT FUNDING	2,181	-	2,181	2,181	-	2,181
TOTAL MISC INCOME/EXPENSE	(179,274)	(181,817)	2,543	(361,794)	(363,634)	1,840
NET INCOME	121,793	69,352	52,440	30,696	11,280	19,416


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 44807 through
44945 and all electronic payments for this period are hereby approved for payment in the sum of
\$1,915,970.61 this 17th day of February 2022.




Commissioner Korsmo



Commissioner Barton



Commissioner Rediske



General Manager

Check no.	Vendor Name	Payment Description	Amount
44807-44812	VOID	CHECK MISPRINT	-
44813	Alliance 2020 Inc	Background Check - J. Clark	155.77
44814	American Landscape Svc LLC	Jan 2022 Landscaping Svcs	6,594.50
44815	Associated Petroleum Products	(450) Gals Unleaded Fuel, (405) Gals Diesel Fuel	4,061.48
44816	Batteries Plus	Battery For Valve Turner	19.25
44817	Brent Davison	Uniform Reimbursement	59.39
44818	CenturyLink	Internet Svc - 1 Site	85.99
44819	Cintas Corporation #461	02/02/22 Weekly Service	249.87
44820	City of Lakewood	Nov & Dec 21 Pay# 5 R&R Grav Lk Dr - Wash to Nyan	245,434.98
44821	Construction Testing Labs	Scotts Well Site - Concrete/Steel Work	445.00
44822	Dande Co Awards	Name Plates - J. Clark	32.84
44823	Fastenal Company	(4) Locking Wheels	196.15
44824	FCS Group	2022 LWD Retail Water Rate Assistance	1,170.00
44825	FedEx Office	Shipping Costs	28.97
44826	Ferguson Waterworks	Inventory - (12) 1" iPerl, Pipe Cutters, Level	3,440.53
44827	Grainger Inc	Adapters, Couplings, (9) HVAC Units, Tees	9,810.47
44828	Holt Services	Jan22 R-2 Well Construction	126,090.25
44829	KR	(15) Cases Blue Paint/(8) Cases White Paint	866.77
44830	Lakewood Hardware & Paint	Keys, Batteries, Truck Tools, Thermostat	376.82
44831	Lowes Companies Inc	Bits, Light Fixtures, Hose Connector	542.91
44832	O'Reilly Automotive Inc	Brake Cleaner, Valve Turner	5.93
44833	Pacific Groundwater Group	Nov & Dec22 On-Call General Services	220.00
44834	Pierce County Sewer	Utility Svc - 1 Site	28.05
44835	Pitney Bowes Inc	Jan22 Postage Meter Refill	502.27
44836	Puget Sound Finance Officers	2022 PSFOA Membership Dues	50.00
44837	Pulk, Clark	Uniform Reimbursement	303.90
44838	Rainier Supply	(50) Pipe Straps, (2) Ballasts	34.01
44839	Thomas M Pors, Law Offices Of	Jan 2022 PFAS Study & Abitibi Water Rights	2,975.00
44840	Water Management Labs Inc	(13) Total Coliform Tests - (2) Crag - (2) Mmo-Mug	323.00
44841	Airgas USA LLC	(2) Acetylene Rentals	17.05
44842	Associated Petroleum Products	(300) Unleaded, (65) Diesel	1,301.11
44843	Caselle	Mar22 Contract Support & Maint	3,378.10
44844	CenturyLink	Internet Svc - 2 Sites	192.92
44845	Construction Testing Labs	Steilacoom Blvd & Scott's Well	540.50
44846	Fastenal Company	(4) Spring hook, (20) Pin	26.16
44847	Mooses Auto Tech	Trk #30 Replace ECM	1,490.24
44848	Pacific Groundwater Group	Dec21 R2 Well Construction & Testing	146.25
44849	Positive Promotions	Anniversary Awards	457.17
44850	Pro Call Center	Jan22 After Hrs Svc	214.50
44851	Pro Pest Control	Feb22 Refilled Bait Stations	104.50
44852	Rainier Supply	Led Wall Light, (6) TB Light	315.81
44853	S&B Inc	Wash Blvd Tank Pressure Reducer	1,185.00
44854	Safe Software	2022 ESRI Maintenance	737.00
44855	Seattle Ace LLC	Epoxy	8.50
44856	Utilities Underground	Jan22 (258) Locates	665.64
44857	Varius Inc	ERP Update Ph3, ShakeAlert App Fees	6,302.95
44858	Verizon Wireless	Jan22 SCADA Data Charges	990.77
44859	Water Management Labs Inc	Manganese & Coliform Testing	386.00
44860	AFLAC	Payroll 2/18/22	474.25
44861	Committee for Deferred Comp	Payroll 2/18/22	3,325.75
44862	Delta Dental of Washington	Payroll 2/18/22	3,890.95
44863	Lakewood Water District	Payroll 2/18/22	325.00
44864	Michael G Malaier	Payroll 2/18/22	825.00
44865	Principal Life Insurance Co	Payroll 2/18/22	2,669.24
44866	Regence	Payroll 2/18/22	56,123.46
44867	WA Public Employees Ret.	Payroll 2/18/22	22,382.85
44868	WA State Support Reg.	Payroll 2/18/22	195.50
44869	Arca, Terry	Customer Claim - Backflow Assembly Repair Costs	480.00
44870	Builders Exchange of Washington	Publish Online Projects - Job# 800 112th St Sw	158.80
44871	CDW Government	2022 Office 365 Renewals; 6 Laptops; Azure	43,112.15
44872	Ceccanti Inc	Jan22 Pay #7 - Scotts Well Site Treatment	307,708.37

44873	CenturyLink	DSL Line Repair - Steilacoom Tank Site	1,836.60
44874	Chemsearch	Yield Aerosol Spray	212.30
44875	Cintas Corporation #461	02/09/22 & 02/16/22 Weekly Service	499.74
44876	Costco Membership	2022 Membership	65.52
44877	Eurofins Eaton Analytical Inc	Feb22 PFAS Sampling	5,100.00
44878	Fastenal Company	Duct Tape, Pins, Hydration Drinks	360.68
44879	Gaskin, Robert	Uniform Reimbursement	87.96
44880	Grainger Inc	(11) Led Bay Lights, Valves	278.47
44881	Guardian Security Systems	Feb22 Cloud Storage/Access	2,046.54
44882	Harold Lemay Enterprises Inc	(2) Dumpster, Recycling, Shredding	1,071.76
44883	Jordan Dualbaugh	Uniform Reimbursement	59.38
44884	Kelley Connect	2022 Toner and Svc Contract - Office Printer	2,864.40
44885	Kuker-Rankin	(5) Cases Blue Paint (2) Car Stakes, Steel Tape	346.64
44886	Lakewood Hardware & Paint	Threaded Rods/Washers/Nuts	8.69
44887	Legacy Tapping	10x6 Hot Tap On AC Job# 820	4,152.50
44888	McClatchy Company LLC	Legal Ad - Generator, Electrical, & Seismic Job # 783	1,257.09
44889	O'Neill, Theresa	Cares Funding Acct# 21635.02 T. O'Neill	2,181.27
44890	Pacific Groundwater Group	Jan 22 R-2 Well Const., Well Rehab Proj., WHPP	8,091.35
44891	Pacific Power Group LLC	Troubleshoot Yard Generators, Repair (1) Generator	5,022.93
44892	Pacific Ridge Apartments	New Svc Overpmt Refund	20,444.90
44893	Parametrix	Jan22 WTME 24" Main - 112Th St Project	8,867.59
44894	Parkland Light & Water Company	Utility Svc - 1 Site	6,076.64
44895	Philadelphia Insurance Co	Insurance - Remove/Add Vehicles	191.00
44896	Robinson, Lucas	Uniform Reimbursement	413.42
44897	S&B Inc	L-2 VFC Software	1,796.85
44898	Seattle Ace LLC	(24) Fasteners, Thread Rod	15.36
44899	Staples	(2) Chairs, Wrist Rest, Pens, Mouse Pad, Coffee	519.87
44900	Star Rentals	Manlift For New York Ave	454.50
44901	State Auditors Office	2020 Accountability Audit/Financial Audit	8,010.90
44902	The Group	2022 Membership - Cross Connection	10.00
44903	USA Bluebook	Poly Nozzle With Valve, (2) Pvc Injection Quills	263.59
44904	Whitney Equipment Company Inc	Chlorine Generator Pump -Angle Lane	1,486.57
44905	Zoro	(3) Tube Cutter Wheels	86.72
44906	Committee for Deferred Comp	Payroll 3/4/2022	3,475.75
44907	Michael G Malaier	Payroll 3/4/2022	825.00
44908	WA Public Employees Ret.	Payroll 3/4/2022	22,401.26
44909	WA State Support Reg.	Payroll 3/4/2022	195.50
44910	Allied 100 LLC	Defibrillator Replacement	72.52
44911	American Landscape Svc LLC	Feb22 Landscaping Svcs	6,594.50
44912	Associated Petroleum Products	(550) Gal Unleaded Fuel	1,996.30
44913	Blakes Backflow Svc LLC	Jan22 (95) Backflow Tests	1,586.50
44914	Cargill Inc-Salt Division	(1) Pallet of Salt Bags	6,949.54
44915	CenturyLink	Internet Svc - 8 Sites	696.78
44916	Cintas Corporation #461	02/23/22 Weekly Svc	249.87
44917	Construction Testing Labs	Steilacoom Blvd & Scott's Well	629.00
44918	Custom Coating Consultants LLC	Steilacoom Blvd - Inspection Fees	3,295.32
44919	Daily Journal of Commerce	New Steel Building Ad	469.05
44920	Day Wireless System	Feb22 Communication System	636.41
44921	Farmer Brothers	Coffee Bags & Filters	214.87
44922	FCS Group	Rate Model Update & WTR Rate Assistance	622.50
44923	Ferguson Waterworks	Inventory - (55) AMR Units	11,014.25
44924	Gaskin, Robert	Uniform Reimbursement	36.29
44925	Hach Company Inc	Pocket Chlorometer	685.55
44926	Hawkins and Company	(2) Control Boards	2,076.00
44927	Inlee Best Doezie & Ryder PS	Jan22 General Svcs & WTME Condemnations	4,066.00
44928	Kennedy/Jenks Consulting	Jan22 Scotts G1 & G2 PFAS Treatment	38,937.20
44929	Marsh, Tyler	Uniform Reimbursement	329.81
44930	MultiCare Centers of Occup Med	(2) Pulmonary Function Tests & Respirator Cert.	350.00
44931	Ogden Murphey Wallace, PLLC	Dec21-Jan22 Procurement Advisory & Triangle Pump	5,716.80
44932	O'Neill, Theresa	CARES Funding Acct#21635.02	2,181.27
44933	Owen Equipment	(2) Week Vactor Truck Rental	6,947.55
44934	Parametrix	Jan22 Wash Blvd - Grav Lk to Edgewood & Vernon	2,825.25
44935	Pierce County Auditor	(3) Claim of Lien	117.00
44936	Pumptech LLC	L-2 Hemlock & G-1 Scotts Pump Replacement	132,995.51
44937	S&B Inc	Moisture Protection Back	142.05
44938	Seattle Ace LLC	Hex Key	16.82
44939	Staples	Stapler, Binders, Toner, Paper, Plates, White Out	341.27
44940	Stronghold Armored Inc	Jan22 Armored Truck Svc	335.00
44941	STTR Inc	Trk #53 Re-Wire, Enable Tow	784.41
44942	T Bailey	Jan22 Steilacoom Seismic Retrofit	244,963.82
44943	Town of Steilacoom	Utility Svc - 2 Sites	10,246.20
44944	United Rentals	Road Plate Lifter Rental	523.20
44945	WASWD	(3) Spring Conference Registration	1,560.00

Sub-Total

1,466,519.24

February Payroll

191,966.00

February Payroll Taxes

70,852.31

Date	Other Electronic Payment		
2/10/2022	PMT #501 CEP Enterprises	3,610.00	
2/10/2022	PMT #502 Sir Speedy	1,328.99	
2/17/2022	PMT #503 RH2 Engineering	23,187.45	
2/17/2022	PMT #504 Sir Speedy	3,279.35	
2/28/2022	PMT #505 EmGov	500.00	
3/3/2022	PMT #506 RH2 Engineering	22,371.03	
3/3/2022	PMT #507 Sir Speedy	338.92	
	 B&O Tax	31,664.09	
	US Bank CC (Less Power)	28,303.39	
	US Bank CC Power Costs	64,132.67	
	Paymentech / Merchant Fees (FEB)	4,949.91	
	Xpress Bill Pay (FEB)	2,967.26	186,633.06
		<hr/>	
	GRAND TOTAL		<u>1,915,970.61</u>



MEMORANDUM

TO: Randy Black, General Manager
FROM: Briana Levo, Human Resources Analyst
RE: 2022 Employee Handbook Update
DATE: March 07, 2022

As a best practice, employee handbooks should be updated and approved once per calendar year, at a minimum, or more often if substantial changes or changes in legislation occur. The 2022 Employee Handbook includes both minor changes for improved clarity and more significant changes and/or additions.

A full copy of the Employee Handbook is included; however, I would like to bring to your attention the more significant changes, listed below.

Telecommuting Policy

The ability to telecommute, or work from home, was one positive result of the challenges created by COVID-19. The District desires to continue to include telecommuting as part of our culture, on an informal, isolated, limited, or short-term arrangement for employees whose job duties may be reasonably and practically performed remotely. Not all employees will be qualified to telecommute or will have work that can be handled effectively outside of the office or job site. The addition of a formal policy outlines qualifications and eligibility, equipment requirements, schedule and hours of work, communication, and liability.

Employment Practices

As part of this update, sections detailing the District's existing employment practices were added. These sections include recruiting, employment applications, reference checks, interviews, employee classifications, job descriptions, and separation of employment.

Performance Evaluations

The District's process for evaluating employee performance has been updated to include quarterly check-ins, the frequency of which provides the employee and supervisor a regular opportunity to discuss key elements of performance management: clarity of expectations, goals, feedback, support, and resources.



Workweek, Pay Frequency, and Timesheets

These sections have been updated to reflect a defined workweek from Friday at 12:00 p.m. to the following Friday at 11:59 a.m. This definition of the workweek enables a 9/80s schedule while protecting the District from overtime obligations and violations.

In 2021, the District converted to a new payroll software. As part of the conversion, the District adopted a new pay frequency, moving from a monthly payroll to a biweekly payroll, and now utilizes electronic timesheets for employee time tracking.

Alternative Work Schedules (AWS)

The District now offers a 9/80s alternative schedule and this section includes the details, as well as how an AWS impacts leave benefits and overtime provisions.

Flex-Time Policy

The District may allow, in certain circumstances, a non-exempt employee the opportunity to flex their schedules and make up work time that is missed due to personal obligations, such as making up 30 minutes of time for leaving early for a doctor's appointment. This policy formalizes the process, requiring preapproval from the employee's supervisor prior to the event, and protects the District from potential overtime obligations.

Compensation

This addition to the Handbook details the District's compensation philosophy, salary ranges, merit increases, and Cost-of-Living Adjustments, as adopted as a result of the 2021 Compensation and Benefits Study performed by the District.

Vacation

The vacation section of the Handbook has been updated to reflect the new vacation schedule and maximum vacation bank.

Holidays

This section has been updated to include Juneteenth as a District holiday.

Leave Donation Program

The District has historically maintained a leave donation program that allows employees to donate sick leave to other employees with qualifying circumstances. This Handbook update eliminates the need for this program, as the qualifying circumstances required by the District would generally qualify the employee for the Washington Paid Family and Medical Leave program, which entitles the employee up to 12 weeks of leave and is administered by the Employment Security Department (ESD).



**Lakewood Water District
Employee Handbook
January 2022**

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Mission Statement

Lakewood Water District will provide its customers with water service that meets or exceeds all water quality standards, maintaining policies and practices that benefit the health and welfare of the community.

Service Promise

The Lakewood Water District is constantly striving to effectively provide the best customer service possible by way of personal contact, indirectly through the actions of the District, or through correspondence. Each employee plays a key role in maintaining this objective and is responsible to search for new ways to improve the quality and/or quantity of service to our customers.

WELCOME TO THE DISTRICT

Welcome to Lakewood Water District (“the District”). If you are a new employee, the District welcomes you and hopes your experience with us will be rewarding. If you are a current employee, the District wishes to express its sincere appreciation for your continued valued service.

Lakewood Water District is a special purpose district founded in June 1943 and serves an area in Pierce County, Washington. The District’s authority to operate originates from Titles 56 and 57 of the Revised Code of Washington. The District has over 16,800 water connections providing service to more than 60,000 retail customers in Lakewood, Washington. Additionally, the District has also become a regional provider of wholesale water, serving the Town of Steilacoom, Summit Water & Supply Company, Washington Water, Firgrove Mutual Water, and Spanaway Water Company, and approximately 55,000 wholesale customers.

We own and operate 256 miles of water mains, 13 water tanks, 32 wells, and six water treatment facilities. Our tanks have a total storage capacity of 27,300,000 gallons of water.

ABOUT THIS HANDBOOK

As you will learn, our main goals and aspirations are always water quality and customer service. The quality of our service is directly attributable to the care that is taken by our employees. YOU are our most important resource, and we want to provide you with the tools necessary to do the best job possible. Additionally, we are committed to creating a positive work environment.

Therefore, it is important to begin by describing what this Employee Handbook is, as well as what it is not.

This Employee Handbook has been prepared to introduce you to the District and is intended to be a source of information and general statement of the District's personnel policies and procedures. It summarizes some of the benefits employees may receive and some of their duties and responsibilities as an employee.

This Employee Handbook is presented as a matter of information only. It is not a contract between the District and any of its employees, and it should not be interpreted as making any promises of specific treatment in specific situations.

It is a “living” document. As the District continues to grow, employment policies and benefits may change with time or they may need to be clarified, amended, supplemented, or rescinded.

Therefore, the District reserves the right to modify, rescind, delete, or add to the provisions of this Handbook as well as any other personnel policies, benefits, and practices as the District deems necessary and appropriate. Any changes, additions, or deletions to this Handbook must be in writing and must be expressly authorized and issued by Lakewood Water District to be valid. Employees will be notified of any changes to this Employee Handbook as they occur.

This Employee Handbook supersedes all previous handbooks, any prior written and oral policies, statements, or understandings on these subjects as well as any District Resolutions that conflict or are inconsistent with the subjects covered herein. Consult Resolution No. B-1354 for a list of resolutions repealed by this Handbook.

This Handbook is not your only source of information on employment-related issues. Although this Employee Handbook will probably be the best place to start in finding answers to questions, you may, from time to time, have questions that it does not answer. In those situations, you should talk with your immediate supervisor, Human Resources, or the General Manager.

It is the District's goal to serve its customers to the best of its ability and at a reasonable cost. As an integral part of this organization, your success in your job is vital to attaining this goal. We trust our relationship will be mutually rewarding and beneficial.

Again, welcome!

ORGANIZATIONAL OVERVIEW

The District has a relatively flat organizational structure. A three-member Board of Commissioners governs the District. Each Board member is elected by voters to serve a six-year term. The Board, acting as a body, sets the general policies for operation. The day-to-day function of the District is administered by the General Manager, a position appointed by the Board.

Assisted by six senior managers, the General Manager is responsible for the day-to-day operations of the entire District, including the administration and implementation of Board-approved policies, resolutions, goals, and objectives. The General Manager's direct report staff also includes an Administrative Assistant, who provides administrative support to the General Manager, Board of Commissioners, and other senior management staff.

Senior managers support the overall mission of the District by overseeing the functions of their respective departments, and may be assisted by one or more supervisors or other direct report staff. Within a department, there may be a designated Department Head and Lead who distribute work assignments, train and coach staff, and may assume other supervisory duties or responsibilities as assigned.

The District is organized into the following departments:

- 💧 Administration
- 💧 Customer Service
- 💧 Engineering
- 💧 Finance
- 💧 Human Resources
- 💧 IT
- 💧 Operations & Maintenance
- 💧 Pumping & Water Treatment

The Operations & Maintenance and Pumping & Water Treatment departments perform field-related activities in support of our mission to provide clean, safe, and reliable drinking water to our customers. Field employees are responsible for the on-site maintenance and operation of the District's water distribution and treatment systems, physical plants, tanks, and reservoirs.

The Customer Service department supports the customer service function of the District including responding to customer questions and concerns, starting and stopping water service, performing billing functions, and managing customer accounts, payments, delinquencies, disconnections, and other activities.

The Engineering department is responsible for planning, design, and construction management improvements to the District's water distribution, storage, and treatment systems. It also plays a key role in emergency planning and response.

The Finance department is responsible for the planning, management, and oversight of the finance and accounting activities of the District, including professional accounting, financial recordkeeping, payroll, accounts receivable and payable, wholesale operations, and cash, debt, and investment management.

The IT department supports the management, planning, operation, and maintenance of all Information Technology systems throughout the District, including technology infrastructure, assets, and cybersecurity to ensure reliable, 24/7 operation of all components of the District's IT systems.

The Human Resources department is responsible for developing, implementing, and administering human resources policies, procedures, and programs related to recruitment and selection, compliance, classification and compensation, benefits and leave administration, performance management, employee relations, recognition and retention, and training.

Supervisors

The term “supervisor” is used interchangeably throughout this Handbook and is applicable to those in a supervisory role with the titles of Department Head, Manager, and General Manager. Supervisors monitor, direct, coach, counsel, discipline, and evaluate work performance. Employees are encouraged to work with their supervisor to resolve any workplace issues they encounter, get clarification on things that may affect their job, or talk through concerns that may occur. An effective relationship between employees and their supervisors ensures the best environment for the achievement of both individual and District goals.

EMPLOYMENT POLICIES

Equal Employment Opportunity

The District is an equal opportunity employer (EEO). The District does not tolerate discrimination and provides equal employment opportunities without regard to race or traits historically associated or perceived to be associated with race, including but not limited to hair texture and protective hairstyles (e.g., afros, braids, dreadlocks, and twists), sex, color, national origin, creed, citizenship or immigration status, religion, age, sexual orientation, gender identity or expression, marital status, veteran status, sensory, mental or physical disability, use of a trained dog guide or service animal, genetic information, HIV/AIDS or Hepatitis C status, or any other legally protected status.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, discharge, reduction in force, transfer, leaves of absence, compensation, and training. We comply with all applicable federal, state, and local laws that prohibit discrimination in employment.

The District believes in and practices equal opportunity. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting the District in meeting its objectives. Any District employee who is found to have violated the District's strict policy against any type of unlawful discrimination will be subject to disciplinary action.

Americans With Disabilities Act and Washington Law Against Discrimination

The District is committed to complying with the disability discrimination laws, including the Americans with Disabilities Act (ADA) and Washington Laws Against Discrimination (WLAD), and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. This includes providing reasonable accommodation to qualified individuals who have a disability that impacts their ability to perform the essential functions of their job.

Any employee who believes that they have a disability that requires accommodation should notify Human Resources as soon as possible after the disability becomes known to the employee, and before the impacts of the disability gives rise to performance issues. Upon such notification, the District will engage in what is commonly referred to as an “interactive process” with the employee. As part of the interactive process, the District may request additional information from the employee, such as a completed medical certification and medical accommodation form from the employee’s treating healthcare provider, so the District may verify the existence of a disability and determine what, if any, reasonable accommodation may be offered to the employee to enable the employee to perform the essential functions of their job.

A “reasonable accommodation” is one that does not cause an undue hardship for the District. The District can make no guarantee or assurances as to specific accommodations, and all requests for accommodation must be addressed on a case-by-case basis based on the circumstances.

Pregnancy Accommodation

The District will accommodate pregnant employees in accordance with applicable law. A pregnant employee is entitled to the following accommodations: (i) a lifting restriction limited to 17 pounds; (ii) flexible restroom breaks; and (iii) making seating available and/or allowing the employee to sit more frequently. These accommodations will be provided without the need for medical certification. Additional accommodations will also be considered based on medical need provided such accommodation(s) do not cause an undue hardship for the District. In such cases, the District may require a medical certification as part of the accommodation process.

A pregnant employee seeking accommodation should notify Human Resources of such which will initiate an “interactive process” with the employee to determine what, if any, reasonable accommodation(s) may be extended.

An employee will not suffer any tangible adverse employment action or otherwise be denied applicable employment opportunities as a result of a request for, declination of, or use of a pregnancy accommodation.

Accommodation of Religious Beliefs

The District will also reasonably accommodate the sincerely-held religious beliefs of an employee, unless the beliefs preclude the employee from being about to perform the essential functions of their job or the accommodation would result in undue hardship for the District.

Anti-Harassment and Non-Discrimination

The District is committed to providing a workplace that is free of verbal, physical, and visual forms of harassment, including conduct that creates an intimidating, offensive, or hostile work environment, so everyone can work in a productive, respectful, and professional environment. In keeping with this commitment, the District will not tolerate harassment of employees by anyone.

Harassment in employment based on sex, race or traits historically associated or perceived to be associated with race, color, national origin, creed, citizenship or immigration status, religion, sexual orientation, gender identity or expression, age, disability, use of a trained dog guide or service animal, genetic information, HIV/AIDS or Hepatitis C status, or any other basis prohibited by federal, state, or local law is strictly prohibited.

The District does not tolerate harassment by anyone in the workplace, whether by commissioners, supervisors, coworkers, or third parties such as vendors, contractors, or customer, nor does it consider conduct that violates this policy to fall within the course and scope of District employment or to be the direct consequence of the performance of one's employment duties and responsibilities.

Employees who violate this policy are subject to discipline as outlined in Corrective and Disciplinary Actions section of this Handbook. Additionally, the law may in certain situations also result in personal liability for individuals who engage in unlawful harassment.

What is Harassment?

Sexual Harassment Defined

Applicable federal and state laws generally define sexual harassment as unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when:

- 💧 Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- 💧 Submission to or rejection of such conduct is used as the basis for employment decisions that affect the individual.
- 💧 The conduct interferes with an employee's work or causes an intimidating, hostile, or offensive working environment.

Sexual harassment includes harassment based on another person's gender or harassment based upon pregnancy, childbirth, or other related medical conditions. It also

includes harassment of another employee of the same gender as the harasser. Examples of sexual harassment include, but are not limited to, the following types of behavior:

- 💧 Unwelcome sexual advances, like requests for dates or propositions for sexual favors.
- 💧 Excessive one-sided, romantic attention in the form of love letters, telephone calls, e-mails, or gifts.
- 💧 Offering or conditioning an employment benefit, such as a raise, a promotion, or a special job assignment, in exchange for sexual favors.
- 💧 Making or threatening reprisals or changing performance expectations after an employee has turned down a sexual advance.
- 💧 Visual or physical conduct, like leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, calendars, or posters in the workplace.
- 💧 Verbal or written communications or conduct (including emails or other electronic documents), such as making or using derogatory comments, epithets, slurs, teasing, and jokes of a sexual nature.
- 💧 Graphic verbal or written comments (including emails or other electronic documents) about an individual's sex life or body, or suggestive or obscene letters, emails, notes, or invitations.
- 💧 Sexually degrading words used to describe an individual.
- 💧 Retaliatory actions against an employee who reports harassment or threatens to report harassment.
- 💧 Unwelcome physical contact, including pats, hugs, brushes, touches, shoulder rubs, assaults, or impeding or blocking normal movements.

Other Types of Workplace Harassment

Prohibited harassment based on race, color, national origin, ancestry, religion, physical or mental disability, age, marital or veteran status, creed, sexual orientation, gender identity and expression, the presence or any sensory, mental, or physical disability or any other basis protected by federal, state, or local law includes behaviors similar to sexual harassment. Examples of behaviors that may be considered harassment include, but are not limited to:

- 💧 Written or verbal conduct such as threats, jokes, epithets, derogatory comments, or slurs.
- 💧 Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
- 💧 Physical contact or conduct such as assault, unwanted touching, or blocking movement.
- 💧 Retaliatory actions against an employee who reports harassment or threatens to report harassment.

Prohibited activity subject to District anti-harassment and anti-discrimination policies includes conduct, messages, or communications sent or received in-person or through electronic or voice communication systems, or through any other electronic means. This includes any personal communications sent using District equipment. The use of information systems (including email and internet) for the display of sexually explicit images, messages, off color jokes, or anything that may be construed by a reasonable person as harassment or showing disrespect for others, is strictly prohibited.

This policy is also violated if an employee is fired, denied a job, or denied some other employment benefit because the employee refused to grant sexual favors, complained about harassment, or assisted in an investigation of harassment.

The District is committed to taking reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when unlawful harassment is reported. To do this, however, the District needs the cooperation of all employees at all levels.

What to Do If Harassment Occurs

Each employee is responsible for reporting and adhering to this policy. If an employee feels that a violation of this policy has occurred, they should use the complaint resolution process set forth below. The District's complaint procedure provides for prompt, thorough, and objective investigation of alleged discrimination, including harassment and workplace bullying.

Employees should never tolerate inappropriate behavior. There may be situations when an employee should consider making their feelings known to the offending employee. In many cases, if an employee makes their feelings known to the offending person(s), tells the offender that the conduct is not appropriate and asks them to stop, this may resolve the situation.

However, this is not a required step to the complaint resolution process and, if any employee is not comfortable doing this, the employee is encouraged to promptly report

any offending behavior, whether such behavior is directed towards them personally or toward other employees of the District, to their immediate supervisor, Human Resources, the General Manager, or any other manager with whom the employee feels comfortable reporting.

Employees can raise concerns and make reports without fear of reprisal or retaliation. This condition applies regardless of whether the employee articulating the concern is the employee towards whom the conduct is directed. Employees are urged to report concerns about discrimination or harassment before behaviors become severe or pervasive as the District prefers to stop discrimination or harassment before it arises to the level of a violation of the anti-discrimination laws.

Supervisors and managers who know or receive reports of offending behavior are to promptly notify Human Resources or the General Manager, unless the General Manager is the subject of the complaint, in which case the supervisor should notify Human Resources or the President of the Board of Commissioners, so that appropriate action can be taken.

The District will appropriately investigate all claims of harassment. Complaints of discrimination or harassment will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means the allegations of discrimination or harassment are shared with those who have a need to know, so the District can conduct an effective investigation and take appropriate action to prevent any further violation of this policy. We ask all involved personnel to refrain from discussing the matter with other employees or those outside the investigative process to protect the complainant, witnesses, and integrity of the information.

The complainant will usually be requested to provide as many details as possible, such as:

- 💧 What happened
- 💧 When it happened
- 💧 Where it happened
- 💧 Person(s) involved
- 💧 Name of witness(es), if any
- 💧 What action was taken by the victim
- 💧 Whether the victim's actions resolved the situation

Persons with relevant information will usually be interviewed. During the investigation, steps may be taken, when appropriate, to minimize contact between the complainant and the subject of the complaint. After the investigation is completed, the results of the investigation will be shared with the complainant, the subject of the complaint, and if the

District deems it appropriate under the particular circumstances, other employees directly concerned with the incident.

If the District concludes unlawful harassment has occurred, prompt and effective remedial action will be taken. This may include discipline of the subject and/or other actions to remedy the effects of the harassment and to prevent further harassment as determined appropriate by the District.

Complaints of harassment that are found, following investigation, to be knowingly false are a violation of these procedures, and the complainant will be subject to disciplinary action, up to and including termination.

All complaints will be taken seriously. Every effort will be made to complete investigations in a timely and sensitive manner and to maintain confidentiality to the extent possible.

Retaliation is Prohibited

Any form of retaliation, including but not limited to, questioning of or derogatory comments, threats, intimidation, or actual harm against individuals making harassment complaints, witnesses, or any other involved employees, is against the District's policy and is strictly prohibited. Retaliatory activities will be treated as a separate violation of this policy and may subject the individual to discipline, up to and including immediate termination of employment.

No action will be taken against any employee who in good faith files a complaint of harassment or who assists in the investigation of such complaint by providing information.

Employees who believe they have been retaliated against for having reporting harassment or participated in an investigation of a harassment complaint are urged to promptly notify Human Resources or the General Manager so their concerns may be investigated. Appropriate corrective measures will be taken if allegations of retaliation are substantiated.

Corrective and Disciplinary Actions

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards contained in their job description or as otherwise established by their supervisor.

The District supports the use of corrective action and progressive discipline to address issues such as poor work performance, violation of policies, or other misconduct. The process is designed to provide corrective action to improve and prevent a recurrence of

undesirable behavior or performance issues and has been designed to be consistent with organizational values, best practices, and employment laws.

No regular employee shall be disciplined or discharged except for just cause, which shall be determined on a case-by-case basis. The District, where appropriate, will generally apply the following progressive discipline process:

- 💧 Verbal written warning
- 💧 Written warning
- 💧 Final warning
- 💧 Suspension without pay
- 💧 Discharge for just cause

However, where warranted by the nature and/or severity of the offense, the District may, in its discretion, initiate discipline at an “advanced step” of the discipline process, up to and including termination. In addition, counseling and special evaluations including performance improvement plans, may be part of the discipline process, as the District in its sole discretion deems appropriate.

The District shall document each step of the discipline process and provide a copy of such documentation to the subject employee. The subject employee will be required to sign such documentation and to acknowledge that the employee has received a copy of the documentation and understands the nature of the documented disciplinary action. The employee’s signed acknowledgment does not constitute an admission or agreement with the action. Documentation pertaining to disciplinary action will be maintained in the subject employee’s personnel file. Within five days of signing any disciplinary documentation, the subject employee may prepare a written response to or rebuttal of such disciplinary documentation, which response or rebuttal shall be maintained in the employee’s personnel file upon the employee’s request.

Employees who have not yet successfully completed their Introductory Period are not “regular” employees, and this policy does not apply to such employees. This policy also does not apply to Temporary employees. All Introductory Period employees are “at will” and may be disciplined or discharged at any time and for any reason, with or without cause, in the District’s sole discretion.

Dispute Resolution

The District recognizes the importance of settling employee disputes and concerns promptly and fairly in the interest of maintaining continued good relations with its employees. The District believes that undisclosed problems are likely to remain unresolved and lead to impaired working relationships, dissatisfaction with working conditions, and a decline in operational efficiency.

Employees are encouraged to resolve less serious concerns and misunderstandings informally by discussing any issues directly with the party involved. Sometimes a two-way dialogue does not adequately resolve an issue, or an employee may be uncomfortable bringing the concern to the party involved. The District has established the following dispute resolution policy to help govern issues raised by employees relating to the interpretation, application, or breach of employment policies and/or practices.

The District will endeavor to resolve these concerns as promptly, fairly, and thoroughly as possible in accordance with the following procedure.

Step One

An employee who has a question or concern relating to the interpretation, application, or breach of any District employment practice and/or policy should discuss it informally with their supervisor or Human Resources within five working days of the occurrence becoming a concern or creating a question. Within two working days of this informal conference, the immediate supervisor and/or Human Resources will give the employee a verbal answer or solution to the concern.

Step Two

If the concern is not resolved verbally in Step One, the employee may reduce the concern to writing within three working days of the supervisor's verbal answer. The employee must set forth in detail the nature of the concern, the specific policy or practice at issue, and the remedy requested. Employees should submit written grievances to their applicable Department Head or Manager.

The Department Head or Manager, in consultation with Human Resources, will meet with the employee within three working days to discuss the concern. The Department Head, Manager, or designee, in consultation with Human Resources, will provide a written reply within five working days from such meeting.

Step Three

If the grievance is not settled in Step Two, the employee may appeal such reply to the General Manager. The appeal must be made within three (3) working days of the employee's receipt of the written reply. The appeal must be in writing and include (1) a copy of the appealed reply from the applicable Department Head or Manager, (2) a copy of the employee's written concern; and (3) a statement advising the General Manager that the employee desires to proceed to Step Three of this Dispute Resolution Policy.

Within five days of receipt of the employee's appeal, the General Manager and/or Human Resources will meet with the employee to discuss the employee's concern; if the General

Manager or Human Resources is not mutually available to meet within such time, this deadline may be extended.

Within five days of the parties' meeting, the General Manager will provide a written reply to the concern.

Step Four

The General Manager's determination will be final unless the employee appeals such determination to the Board of Commissioners within three (3) working days of the employee's receipt of such determination. The appeal must be in writing and include (1) a copy of all written determinations under the preceding steps; (2) a copy of the employee's written concern; and (3) a statement advising the Board of Commissioners that the employee desires to proceed to Step Four of this Dispute Resolution Policy.

The required appeal materials should be delivered to the Administrative Assistant, who will place the appeal on the agenda for the next regularly scheduled Board of Commissioners meeting. If such appeal is received by the Administrative Assistant less than 48 hours prior to the next regularly scheduled meeting, (1) the appeal will be postponed until the next immediately following regular Board meeting; or (2) at the Board's sole discretion, the appeal will be postponed until a special meeting may be called to address the appeal. Such special meeting shall not be scheduled any later than the next immediately following regular Board meeting.

At the hearing before the Board, the employee will have an opportunity to present to the Board evidence in support of the reported concern. The District will have the opportunity to present its rebuttal. The Board will have the authority to allow and/or limit witnesses, testimony, and/or evidence to be presented by the aggrieved employee at the hearing and to otherwise determine all procedural matters at the hearing.

Once both the employee and the District have presented their arguments to the Board to the Board's satisfaction, the grievance hearing will be closed and no further evidence or testimony will be received except with the express consent of the Board. Within fifteen (15) working days of the closure of the hearing, the Board will provide the employee and the District with a written decision. In such determination, the Board may uphold, reverse, or modify the District's earlier decision(s), in the Board's sole discretion. The Board's determination will be final.

Whistleblower Protection Act

We want employees to report improper governmental actions within our operation. We will protect those who report such improper actions in good faith and in accordance with the District's policies and procedures against retaliatory actions. An "improper action" includes any act by any District official or employee that is a violation of any law or rule, abuse of

authority, of danger to the public health or safety, or a gross waste of public funds. An "improper action" does not include personnel actions taken by the District's management.

If you wish to report any improper governmental action, submit such report in writing to the General Manager. If the General Manager is the subject of your report, you should make your report to any member of the Board of Commissioners. In addition, you may report improper governmental action to the:

Pierce County Prosecuting Attorney

Pierce County Prosecuting Attorney
Pierce County Courthouse
930 Tacoma Avenue South
Tacoma, WA 98402
(253)798-7400

Pierce County Council

Pierce County Council Chambers
930 Tacoma Avenue South
Tacoma, WA 98402
(253)798-7777

Except in the case of immediate threat to persons or property, you must submit a written report of improper governmental action to the General Manager before you provide information of such action to a person who is not a public official, or a person listed in this section. If you fail to do so, you will not be protected under the whistleblower law. The District will promptly investigate all reports made pursuant to this policy. The District will keep your identity confidential to the extent possible under the law unless you authorize disclosure in writing. You may be advised of the results of the investigation; however, any personnel actions taken as a result of the investigation may be kept confidential.

If you believe you have been the subject of retaliatory action for reporting an improper governmental action, you may obtain the following relief:

- 💧 Provide the Board of Commissioners with a written notice of the charge of retaliatory action within 30 days after the occurrence of the alleged retaliatory action specifying the alleged retaliatory action and the relief requested. The District will respond to your charge and request for relief within 30 days.
- 💧 If you are not satisfied with the District's response, you may request a hearing to establish a retaliatory action occurred and to obtain relief. You must make your request within 15 days of the delivery of response or within 15 days of the last day on which the District could respond.

- Within five days of your request for a hearing, the District will apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. In order for you to prevail, the evidence presented by you must outweigh the evidence presented by the District. The administrative law judge will issue a final decision within 45 days of your request for a hearing unless such time period is extended by the administrative law judge.

If the decision is in your favor, you may be granted relief as follows:

- Reinstatement with or without back pay:
- Injunctive relief to return you to the position you held before and to prevent recurrence of retaliatory action:
- Cost and reasonable attorney's fees; and/or
- The imposition of a civil penalty personally upon the retaliator(s) of up to \$3,000.00 payable by each person who has retaliated against you. The administrative law judge may also recommend to the District that the offending person(s) be suspended without pay or dismissed. All penalties recovered shall be paid to the local government administrative hearing account generated pursuant to RCW 42.41.060.

EMPLOYMENT PRACTICES

Recruiting and Hiring

The District believes that hiring qualified employees contributes to the overall success of its operations. In all of its internal and external recruitment and selection efforts, the District makes every effort to ensure equal employment opportunity (EEO) for all individuals and it abides by the EEO and nondiscrimination provisions of all applicable federal, state, and local laws. Once the need to open and fill new or existing positions has been identified, and to ensure the District hires the most qualified candidates for its open positions, the District generally follows the following hiring process.

Job Posting and Recruitment Advertising

Job openings are generally posted to the District's website as well as advertised externally. Positions are typically "open until filled" unless specified otherwise. All job openings will remain posted until the position is filled or a decision to close the opening has been made.

Applications for Employment

Initially, resumes may be all that is requested from interested candidates for a particular job opening. However, candidates will also be required to submit a completed application as part of the hiring process. More detail will be provided by Human Resources during the recruiting and hiring process.

Internal Candidates

Employees who feel they meet the minimum qualifications may apply for job openings. To be considered a candidate, employees should complete and submit all required documentation as listed in the job posting. Internal candidates will be granted an interview; candidates who are not selected will be notified by Human Resources.

Interview Process

Human Resources and the applicable manager will work together to screen applications and resumes prior to scheduling interviews. Initial phone screens may be conducted by Human Resources as part of the screening process. Structured interviews are typically conducted by a panel made up of District employees, designated by Human Resources, the applicable manager, and/or the General Manager.

Interview questions are generally compiled by Human Resources and reviewed by the interview panel prior to the interview. Human Resources will track, document, and retain all applications and resumes received and results of interviews conducted in accordance with state and federal retention guidelines, and notify candidates not selected for District job openings.

Reference Checks and Job Offers

References will be checked for top candidates. Based on the results received, a decision will be made, and a candidate selected. Human Resources will contact the candidate to extend the offer of employment contingent upon satisfactory completion of a criminal background check and any other conditions to employment that may be applicable, including but not limited to a negative drug screening result.

Criminal Background Checks

Human Resources will conduct a criminal background check through a third-party service as part of a conditional job offer. The nature and scope of the background check will depend upon the position involved. Background checks may also be conducted on employees being promoted under certain circumstances and when deemed necessary or appropriate by the District.

General background checks for all positions will include:

- 💧 **Social Security Verification** to validate the candidate's Social Security number, date of birth, and former addresses.
- 💧 **Prior Employment Verification** to confirm a candidate's listed prior employment, including dates of employment, position held, and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire. This verification will generally be run on the past two employers or the previous five years, whichever comes first.
- 💧 **Personal and Professional References** provided by a candidate.
- 💧 **Criminal History Checks** for final candidates and promoted employees. A candidate's or employee's criminal history will not automatically disqualify that candidate or employee from consideration for an employment position. Rather, a candidate's or employee's criminal history will be considered only to the extent that such history is job-related for the position in question and is consistent with business necessity.

The District generally limits its criminal history checks to convictions occurring no later than the past ten years. The District does not inquire about non-pending arrest records. In determining whether such conviction(s) disqualifies an applicant or employee from an employment position, the District will consider the following factors, among others:

- The nature and gravity of the subject offense or conduct.
- The time that has passed since the offense or conduct and/or completion of the correlating sentence.
- The nature of the job held or sought.

If the District identifies a criminal history that is potentially disqualifying, it will notify the affected individual that they may be excluded because of criminal history and afford that individual an opportunity to provide any information that they believe mitigates against an exclusion from consideration before disqualifying that individual.

- 💧 **Employment Eligibility**, to be provided within three business days of hire or rehire. All new employees are required to present to the District documentation sufficiently establishing their identity and eligibility to work in the United States and to sign an INS Form I-9.

The following additional background searches may be required if applicable to the position:

- 💧 **Motor Vehicle Records.** The District reserves the right to periodically verify that a candidate or existing employee holds a valid driver's license, to investigate the employee's driving record, and to request from the employee, a third-party consumer reporting agency, and/or appropriate governing agency a copy of the employee's current driving abstract (Motor Vehicle Report). Towards this end, candidates and employees are expected to comply with any such request from the District, including but not limited to executing any required consent forms.

- 💧 **Credit History.** The District will not inquire about information that bears on an candidate's or employee's creditworthiness, credit standing, or credit capacity unless such credit history is, in the District's good faith determination, substantially related to the job for which the applicant or employee is being considered or is otherwise required by law. The District shall notify those candidates and/or employees being considered for the position, in writing and in advance, of its intent to conduct a credit check and the reasons for conducting such check.

- 💧 **Educational Verification.** The District may verify a candidate's reported educational history, including the institutions attended, years attended, and the degree/diploma received.

Orientation

On the first day of employment, or otherwise as soon as practically possible thereafter, each new employee will complete an orientation process with Human Resources, and other designated District staff.

Employee Classifications

Employment status is categorized to make distinctions in benefits and other employment conditions. Employees may be considered as full-time, part-time, temporary, or introductory. The following definitions apply:

Regular Full-Time

Employees who have successfully completed their Introductory Period and are regularly scheduled to work 40 hours or more per week. Regular full-time employees are eligible for District benefits, subject to any specific requirements of an applicable benefit plan.

Regular Part-Time

Employees who have successfully completed their Introductory Period and are regularly scheduled to work less than 40 hours per week. Regular part-time employees are typically

eligible for District time off benefits on a prorated basis, and may also be eligible to participate in other District benefits, as defined by the applicable policy or plan.

Temporary

Employees who are hired for a pre-established period, and usually on a short-term basis. Temporary employees may work a full-time or part-time schedule. Temporary employees are ineligible for District benefits (except as otherwise provided by law) or holiday pay and are classified as “at will” employees.

Introductory Period

Employees in their initial, one-year Introductory Period with the District; employment during this time is classified as “at will.”

Exempt

An employee who meets the qualifications of exemption as determined by federal and state salary and duties tests are exempt from the overtime pay requirements under federal and state wage laws.

Non-Exempt

An employee who is non-exempt from the overtime pay requirements under federal and state law is paid an hourly wage and entitled to overtime for hours worked over 40 per week, at a minimum. The District also pays non-exempt employees overtime for time actually worked by the employee outside of their normal shift.

Introductory Period

The first year of employment from the most recent date of hire is considered an Introductory Period for all employees. An employee’s employment during the Introductory Period is classified as being “at will,” meaning the District may terminate the employment relationship at any time, for any reason, with or without “cause,” and with or without prior notice.

The work of new employees is monitored closely during the Introductory Period. A decision is made prior to the end of the Introductory Period regarding continued employment. The District may elect to extend the Introductory Period if it determines that circumstances have not yet provided an adequate opportunity to evaluate performance, the employee is on a Performance Improvement Plan, or the circumstances otherwise warrant such extension. The District shall conduct performance evaluations of each Introductory Period employee in line with the practices outlined in the Performance Evaluations section of this Handbook.

Upon satisfactory completion of the first six months of the Introductory Period, an employee may be eligible for a merit increase, at the sole discretion of the General Manager. Introductory Period employees may begin using their accrued sick leave as it is earned, in accordance with the District's Sick Leave policy. Employees may begin using their accrued vacation leave after the first six months of employment. Please see those respective policies for further information.

Upon satisfactory completion of the Introductory Period, an employee becomes a regular employee of the District. All employees, regardless of classification, status, or length of service, are expected to meet and maintain District standards for job performance and behavior.

Job Descriptions

Each budgeted position in the District's organizational structure will be described in writing by a job description. Each employee when hired will be provided with a copy of the job description for their position. Additionally, when an employee changes positions, the employee will be provided a copy of the job description covering the new position. At a minimum, job descriptions will typically include:

- ◆ Position title
- ◆ FLSA Status
- ◆ Title of immediate supervisor
- ◆ Titles of positions supervised, if any
- ◆ A brief summary of the major objectives of the job
- ◆ Examples of essential duties and responsibilities
- ◆ Desired qualifications with respect to previous experience and special knowledge, skills, and abilities required to perform the essential functions of the position

Employee Personnel Files

The District maintains personnel records for all employees. The confidentiality of personnel records is respected within the District; however, some of the information contained in personnel files may constitute discoverable public records under the Public Records Disclosure Act (Chapter 42.17 RCW) and the District therefore cannot guarantee absolute confidentiality of these records.

Those personnel records which are exempt from the Public Records Disclosure Act will be available to members of the management team, on a need-to-know basis, but otherwise will not be released without an employee's prior written consent.

During the year, written citations for excellence or for corrective action may be prepared by your supervisor for your personnel file. Such citations may be used for the consideration of commendation, promotion, personnel or corrective action, and/or termination of employment.

Access to Personnel Files

Employees may examine their personnel file at the District office by making an appointment with Human Resources to view such personnel file at a mutually convenient time. Supervised viewing of employee files is restricted to the Human Resources office. The employee may be permitted to make copies of the information contained in their personnel file, but may not at any time remove, request, or require the removal of any documents contained in the personnel file. The employee may submit a written rebuttal to any of the information included in the personnel file, which will also be maintained within the file. The District reserves the sole right to maintain its employees' personnel files in a manner that it deems fit and reasonable.

Change in Personal Information

To keep these records complete and up to date, it is essential that all employees, including those on medical leave of absence, notify Human Resources of any changes to the following information within 30 days of said change:

- 💧 Name
- 💧 Marital Status
- 💧 Change in number of dependents
- 💧 Emergency Contact
- 💧 Change in number of tax exemptions
- 💧 Change in direct deposit
- 💧 Change in beneficiary
- 💧 Job-related physical or other limitations that impact employment
- 💧 Newly earned certifications or documentations of additional training
- 💧 Change in Driver's License or CDL status
- 💧 Notification of misdemeanor or felony convictions
- 💧 Traffic-related infractions that may affect the employee's eligibility to drive as part of their job or as required for CDL

- 💧 Other information having a bearing on employment

Certain change requests should be made electronically in Caselle in the Leave Requests section:

- 💧 Address
- 💧 Phone Number(s)

Employment of Relatives

To promote fair employment practices and to avoid the reality or appearance of improper influence, favor, or conflict of interest, the District discourages the practice of hiring a relative of, or individuals involved in a dating or cohabitating relationship with, a regular employee of the District.

Such a person will not be hired as a regular District employee under any of the following circumstances:

- 💧 Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other.
- 💧 Where one party would handle confidential material that creates improper or inappropriate access to that material by the other.
- 💧 Where one party would be responsible for auditing the work of the other or performing any payroll or benefits determination for the other.
- 💧 Where both parties would report to the same immediate supervisor.
- 💧 Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.
- 💧 Where one of the parties is a policy-level official of the District.

For the same reasons and for reasons of confidentiality, the District will not hire a close relative of a policy-level official of any agency or organization currently dealing with the District or which could be reasonably expected to deal with the District in the future.

Existing employees will not be transferred or appointed to any position where the employee would enter a workplace relationship not permitted for new employees under this policy. However, the General Manager may approve such appointment or transfer

when it is deemed by the General Manager to be in the best interest of the District and not likely to result in an actual conflict of interest.

When a real or potential conflict of interest occurs between employees due to nepotism or fraternization, the District, in the District's sole discretion, may transfer or terminate one of the employees.

Separation of Employment

Separation of employment may be either voluntary or involuntary. Voluntary termination includes resignations, retirements, and layoffs due to work or staff reductions. Involuntary separation is a termination by the District. Employees who resign or retire in lieu of termination will not be eligible for rehire, sick leave payout, or other retirement benefits.

Resignation

Resignation is a voluntary act initiated by the employee to end employment with the District. To facilitate a smooth transition out of the organization, the District requests it be notified as soon as possible and encourages separating employees to provide a minimum of two weeks' notice in writing. Human Resources will confirm all written notices in writing within 24 hours whenever possible.

Employees who do not provide advance notice or fail to work the remaining two weeks may be ineligible for rehire.

Retirement

Pursuant to Resolution No. B-1474, the District requests that it be provided written notification of retirement from the District two years prior to retirement or, if such notice is not possible due to unforeseen or emergency circumstances, as soon as reasonably possible.

Employees who provide their two-year intent to retire notification must also submit in writing their intention to accept their final accrued but unused sick leave time as one lump sum payout or to remain on the District's payroll and receive their sick leave cash out in regular installments based on the employee's regular rate of pay, as allowed in Resolution B-1474. For more information on B-1474 and sick leave payout provisions for retirees, please see the designated section below.

Job Abandonment

Unless on approved leave, employees who fail to report to work or contact their supervisor for three consecutive workdays are considered to have abandoned their position without notice, effective at the end of their normal shift on the third day. Supervisors must notify Human Resources at the expiration of the third workday so to initiate the paperwork to

terminate the employment relationship. Employees who are separated due to job abandonment are ineligible for rehire.

Involuntary Termination

Employees who successfully complete their Introductory Period are classified as regular employees. Regular employees are not considered to be employed “at will,” and as such will be terminated only for just cause, to be determined on a case-by-case basis. More information on the disciplinary process can be found in the Corrective and Disciplinary Actions section of this Handbook.

Layoff or Reduction in Force

In certain circumstances, the District in its discretion may separate an employee’s or group of employees’ employment due to a reduction in force or lack of work. Employees subject to a layoff and/or reduction in force are considered to have voluntarily separated employment and will generally be eligible for, but not guaranteed, rehire.

Return of District Property

An employee whose employment with the District is separated for any reason is required to return all District property in the employee’s possession, including but not limited to all District keys, technology, clothing provided by the District, equipment, etc., to their immediate supervisor or Human Resources prior to leaving the District. All District property must be returned in good condition, normal wear and tear expected.

Exit Interviews

Employees who leave the District may be requested to participate in an exit interview with Human Resources and/or General Manager. The purpose of the exit interview is to help the District gain valuable insight and feedback. The information provided may be used to help the District evaluate the current processes and allow for future improvements.

The subjects to be covered on or prior to the employee’s last day of employment include:

- 💧 Final paycheck and payout eligibility for vacation and sick leave
- 💧 Mailing address verification for W-2 information
- 💧 Review of benefits status and COBRA
- 💧 Return of all District property
- 💧 Opportunity for to discuss the reason(s) for leaving and provide constructive feedback designed to improve the District

Final Payment of Wages for Separating Employees

Employees whose employment has been terminated, whether voluntarily or involuntarily, shall be paid for all hours worked up to the date of termination at the next regularly scheduled payday.

Vacation Leave Payout for Separating Employees

Separating employees will be paid 100 percent of their accrued but unused vacation leave on the next regularly scheduled pay day following the effective date of the employee's termination at their regular rate of pay, in accordance with the District's normal payroll practices and schedule.

If an employee fails to provide a two weeks' notice of resignation, the employee will forfeit the payment of accrued but unused vacation leave.

Employees who have not successfully completed their Introductory Period are not entitled to accrued vacation leave payout.

Sick Leave Payout for Separating Employees

A separating employee will not be paid for accrued but unused sick leave unless the employee meets the criteria for retirement. Please see the next section for more information on retiree sick pay.

Resolution B-1474 – Sick Leave Provisions for Retirees

Provided that an employee has given at least two years written notice of their intent to retire, Resolution B-1474 allows an employee within two years of their retirement, upon approval from the General Manager, to convert accrued but unused sick leave benefits which exceed 480 hours into vacation leave, at the rate of one vacation hour for every two sick leave hours.

Sick leave converted into vacation leave under this policy may be used over a two-year period at the rate of seven and one half (7 ½) days per year in addition to the employee's regular vacation leave.

Within 90 days of an employee's retirement, the General Manager may, in the General Manager's sole discretion, authorize the employee to use any accrued sick leave, if convenient to the District and to the employee.

At the time of retirement, all accrued sick leave up to 480 hours shall be paid to the employee at their current hourly rate of pay. The employee may elect to receive this payment in one lump sum as of the designated retirement date or to remain on the District's payroll and to receive the sick leave cash out in regular installments based on

the employee's normal rate of pay. Any sick leave in excess of 480 hours as of the retirement date shall be paid to the employee at a 2:1 ratio (two sick leave hours for one paid hour) at the current hourly rate of pay.

Post Separation Health Benefits

Health insurance coverage terminates on the last day of the month in which the employee's employment is separated. Employees will be required to pay their share, if applicable, of any medical or dental premiums through the end of the month. Separating employees may be eligible to continue coverage under the District group health plans, at their expense, under the Consolidated Omnibus Reconciliation Act (COBRA); COBRA information will be provided by the District's third-party administrator at the time of separation.

Rehire

Only former employees who ended employment in good standing will be considered for rehire. An application should be submitted to Human Resources; the candidate must meet all minimum qualifications and requirements of the position. However, an offer for reemployment is not guaranteed.

A rehired employee will not retain former seniority and will be given a new service start date. The only exception to this policy shall be for separation due to military service. In such cases, credit will be given for the length of past employment.

Ineligibility for Rehire

A candidate or employee who is involuntarily terminated or who resigns in lieu of termination will be ineligible for rehire.

Employment References

All employment reference requests will be processed through Human Resources. Any employee who is contacted for reference information regarding a current or former District employee must forward that request to Human Resources. As a general business practice, a signed release authorizing the release of employment information is preferred. As allowed by state law, the District will respond in good faith to direct questions from prospective employers. Information given may include dates of employment, positions and dates held, and rehire eligibility. In cases where a separation agreement may be in place, the District will follow the terms of the agreement unless otherwise required by law.

WORKPLACE CONDUCT

General Code of Conduct

The achievement of the District's goals to provide clean, reliable drinking water and excellent customer service to our customers is dependent upon teamwork between all employees of the District. Because professionalism, respect, and support are key ingredients to success, significant importance is placed upon promoting ideas aimed at achieving and maintaining the spirit of teamwork and cooperation among staff.

People working together must abide by certain rules of conduct to maintain good, healthy working relationships. The District relies on good judgement and a sense of responsibility as the principal sources of guidance for conducting day-to-day activities and has adopted rules governing employee behavior, some of which are referred to elsewhere in this Handbook. Conduct that is dishonest, immoral, illegal, or disruptive to the operation of the District will not be tolerated. It is impossible to list all examples of misconduct. Employees are expected to conduct themselves as a responsible adult and good citizen.

Employees who engage in unacceptable conduct may be subject to disciplinary action, up to and including termination. The District reserves the right to be the sole judge of an employee's conduct on the job. Examples of unacceptable conduct can include, but are not limited to:

- 💧 Theft, unauthorized use, abuse, misuse, or destruction of any property belonging to the District, an employee of the District, or any job site.
- 💧 Possession of firearms, other weapons, or explosives on District premises or property or in District vehicles.
- 💧 Violation of District policies (e.g., Anti-Harassment and Anti-Discrimination Policy, Drug and Alcohol Policy, or other policy).
- 💧 Misrepresenting or withholding pertinent facts in securing and maintaining District employment.
- 💧 Unauthorized release of private or confidential information.
- 💧 Failure to report defective work or an attempt to cover up defective work.
- 💧 Failure to properly secure District facilities or property.
- 💧 Poor workmanship, neglect of duties, willful or deliberate restriction of work output, abusive use of tools or supplies, or causing them to be discarded due to carelessness.

- 💧 Intentional falsification of records or paperwork required in the transaction of District business, including timesheets; or any other acts of dishonesty or deceit.
- 💧 Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work except when unsafe conditions exist or when performing assigned task would be in violation of federal, state, or local law.
- 💧 Violation of safety rules, including failure to observe safety practices and instructions or wear required PPE; negligence that results in injury to others.
- 💧 Failure to timely report to the immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
- 💧 Absence without proper notification, excessive absenteeism, habitual tardiness.
- 💧 Threats or acts of violence, intimidation, or harassment.
- 💧 Inappropriate or unprofessional communication, both verbal and non-verbal, including berating, belittling, bullying, or cursing of another employee, in the workplace or while representing the District.
- 💧 Wasting time or loitering during work hours, or leaving the work area or stopping work early without the permission of a supervisor; sleeping while on the job.
- 💧 Other violations of specific policies

While this information may help in providing guidance for employee actions, it is, again, illustrative only. The District retains the discretion to implement disciplinary action as it deems appropriate under the circumstances. Employees are urged to use reasonable judgment and to seek supervisor advice in doubtful or unclear situations.

Personal Conduct

All employees are representatives of the District during work hours or whenever they are in uniform and should conduct themselves in a professional, ethical manner. During any on-the-job contact with the public, employees are required to be polite, pleasant, and neat in appearance. When an employee feels they may be losing control of their temper, they should refer the matter to their supervisor immediately. The District will not tolerate the use of offensive language or gestures by its employees. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Conflicts of Interest

Employees are prohibited from having any monetary interest whatsoever, whether directly or indirectly, in any contract, purchase of materials or equipment, or activity paid for with District funds. Employees are further prohibited from selling or bartering anything of value to or from the District or to or from a contractor supplying labor or materials to the District. Any such sale or barter must be immediately reported to the General Manager or to the Board of Commissioners.

Employees may not accept or solicit, directly or on behalf of others, any service from any person, firm, or corporation having dealings of any kind with the District. An employee may not accept, directly or indirectly, any gift, favor, loan, entertainment, or other thing of monetary value of any kind from any person, firm, or corporation having dealings with the District when such acceptance would conflict or make the appearance of a conflict with the performance of the employee's duties.

A conflict or appearance of a conflict shall be deemed to exist whenever a reasonable and prudent person would believe that such was given for the purpose of obtaining special consideration or influence. If an employee is given or offered any gift, favor, loan, or thing of value of any kind which could be reasonably construed to cause a conflict of interest, the employee must immediately report such activity to the General Manager or to the Board of Commissioners. The failure to report a potential conflict of interest will be grounds for disciplinary action.

Recommendations of Contractors, Vendors, or Suppliers

On occasion, District employees may be asked by its customers to recommend a contractor, vendor, or supplier. It is the policy of the District not to make such recommendations to ensure equal treatment for, and lack of favoritism towards, any contractor, vendor, or supplier.

Notwithstanding this policy, the District may maintain and/or update lists of contractors or vendors that make themselves available for providing water system-related labor, services, and/or materials. The District's inclusion of any contractor, vendor, or supplier on such a list does not constitute an endorsement of or comment about that contractor, vendor, or supplier. Any such list prepared by the District shall include a notation or legend that disclaims any endorsement of the listed contractors, vendors, or suppliers by the District.

If asked for a recommendation of a contractor, vendor, or supplier, you should advise the customer it is the District's policy not to make any recommendations of contractors, vendors, or suppliers. To the extent a list of contractors, vendors, or suppliers has been compiled by the District, you may instruct the customer to contact the District office to receive a copy of such list with the understanding the list is not a recommendation of or comment about the listed contractors, vendors, or suppliers.

Non-Solicitation

It is the District's objective to provide a comfortable work environment that allows employees to complete their tasks with the least amount of interruptions or disruptions. Accordingly, non-employees are not allowed to come upon the District's premises for the purpose of any form of solicitation or literature distribution. This policy is to restrain third parties or strangers from soliciting or handing out materials for political, union, charitable, or similar activities.

Employees are prohibited from distributing any form of literature or other materials in their work area and are also prohibited from soliciting for any cause during their assigned working time.

Outside Employment

Employees may engage in outside employment only to the extent that it does not interfere with the performance of their duties for the District or otherwise produce a conflict of interest. To avoid even the appearance of a conflict, employees are generally prohibited from performing work involving or impacting or providing consultant services regarding the District's water systems.

A violation of this policy should be immediately reported to the General Manager; provided, if the General Manager is the alleged violator, such violation should be reported to the presiding officer of the Board of Commissioners.

Disclosure of Information

No District employee may disclose confidential information gained by reasons of the employee's position, except in the exercise of the District's Whistleblower Protection procedures. Employees may not use confidential information for personal gain or benefit.

News Releases and Media Relations

The currently appointed spokesperson for the District is the General Manager. News releases and press statements representing District policy, positions, and information are approved in advance by the General Manager or the General Manager's designee. The General Manager has overall authority and responsibility to ensure dissemination of public information and is responsible for responding to the news media when information is requested. Employees should refer all inquiries from the news media to the General Manager unless the employee has been directed to do otherwise.

Confidentiality

District employees have access to highly confidential and proprietary information, including information about the District. Examples include information about customers, financial positions, employees, human resources records, payroll records, legal documents, and business plan data. This information belongs to the District and is accessible to employees through the course of their employment at the District. It may not be copied, reproduced, or disseminated by District employees except in the course of their normal business duties, for District purposes only.

Customers

The District's customers trust us with confidential information. Disclosing this information without authorization would have a materially adverse impact on the District's integrity and on the District's relationships with its customers. Employees may not disclose any information pertaining to the District or its customers without prior explicit approval of their manager or the General Manager.

No District records or information including, without limitation, documents, files, records, computer files, and similar materials may be removed from the District's premises without permission from the General Manager except in the ordinary course of performing duties on behalf of the District. Additionally, the contents of the District records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose.

Employees are subject to appropriate disciplinary action, up to and including termination, for revealing confidential information. The exception to the above policy is when disclosure is required by laws such as the Public Records Act RCW 42.56 or by court order.

Employees

The District recognizes its employees' right to privacy. In achieving this goal, the District adopts these basic principles:

- 💧 The collection of employee information will be limited to information the District needs for business and legal purposes.
- 💧 The confidentiality of all personnel information in the District's records will be maintained except when otherwise required by law. Notwithstanding the foregoing, personnel information may be shared between District supervisors on a need-to-know basis.
- 💧 Internal access to employee records will be limited to those employees having an authorized, business-related need-to-know. Access may also be given to third parties, including government agencies, because of a court order or subpoena as well as requested and processed under the Public Records Act RCW 42.56.

- 💧 The District will generally decline to release personal information to outside sources without written approval unless otherwise legally required to do so. Verifications of employment dates and position title may be provided without written approval.
- 💧 All employees involved in recordkeeping will be required to follow these policies and practices. Violations of this policy are subject to disciplinary action, up to and including termination.

Employee Communications

District management is committed to keeping its employees current with job-related information. Since communication is a two-way street, it is also each employee's responsibility to try to stay informed. The District welcomes employee feedback, suggestions, and opinions, and seeks open and honest communication between employees and management.

WORKPLACE POLICIES

Appearance and Work Attire

Employees are expected to dress neatly and appropriately for the type of work they are doing, and to present a positive, professional image of the District to the public.

Overly casual attire is not appropriate for the office environment. Clothing should be maintained in good condition and as the work environment permits, clean and free from tears, holes, and visible stains. Clothing should be comfortable and not restrict the employee from physically performing their work. Shoes should fit snugly to the foot (no flip flops) and be professional in appearance.

Safety-related clothing and accessories such as boots, vests, hard hats, and other personal protective equipment will be worn when safety policies, procedures, practices, or guidelines require it, when it is warranted, or when it is required by a supervisor.

All field staff are required to wear District-identifying clothing and to have their identification cards available to customers for verification. For security reasons, employees should not allow anyone to use their District-provided clothing.

All employees should ensure their personal hygiene does not offend others and does not detract from providing high quality service. When using fragrances, employees should be aware of others who are sensitive to odors and limit their use of fragrances, after shave, scented lotions and hand creams, and related products.

Because appropriate attire is determined by the nature of work performed, employees are expected to dress according to the requirements of their positions as determined by their respective supervisor. If a supervisor feels an employee's attire is inappropriate, they may ask the employee to return home to change into appropriate attire before continuing their workday. Employees who are sent home will not be compensated for the time away from work. Employees are encouraged to consult their supervisor if they have questions as to what constitutes appropriate attire.

The District complies with federal, state, and local safety requirements and anti-discrimination laws and will make reasonable accommodations for employees with disabilities and employees whose religious beliefs and practices require accommodation.

Uniform Policy

It is important for our staff to be clearly identifiable as representatives of Lakewood Water District to the public we serve. Therefore, in accordance with Resolution No. B-1267, the District provides an annual allowance or stipend for each employee for appropriate and/or necessary uniform or safety items as outlined in the District's Uniform Policy.

The basic parameters are as follows:

Annual Stipend Amounts

- 💧 Current Field Employees:
 - Stipend Amount: \$500.00
 - Items may include:
 - Uniform shirts, tee-shirts, sweatshirts, safety shirts
 - Jackets
 - Rubber Boots
 - ANSI-approved steel- or composite-toed work boots
 - Rain gear
 - Overalls
 - Coveralls
 - Workpants

- 💧 New Field Employees:
 - Stipend Amount: \$300.00, upon approval
 - Items may include:
 - ANSI-approved steel- or composite-toed work boots
 - ANSI-approved rain gear, high-visibility only

- Rubber boots

- 💧 Office-based Employees:
 - Stipend Amount: \$150.00
 - Items may include:
 - Uniform shirts, tee-shirts, sweatshirts, vests, jackets

- 💧 Management Employees:
 - Stipend Amount: \$150.00
 - Items may include:
 - Field or Office Employee items as listed above
 - Specialty shirts

Consult Human Resources for more details. The District's full Uniform Policy can be found in the HR Library on SharePoint.

District Property

General Use of District Property

All District property, equipment, and services shall be used exclusively for District purposes. Employees shall not use the premises, vehicles, equipment, or tools of the District for personal purposes at any time. Any violation of this policy must be reported immediately to the General Manager or other member of senior management, unless the General Manager or senior management staff is the alleged violator of this policy, in which case the violation should be reported to the presiding officer of the Board of Commissioners. A found violation of this policy may result in disciplinary action.

Operation of District Vehicles

The District provides vehicles to allow employees to drive on District business and reimburses employees for business use of personal vehicles according to the guidelines below.

Employees operating their own vehicle for District business must carry automobile liability insurance for bodily injury and property damage per Washington State minimum requirements as currently set forth in Chapters 46.29 and 46.30 RCW as may be amended from time to time. Employees should consult with their personal insurance agent to determine whether a special endorsement for Business Use is appropriate or necessary in connection with their use of their personal vehicle for District business. Employees must

provide the District with proof of insurance upon initial employment and/or assumption of driving duties and periodically thereafter as requested by the District.

Employees may not drive any vehicles for District business without prior approval of their supervisor. Non-employee, non-business passengers are prohibited from riding in District vehicles or in the employee's personal vehicle while on District business without prior approval from the General Manager.

Employees must not drive and must promptly notify their immediate supervisor and/or request an accommodation when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes but is not limited to circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication. In the case of medication, an employee should consult with the employee's medical treatment provider or pharmacist to determine whether the medication may impact or impair the employee's ability to safely operate a vehicle and must promptly notify their immediate supervisor if the medication impairs the employee's ability to safely drive.

Employees who are on call and respond to after-hours call outs will be provided a District vehicle so they can respond to emergency call outs.

Employees who drive a vehicle on District business must exercise due diligence, drive safely and without distraction, and maintain the security of the vehicle and its contents. As required by Washington State law, seat belts must always be worn while driving or riding in a District vehicle or on District business.

Employees are strictly prohibited from using cellular phones while operating a motor vehicle, including talking, texting, emailing, and web browsing. Employees should safely pull over prior to using a cell phone for any purpose.

Employees must report any accident, theft, or damage involving a District vehicle or the employee's personal vehicle to their supervisor if such accident, theft, or damage occurs while the employee is using the vehicle for District business purposes, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.

Employees are prohibited from operating any District vehicle at any time or operate any personal vehicle while on District business while using, consuming, or under the influence of alcohol or illegal drugs. The District has a zero-tolerance policy prohibiting operators of vehicles from drinking alcohol or consuming illegal drugs or being under the influence of alcohol or drugs while on District time or conducting business. Please refer to the District's Drug and Alcohol policy.

Driver's License Requirements

Employees operating a District vehicle or their own vehicle for District business are required to have and maintain a valid Washington State Driver's License.

Employees who drive on District business are required to promptly inform their supervisor of any changes that may affect either their legal ability to drive or their continued insurability. If an employee's license is revoked, suspended, lost, or is in any other way not current or valid or in the employee's possession, the employee must notify their supervisor and Human Resources. Notifications of a change in status must be made by the end of the next business day following the receipt of the notice of the suspension, cancellation, loss of privilege, disqualification, or requirement to use an ignition interlock device. Employees will be suspended from driving duties until proof of a valid Washington State driver's license is provided to Human Resources.

Employees may be subject to disciplinary action, up to and including termination, if they fail to notify their supervisor and Human Resources by the next business day of a change in driver's license status or the duration of license suspension, revocation, or inability to drive which affects their prolonged ability to perform the essential functions of their position.

Any driving infractions or fines that are incurred as a result of an employee's driving are the responsibility of the driver.

For employees who drive on District business, the District reserves the right to periodically verify such employee holds a valid driver's license and to request from the employee and/or appropriate governing agency a copy of the employee's current driving abstract (Motor Vehicle Report).

Commercial Driver's License (CDL) Requirements

Employees who hold a CDL are required by law to notify their supervisor and Human Resources within two business days if their license is suspended, revoked, or canceled, or if they are disqualified from driving. Employees are also required to report, in writing within 30 business days, any convictions for any moving traffic violations. This is true no matter what type of vehicle an employee was driving, including their personal vehicle. Employees who receive an out-of-state traffic conviction are also required to notify the Department of Licensing. The required report form can be obtained from Human Resources.

Loss of an employee's CDL may impact their ability to perform the essential functions of their position where a CDL is required. Employees should understand that some infractions obtained while driving their personal vehicle may impact their ability to maintain their CDL. For instance, employees cannot drive a commercial vehicle if they are required

to have an interlock device on all vehicles they drive. For more information about situations that will impact the status of an employee's CDL please refer to the Washington State Commercial Driver Guide available at www.dol.wa.gov or call the FMCSA Information Line at 1-800-832-5660.

Employees who fail to notify their supervisor and Human Resources of a CDL status change, according to the requirement above, or loss of a CDL where it is required by the position, will be subject to disciplinary action, up to and including termination.

Employees who hold a CDL must pass a Department of Transportation (DOT) physical and carry a medical examiner's certificate at all times when driving. The medical examiner's certificate must be renewed every two years and a copy given to Human Resources for the employee's driver qualification file.

The District recognizes the importance of allowing employees opportunities to maintain their skill set and safety awareness when operating CDL vehicles. The District will pay for the required medical certification/physical and CDL license fee for employees who hold a CDL and who choose to maintain their CDL.

The District will obtain each CDL driver's motor vehicle record (MVR) at least once every 12 months. Please see the Commercial Driver's License section of this Handbook for more information related to CDL holders.

Securing District Vehicles

Precautions must be followed when using District vehicles. Employees who have exited a vehicle to perform a routine task, e.g., turning valves, must keep the operating vehicle within their sight at all times. If the vehicle is not within sight, it must remain off, locked, and keys secured by the employee. Please see the District's Vehicle and Equipment Security Policy for a detailed description regarding this topic.

Mileage Reimbursement

Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance, including any deductible obligations. Notwithstanding the foregoing, if the District provides a District vehicle but the employee chooses to use the employee's personal vehicle in lieu of the District vehicle, mileage for the employee's personal vehicle use will not be reimbursed.

Technology Usage

General Usage

The District's technology systems are the exclusive property of the District, and the use thereof should be limited to District business and purposes. Occasional personal use of District equipment and systems will be allowed so long as such use occurs during non-work time, is not excessive, does not interfere with the employee's or others' work duties, and otherwise does not violate any District policy or work rule.

Unacceptable and/or inappropriate non-work-related activities, including the downloading, viewing, or sending of insulting, disruptive, offensive, derogatory, profane, or discriminatory messages are strictly prohibited. Examples of forbidden transmissions include, but are not limited to:

- 💧 Sexually explicit messages, cartoons, or jokes
- 💧 Sexual propositions or love letters
- 💧 Ethnic or racial slurs
- 💧 Any other message that can be construed to be harmful to morale, harassment, or disparagement of others based on their gender, race, age, national origin, religion, creed, sexual orientation, gender identity or expression, marital status, disability, or any other class protected by law

All system passwords and encryption keys must be made available to the District. Employees are prohibited from generating unauthorized passwords or encryption keys on their computers. The creation of unauthorized password-protected files will be grounds for disciplinary action, and any files protected by unauthorized password or encryption keys will be subject to review by the District. Employees are further prohibited from using others' authorized passwords or keys encryption to gain access to files to which the employee has not been given access.

Using District owned and/or provided equipment, supplies, and programs to solicit outside business ventures for personal, political, or religious uses is strictly prohibited.

There is a real possibility of infecting our systems with viruses, which could render our system inoperable and/or destroy District data. Therefore, no software or files including but not limited to shareware, freeware, patches, or demos are to be downloaded without prior written permission from the IT Manager or General Manager.

Any abuse of the privilege to access and use the District's electronic systems may result in immediate loss of such privilege and may result in disciplinary action.

The District's Technology Usage Policy can be found in the HR Library on SharePoint.

Personal Phone Calls and Text Messages

The District realizes that employees may need to make and receive personal phone calls or text messages while at work. Such calls and texts should be held to a minimum and should not interfere with an employee's productivity or cause a disruption in the workplace or for coworkers.

Unauthorized use of phones, including long distance charges to the District, is discouraged with the exception of emergency situations. From time to time, the District monitors incoming and outgoing phone usage.

Personal cell phones should be set to a low volume setting or vibrate to minimize disruption to others. Personal cell phone calls and text messages should generally be limited to meal and rest breaks to the greatest extent possible.

Employees who have excessive personal phone usage may be subject to disciplinary action.

Personal Photocopies

Personal use of the District's photocopiers is limited and employees must pay for any personal photocopies, at a rate of ten cents per page, payable to the District.

Monitoring Systems

The District takes the safety of its employees and facilities seriously. In order to protect District property, promote security, and protect the health, welfare, and safety of District employees and visitors, the District uses video surveillance and electronic monitoring equipment on District property and in its buildings as permitted by law.

Systems in place include, but are not limited to:

- 💧 Video monitoring systems
- 💧 Computer usage monitoring
- 💧 Telephone, email, and internet usage logs
- 💧 Building access control
- 💧 Motion sensor alarms

While monitoring systems are in place for the District and the employees' protection and use, there are occasions where electronic systems fail. Employees should not rely on any one system to be effective and to be recording or monitoring 100% of the time.

Privacy

The District respects the individual privacy of its employees; however all employees should understand and be aware they have no right to or expectation of privacy regarding the use of District technologies of any type. The District may monitor the electronic usage of its employees from time to time, including email and text communications and internet histories, in its sole discretion.

This is particularly true because, as a public entity, the District is governed by the Washington State Public Records Act, Chapter 42.56 RCW, and has a legal obligation to maintain and release upon request written and electronic documents and data that constitute a “public record” and are not otherwise exempt from public disclosure.

As a public employee, you should assume that email messages, other electronic communications, and documents created or received on District compute systems may be considered a public record subject to disclosure or discovery in the event of litigation.

All information stored on and/or transmitted by District-provided equipment, supplies, and programs always remain the exclusive property of the District, and the District may monitor and review such information at any time.

Performance Evaluations

It is the District’s general policy to conduct performance evaluations on a quarterly basis to provide routine check-in times with the employee to monitor and assist with the employee’s success and progress. Regular performance evaluations provide the employee and the supervisor with an opportunity to discuss the key elements of performance management: clarity of expectations, goals, feedback, support, and resources. Employees are encouraged to use their quarterly check-in to address any employment-related issue or concern they may have.

Performance evaluations will be scheduled by the District in its sole discretion. The District may schedule additional performance evaluations for employees as the District deems necessary. Participation in these performance evaluations is a mandatory term and condition of employment and an employee’s refusal to participate in a performance evaluation as required by the District shall result in disciplinary action. The performance evaluation is part of an employee’s personnel record. Employees will receive a copy of their evaluations upon request.

In addition to performance evaluations, the District may use performance improvement plans (PIPs) when an employee’s performance is deficient and/or requires improvement, as part of the District’s progressive discipline process.

COMPENSATION POLICIES

Hours of Work

Workweek

The District's general office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The District's workweek commences Friday at 12:00 p.m. and ends on the following Friday at 11:59 a.m.

Work Schedules

Unless otherwise stated, our normal work schedule for full-time employees consists of eight hours per day, 40 hours per week, Monday through Friday. The normal work schedule for part-time employees is typically 30 hours divided over five days but may vary according to the needs of the District and the availability of the employee. Specific schedules vary by department and shall be determined by the General Manager, in consultation with the applicable supervisor, based on operational considerations.

All employees are expected to report to work on time and be ready and prepared to begin work at the start of their workday. Employees may not report to work earlier or stay later without specific advance approval of their supervisor. Employees are expected to be on time and work their assigned schedule.

Meal and Rest Breaks

Full-time office employees typically receive one unpaid, prescheduled 60-minute meal break, while full-time field employees typically receive one unpaid, prescheduled 30-minute meal break. If an employee is working five or more hours during a scheduled workday, a meal break of at least 30-minutes must be taken. Additionally, if an employee works three or more hours longer than the normal work schedule, the employee will receive an additional 30-minute unpaid meal period.

In addition to meal periods, employees working four or more hours daily earn paid 15-minute rest breaks for each four-hour period worked each day, for a total of 30 minutes during the normal work schedule.

Employees are expected to take their breaks during assigned times, unless their supervisor has determined that the employee's job duties are such that they can take intermittent breaks throughout the workday that total at least 15 minutes for every four hours worked.

Lactation Breaks and Accommodation

The District will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, for up to one year following

the child's birth. Employees needing breaks for lactation purposes may use ordinary paid rest breaks and may take another reasonable break time when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. For non-exempt employees, if the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the employee, the lactation break time will be unpaid.

Employees will be relieved of all work-related duties during any unpaid break. Where unpaid breaks or additional time are required, employees should work with their supervisor or Human Resources regarding scheduling and reporting the extra break time. Where state law imposes more specific requirements regarding the break time or lactation accommodation, the District will comply with those requirements.

The District will provide employees needing to express breast milk with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. This location may be the employee's private office, if applicable.

Employees should discuss with their supervisor or Human Resources the location for storage of expressed milk. In addition, employees should contact their supervisor or Human Resources during their pregnancy or before their return to work to identify the need for a lactation area.

Flexible Work Schedules

Alternative Work Schedules (AWS)

The General Manager, in the General Manager's discretion, may implement work schedules and/or a workweek other than the normal workweek or schedule identified above. These "alternative work schedules" may include, by way of example but not as an exhaustive list, adjusting the field employees' normal start and stop times for winter or summer work, or adopting work schedules other than the traditional eight-hour workday, 40-hour workweek. Non-traditional work schedules might include 4/10s or 9/80s. In such cases, the affected employees will receive advance notice of their new schedule and/or workweek arrangement.

All paid leave benefits accrue at the same defined rate for all eligible employees in proportion to a traditional 40-hour workweek. Leave will be credited against the employee's applicable leave accruals consistent with the time off taken. For example, if an employee takes sick leave on a scheduled nine-hour day, nine hours will be charged to the employee's sick leave balance.

With respect to holidays and floating holidays, non-exempt employees on an alternative work schedule shall continue to receive eight hours of paid leave. The employee may use

accrued vacation leave to supplement the difference between the holiday leave and the employee's total workday, may request to make up the time, may elect to take leave without pay or, with the approval of the General Manager, work the remaining holiday. Bereavement and any other paid leaves are also granted based on a traditional eight-hour workday.

For purposes of overtime accrual and calculation, the alternative schedule shall be considered the employee's "normal shift," and the employee shall not receive overtime compensation for having worked over eight (8) hours in a day; rather, overtime shall only be available to the extent that the employee works more than the employee's normal shift, e.g., working more than 10 hours on a 4/10 schedule or more than nine hours (or eight, as applicable) on a 9/80s schedule.

Flex-Time Policy

The District may allow, in certain circumstances and in the District's sole discretion and on a pre-arranged basis, non-exempt employees the opportunity to flex their schedules and make up work time that is missed due to personal obligations or other qualifying circumstances, such as making up one hour of time for a holiday falling on a 9/80s work schedule. Employees who need to be absent from work because of a qualifying circumstance may submit a written request to make up missed work time, provided they satisfy the eligibility requirements and procedures outlined in the District's Flex-Time Policy. The policy and request form can be found in the HR Library on SharePoint.

Telecommuting

Telecommuting, also called working remotely or working from home, is an informal work alternative the District may allow as an isolated, limited, or short-term arrangement for employees whose job duties may be reasonably and practicably performed remotely. Not all employees will be qualified to telecommute or will have work that can be handled effectively outside of the office or job site. It is not an employee benefit, but an alternative approach to fulfilling the District's work requirements.

All remote work arrangements must be approved by the employee's supervisor and/or General Manager in advance. Approval is granted on a case-by-case basis, depending on the particular circumstances and District's operational and business needs. Supervisors will work closely with telecommuting employees to ensure the work arrangement benefits both the District and the employee. Telecommuting arrangements may be discontinued at any time at the discretion of the General Manager. The full Telecommuting Policy can be found in the HR Library on SharePoint.

Attendance

Regular attendance and punctuality are essential functions of any position with the District. To operate efficiently, employees need to be at work. Absences and tardiness place a burden on other District employees and have a negative impact on the District's commitment to quality customer service.

Reporting Absences

It is necessary for employees to report to work regularly and on time. If an employee is unable to report to work or will be late, they should contact their immediate supervisor as soon as they know they will be absent or delayed and prior to their regularly scheduled start time, except in cases of medical emergencies, in which case notice should be provided as soon as practicable. If that supervisor is unavailable, the employee should contact the next supervisor in the chain of command. If neither of these supervisors are available, the employee should leave a message with the following information:

- 💧 Your name and time/date
- 💧 The reason for being delayed or for not being able to report to work
- 💧 The probable duration of the absence/delay
- 💧 Contact information where you can be reached upon receipt of your message

If an employee becomes ill while at work or needs to leave for some other reason before the end of the workday, they must inform their supervisor. Attendance or tardiness problems as well as failure to call in may result in disciplinary action, up to and including termination. Any employee who fails to report for work or to otherwise call in for three consecutive days will be deemed to have abandoned their job.

Attendance During Unusual Conditions

If District management declares the office officially closed due to unusual conditions, all employees who were scheduled to work will be paid for all days that the office is officially closed. Non-exempt employees who are required to report to work on such days will be paid at one-and-one-half (1½) times their normal hourly rate for all hours worked. Those employees required to work on "officially closed" days will be selected by the District's management at the management's sole discretion.

Attendance During Inclement Weather

The District has a responsibility to the public during times of disaster or emergency to provide, secure, and maintain water services to the extent possible. In order to carry out this responsibility, it is the policy of the District that all employees make every effort to report to work as required by their supervisor, manager, and/or the General Manager. Employees who are unable to report for work should contact their supervisor no later than one hour from their regularly scheduled start time, if possible.

If an employee is delayed due to what the General Manager has determined, in the General Manager's sole discretion, to be severe inclement weather, or due to conditions caused by such weather, the employee will be allowed up to one hour to report to work at the beginning of the workday, without a loss or deduction of pay or benefits.

Absences in excess of one hour will be charged against an employee's accrued but unused sick leave, if any, and then against accrued but unused vacation leave. To the extent a non-exempt employee does not have any sick leave or vacation leave, absences in excess of one hour shall be treated as leave without pay. Exempt employees who do not have accrued leave will not be charged for absences of less than a full day.

During inclement weather conditions, employees whose job duties may be reasonably and practicably performed remotely, as determined by the General Manager, or the General Manager's designee, in the General Manager's or designee's discretion, may be allowed to work from home, in accordance with the District's Telecommuting section of this Handbook.

Employees who report to work and are dismissed due to dangerous weather conditions and/or office closure, or if the General Manager, in the General Manager's sole discretion, authorizes employees to stay home due to dangerous weather conditions and/or office closure, the employees will be paid for their regular workday.

The General Manager, in the General Manager's sole discretion, may also require some employees to work overtime, work different shifts, or perform such job duties outside the scope of the employee's normal job duties until the emergency has been resolved. The General Manager may also recall employees to duty from vacation leave or scheduled time off provided such recall will not result in the employee suffering an economic loss, such as canceling airline or hotel reservations. For purposes of this policy, "economic loss" shall not include costs normally considered to be personal expenses or damage that can be covered by insurance.

If any employee is called back from scheduled leave and such employee is unable to take the lost time off during the remainder of the calendar year, the employee will be allowed to carry the "lost" days over to the following calendar year. If an employee is recalled to duty by the General Manager and did not report for duty as directed without a valid reason, the employee may be subject to disciplinary action.

The General Manager, in the General Manager's sole discretion, may also authorize employee meals or temporary shelter when such is deemed to be in the best interest of the District when necessary to address emergency conditions.

Attendance Beyond Normal Shift

Due to the nature of our business, employees may be asked to work beyond their normal shift on some days, and possibly on some weekends, especially in case of an emergency. For safety purposes, it is the District's general standard that an employee not work more than 16 consecutive hours or more than 20 hours in a consecutive 24-hour period, without taking a rest period of at least eight hours in such 24-hour period. However, employees may be required to work in excess of this standard if an urgent or emergency situation arises, and it would be impractical to stop work or to delay or postpone finishing a project.

If an employee is sent home by the District because of work performed beyond their normal shift, and if this causes the employee not to work hours the employee normally would be scheduled to work the following day, the District shall pay the employee the employee's regular compensation for those hours of the employee's normal schedule not worked by the employee at the directive of the District. In such case, the employee shall be paid for only those hours which the employee was directed not to work by the District.

If the rest period required by the District expires before the end of the employee's normal shift, the employee shall have the option of (i) returning to work for the remainder of the shift; (ii) taking paid vacation leave for the remaining hours of the shift; or (iii) taking the remaining hours of the shift as unpaid leave; provided, that the District reserves the right to deny the employee's request to use leave if it determines that operational needs or demands require the employee's attendance at work. The compensation offered pursuant to this policy is not for "time actually worked," and is not included in any applicable overtime calculation.

By way of illustration purposes only, if an employee is called into work at 8:00 p.m. and works eight hours of overtime (ending at 4:00 a.m.) and is thereafter directed by the District not to return to work until at least 12:00 p.m., the District would pay the employee, at the employee's regular hourly rate, for the "missed" four hours of the employee's normal work schedule (commencing at 8:00 a.m.). If the employee does not wish to return to work at 12:00 p.m., and subject to the District's approval, the employee may take four hours of vacation leave or may take unpaid leave for the remainder of the shift.

Overtime

The Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMA) require overtime pay for non-exempt employees, at the rate of one-and-one-half (1½) times an employee's regular rate of pay for hours worked by the employee which exceed 40 hours per workweek. Due to the nature of the District's business, needs may arise from time to time calling for additional work. During these times, the District expects its employees to cooperate with extended work schedules.

The District has elected to go above and beyond the minimum overtime requirements of the FLSA and WMA. In accordance with Resolution No. B-1454, overtime will be paid as outlined below:

- a) Any time actually worked by an employee over eight hours in a workday or worked outside of the employee's normal shift hours during the regular Monday through Friday work schedule, shall be compensated at the rate of one-and-one-half (1½) times the employee's regular rate of pay.

Please note, an employee is not eligible to receive overtime pay where: (i) the employee's request to "flex" their time in accordance with the Flex-Time Policy results in the employee working outside their normal work shift or more than eight hours in a day; or (ii) the District temporarily changes or modifies an employee's normal work shift to meet operational needs. In such cases, the adjusted work shift shall be deemed to be the "normal" work schedule.

- b) The General Manager may implement work schedules other than the regular work schedule defined in this Handbook. For purposes of overtime accrual and calculation, the alternative schedule shall be considered the employee's "normal shift," and the employee will not receive overtime compensation for having worked over eight hours in a day; rather, overtime shall only be available to the extent the employee works more than their normal shift, e.g., more than 10 hours on a 4/10 schedule.
- c) Any time actually worked by an employee on a Saturday outside of their normal work schedule shall be compensated at the rate of one-and-one-half (1½) times the employee's regular rate of pay.
- d) Any time actually worked by an employee on a Sunday outside of their normal work schedule or on a holiday observed by the District shall be compensated at the rate of two times the employee's regular rate of pay. For purposes of this policy, a holiday observed by the District shall mean the day on which the District's office is closed in observation of the holiday and the official date of the holiday itself.

If an employee is required to work on a holiday that falls on a Saturday or Sunday, the employee will be paid the higher "holiday" overtime rate but will not also be paid the additional "weekend" rate. For example, if an observed holiday falls on a Saturday, the employee will be paid at the holiday rate of two times the employee's regular rate of pay but will not also receive an additional "weekend" premium of one-and-a-half times (1½) the employee's regular rate of pay for working the Saturday.

- e) Time paid for but not actually worked (such as holidays, vacation, or sick leave) shall not count as "time actually worked" for purposes of computing the overtime premium payments set forth in this policy or otherwise required by law.
- f) The premium pay provided pursuant to the District's overtime policy shall be credited towards the District's statutory obligation to pay overtime for more than 40 hours worked in a workweek, as defined by the FLSA and WMA. The premium pay offered

by the District is not “compounded” or “stacked,” meaning that employees are not paid “double overtime” or “overtime plus premium pay” in any situation.

For example, if an employee works nine hours on a holiday, the employee will receive the holiday overtime rate for the nine hours but would not receive the holiday premium rate plus an additional overtime rate for the one hour worked over the eight-hour threshold.

Similarly, if an employee on a 5/8s schedule works a normal eight-hour shift Monday through Wednesday but on Thursday, works a total of 16 hours, the employee will be paid for eight regular hours and eight overtime hours. If the employee works a normal eight-hour shift on Friday, those hours will be paid at the employee’s regular rate of pay.

- g) All overtime must be approved in advance and directed by the General Manager or their designee. Working overtime without such approval may be grounds for disciplinary action.

Timesheets

It is the District’s policy to ensure all employees are paid in an accurate and timely manner, in accordance with federal, state, and local laws, and that required reporting records and supporting documentation are managed and accessible for review as prescribed by the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMA).

The District provides all employees, exempt and non-exempt, with an electronic timesheet. All non-exempt employees must use timesheets to accurately and timely record hours worked, as well as paid leave use. Exempt employees must use timesheets to record paid vacation, sick, and floating holiday leave use. Individual employees are responsible for the accuracy and completeness of the information on their timesheets.

Employees should maintain their timesheets daily to ensure an accurate account of all hours worked, including overtime, any paid or unpaid leaves, or holiday pay. All timesheets must be submitted for management approval at the end of each pay period, no later than the end of the workday. All work time must be reported accurately, in 15-minute increments, rounded to the nearest quarter hour.

Time records are the property of the District; employees are not permitted to alter those records without the prior approval of the supervisor or General Manager. Unauthorized tampering, alteration, falsification of any time record, or completing another employee’s time record, is strictly prohibited and will subject the employee to disciplinary action, up to and including termination. The District does not allow employees to work “off the clock.”

Payroll Deductions

The District may make various voluntary and involuntary payroll deductions each payday to comply with federal and state laws or pertaining to benefit elections. At the end of each calendar year, each employee will be supplied with a personalized Wage and Tax Statement (W-2) form. This statement summarizes income and deductions for the year. Questions regarding these deductions should be directed to Finance or Human Resources.

Pay Frequency

The District operates on a biweekly payroll cycle.

Compensation Philosophy

The District values quality employees and is committed to attracting and retaining a skilled, qualified, and engaged workforce through competitive compensation and benefits packages. The District's compensation philosophy is to "meet" the market, which means District salary ranges are generally +/- five percent of the market average for each position. The District reserves the right to change or modify its compensation policies at any time.

Salary Ranges

It is the District's goal to pay competitive wages as an employer. Salary ranges establish the minimum, midpoint, and maximum pay for a position. Cost-of-Living Adjustments increase the salary range for each position. Merit increases adjust an employee's salary within their salary range. It is the District's policy that employees are not allowed to be paid in excess of the salary range established for their position.

Prior to opening or advertising a vacated position, the District may update the salary range by evaluating comparable positions at other comparable cities or districts. Additionally, the District is committed to conducting comprehensive salary and benefits studies to ensure all District salary ranges and positions are updated and at market. These studies are generally performed once every three to five years.

Six-Month Merit Adjustments

Upon successful completion of the first six months of their Introductory Period, an employee may be eligible for a merit increase, at the sole discretion of the General Manager. The adjustment ranges from \$0.40/hour to \$0.75/hour and varies based on the employee's demonstrated performance and grasp of the position.

Annual Merit Adjustments

A budget is considered for merit increases each year at the District, based on the financial position of the District and subject to approval by the Board of Commissioners during the annual budget process. The standard merit increase range for employees is zero to three percent and is based upon an employee's job performance. Approved merit increases in pay are prospectively applied to eligible employees' salaries at the beginning of the pay period following their anniversary date.

Cost-of-Living Adjustments

Upon Board approval, a Cost-of-Living Adjustment (COLA) will be applied to each salary range within the District on January 01 of each year. The COLA is generally determined by applying 100 percent of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), Seattle-Tacoma-Bellevue region, for the June-to-June period, subject to Board approval during the annual budget process. Employees at the maximum of their salary range will be eligible for COLA as approved. Employees above the maximum of their salary range are not eligible for COLA.

Limitations of Adjustments

All increases or adjustments in pay are subject to the applicable salary range maximum. An employee with satisfactory performance may be given a modified annual merit increase if limited by the ceiling of the pay range. Should an employee's salary exceed the salary range maximum, their salary will be frozen until such time as subsequent Cost-of-Living Adjustments increase the salary range to where the employee is eligible for a pay increase again.

On-Call Procedures

All field employees will be subject to perform on-call duty, as assigned. Employees on-call must be available to resolve customer problems and/or perform emergency maintenance. Per Resolution B-1262, all employees subject to perform on-call duty will be required to remain within a 30-minute travel time to the District's boundary while on call and will carry a District cell phone, tablet, or other equipment allocated for purposes of maintaining contact with the District.

Employees who are on call are prohibited from consuming alcohol or drugs as outlined in the District's Substance Abuse Policy, other than over the counter and/or lawfully prescribed medications, and then only in accordance with the recommended dosage and, in such cases, must still be able to perform duties unimpaired while on call.

On-Call Schedule

For employees performing on-call duties, the on-call schedule for Operations employees runs from 5:30 p.m. on Thursday to 8:00 a.m. the following Thursday. For Pumping

employees, the on-call schedule runs from 5:00 p.m. on Thursday to 7:30 a.m. the following Thursday. On weekends, the on-call schedule is broken up into three on-call periods. On-call duty on holiday Fridays will be taken by the employees who were on call the Thursday immediately preceding the holiday. On-call duty on holiday Thursdays will be taken by the employees who were on-call the Wednesday immediately preceding the holiday.

For more details, including on-call duties and compensation, please see the District's current On-Call Policy and Procedures, which can be found in the HR Library on SharePoint.

BENEFITS

Holidays

The District grants 13 paid holidays per year to eligible employees, including both regular and introductory period classifications.

- 💧 New Year's Day
- 💧 Martin Luther King, Jr. Day
- 💧 Presidents' Day
- 💧 Memorial Day
- 💧 Juneteenth
- 💧 Independence Day
- 💧 Labor Day
- 💧 Veterans Day
- 💧 Thanksgiving Day
- 💧 Native American Heritage Day
- 💧 Christmas
- 💧 Two Floating Holidays

Holidays falling on Saturday are observed the preceding Friday. Holidays falling on Sunday are celebrated the following Monday. Regular full-time employees will receive eight hours of holiday pay at their regular rate of pay. Part-time employees shall receive holiday pay on a pro-rated basis, based upon the number of hours the employee would have otherwise been scheduled to work.

Employees also receive two paid floating holidays each year. The floating holidays are added to an employee's floating holiday bank at the beginning of the year and must be used by December 31. Floating holidays are worth eight hours, paid at the employee's

regular rate of pay, and are provided on a “use it or lose it” basis. Floating holidays are not carried over into following calendar years and are not paid out upon separation.

Any employee who is required by the District to work on a holiday observed by the District shall be paid at the rate of two times that employee's regular hourly rate.

Holidays for Reasons of Faith or Religious Conscience

Each employee shall also be entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. An employee, in consultation with the General Manager, may select the days on which the employee desires to take the two unpaid holidays; provided, that such holidays are taken in a manner consistent with the purposes of this leave.

Employees may use their accrued vacation leave or floating holiday in connection with these otherwise unpaid holidays. Requests for an unpaid holiday provided for by this policy should be submitted in writing to the General Manager a minimum of four weeks prior to the requested day. Requests for such holidays shall be considered on a case-by-case basis, based on the specific objective facts and circumstances presented at the time of the request.

The District reserves the right to disallow any holiday request if it would unduly disrupt operations or otherwise impose an undue hardship for the District. For purposes of this policy, “undue hardship” shall have the same meaning established by rule of the Office of Finance Management, as codified in WAC 82-56-020. The unpaid holidays provided herein shall not carry over from one year to the next.

Vacation

The District provides vacation leave for the purpose of providing employees with paid time away from work for recreational and relaxation purposes. Vacation leave is accrued and credited each pay period. Regular full-time employees shall earn vacation benefits in accordance with the following schedule:

Completed Years of Service	Per Pay Period Accrual	Hours Per Year
0 through 4	3.69	96 hours
5 through 9	5.23	136 hours
10 through 14	6.15	160 hours
15 through 19	6.77	176 hours
20 through 24	7.38	192 hours
25 or more	8.00	208 hours

Part-time employees shall earn vacation benefits in accordance with the above schedule at a rate commensurate with the total regularly scheduled hours worked per week, e.g., a part-time employee regularly scheduled to work 30 hours per week shall earn vacation benefits at 75 percent of the above full-time schedule. Vacation benefits are paid at the part-time employee's regular hourly rate.

Employees should request to use their vacation benefits as far in advance as possible. Requests are subject to management approval, based on the business needs of the District. Vacation benefits may only be used after they are earned and must be used at a minimum of not less than two hours unless otherwise approved by Management. No more than 10 consecutive days of vacation may be taken by an employee, unless approved by the General Manager or designee.

During the first six months of employment, employees accrue, but are not eligible to use, vacation time. Accrued vacation time is not paid out when an employee terminates their employment during the Introductory Period.

Temporary employees are not entitled to nor accrue vacation benefits unless otherwise authorized by the General Manager or written agreement between the employee and the District.

Maximum Vacation Bank

Vacation balances may not exceed 320 hours. When an employee reaches the maximum threshold, they will no longer accrue vacation as defined by their place in the vacation accrual schedule until they utilize some of their existing vacation leave.

Vacation Cash-Out Option

The District allows employees to cash out a portion of their vacation leave one time at the end of each calendar year at 100 percent of its cash value. Employees may cash out, at their regular rate of pay, up to 40 hours, provided the employee maintains a minimum vacation leave balance of 40 hours. Cash-out may not reduce an employee's vacation leave balance below the minimum.

The form to request a vacation leave cash-out can be found in the HR Library of SharePoint. Cash-out requests should be submitted no later than December 01 of each year.

Sick Leave

All employees are eligible for paid sick leave, in accordance with RCW 49.46.210. The District also provides additional sick leave benefits beyond what is required by law.

Combined, regular full-time employees shall accrue 3.85 hours per pay period, for a total of 100 hours of sick leave per calendar year. Please see the sick leave provisions for each type described in detail below.

Washington Paid Sick Leave

Consistent with RCW 49.46.210 and Chapter 296-128 WAC, the District offers the following sick leave benefits mandated by law.

All employees are entitled to Washington Paid Sick Leave (WPSL) benefits and earn one hour for every 40 hours worked. For full-time employees who normally work a 40-hour workweek, this equates to 52 hours per calendar year; however, this number will vary, depending upon the actual number of hours, including overtime, worked by an employee.

WPSL benefits will begin accruing as of the employee's hire date and are eligible for use as soon as they are accrued. At the end of the employee's first calendar year of employment, sick leave benefits will be calculated and tracked as of January 01 of each calendar year.

Non-exempt employees may take their WPSL benefits in 15-minute increments; exempt employees are typically not required to report absences of less than a full day. Employees may carry over up to 40 hours of accrued WPSL from one calendar year to the next. WPSL which exceeds this maximum carryover will be converted to ASL and administered in accordance with the ASL policy set forth below.

WPSL is paid at the employee's regular base rate of pay.

Employees may use their accrued WPSL benefits for any absence due to the following reasons:

- 💧 The employee's own illness, injury, or health condition, to accommodate the need for medical diagnosis, care, or treatment of a health condition, or preventative medical care.
- 💧 The employee's care for a family member with an illness, injury, or health condition, or to care for a family member who needs medical diagnosis, care, or treatment of a health condition, or to care for a family member who needs preventative medical care.
- 💧 The District is closed by order of public official for any health-related reason, or where the employee's child's school or daycare is closed for such a reason.
- 💧 Absences covered by the District's Domestic Violence Leave Policy.

Employees should request to use their WPSL benefits as far in advance as possible. This generally means an employee should provide notice at least 10 days in advance of any planned or otherwise foreseeable absence, such as a planned medical appointment or procedure, and at least one hour prior to the employee's shift for any unforeseeable or emergent absence. If such notice is not practicable under the circumstances, the employee should provide notice as soon as practicable.

The District may require an employee to provide proof of illness, injury, or health condition from a qualified health care provider for absences of more than three consecutive days, unless such verification would result in an unreasonable burden or expense to the employee, as established pursuant to Washington State regulation. If an employee believes the required verification will result in an unreasonable burden or expense, the employee should notify the District, preferably in writing, of this and provide an explanation that (i) the employee's use of the sick leave is for one of the reasons listed above and (ii) how the verification requirement will result in an undue burden or expense.

Upon receipt of such notice from the employee, the District will consider the employee's explanation and proceed in accordance with the process set forth in WAC 296-128-660. Otherwise, failure to provide the required verification may result in a loss of leave benefits for that work period and/or may result in further disciplinary action.

If an employee feels they are being discriminated or retaliated against because of their lawful use of WPSL benefits, the employee should contact Human Resources or the General Manager. If the employee is not satisfied with the District's response, the employee may contact the Washington State Department of Labor & Industries:

Online: www.lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321

Visit: www.lni.wa.gov/Offices

Email: ESgeneral@lni.wa.gov

WPSL benefits are not cashed out upon termination of employment. However, if a former employee is rehired by the District within 12 months of their termination date, the District shall reinstate the employee's previously-accrued WPSL benefits.

Additional Sick Leave

In addition to and separate from the WPSL benefits provided above, all regular full-time employees earn a total of 48 hours per calendar year of Additional Sick Leave (ASL). Regular part-time employees shall receive ASL benefits on a prorated basis, based upon the number of hours their schedule bears to a full-time schedule.

Introductory Period employees begin accruing ASL as of their hire date and will be permitted to use ASL as accrued.

ASL benefits will accrue only when an employee is in paid status, which includes paid leave but does not include unpaid leaves. ASL benefits may not be used until after they are accrued. ASL benefits may be taken in 15-minute increments.

After first exhausting their accrued WPSL benefits, employees may use their ASL benefits for the following reasons:

- 💧 The employee's own bona fide illness or injury, including temporary disability caused by pregnancy or childbirth.
- 💧 To care for a minor child of the employee with a health condition requiring treatment or supervision.
- 💧 To care for the employee's child, spouse, registered domestic partner, parent, parent-in-law, domestic partner's parent, sibling, or grandparent who has a serious health condition or an emergency health condition.
- 💧 Absences covered by the District's Domestic Violence Leave Policy.
- 💧 Other circumstances which may be authorized by the General Manager, in the General Manager's discretion.

ASL benefits are paid at the employee's regular base rate of pay.

Employees should request to use their ASL benefits as far in advance as possible. This generally means that an employee should provide notice at least 10 days in advance of any planned or otherwise foreseeable absence, such as a planned medical appointment or procedure, and at least one hour prior to the employee's shift for any unforeseeable or emergent absence. If such is not practicable under the circumstances, the employee should provide notice as soon as practicable.

The District may require any employee to provide proof of illness, injury, or health condition from a qualified health care provider in connection with the employee's use of ASL benefits. Failure to provide such required verification may result in loss of ASL benefits for that work period and may result in further disciplinary action. Employees who misuse their ASL benefits will be subject to disciplinary action. This medical verification requirement is not subject to the process outlined above for WPSL benefits.

ASL benefits are not cashed out to employees upon termination of employment except at the time of retirement as prescribed in Resolution B-1474.

Temporary employees will not be eligible for or entitled to ASL benefits.

Sick Leave Buyback

Regular full-time and part-time employees may accrue and carry over up to 720 hours of sick leave, including the 40-hour maximum of WPSL, as of December 31 of each calendar year. Accrued ASL and WPSL benefits which exceed the maximum accrual may not be carried over into the following calendar year and will be cashed out to the employee at the rate of two hours of sick leave for one hour of compensation (2:1) at the employee's regular base rate of pay.

Misuse of Benefit

Any employee deemed to have abused sick leave privileges by falsification or misrepresentation may be subject to disciplinary action.

Health and Welfare Benefits

The District strives to provide the best, most equitable benefits for its employees, in recognition of influence employment benefits have on their economic and personal welfare. The total cost of providing the benefit program is a significant supplement to an employee's pay and should be viewed as additional compensation.

Insurance coverage begins on the first day of the month following an employee's hire date and ends on the last day of the month in which an employee terminates. The District reserves the right to design benefit plan provisions and to add, eliminate, changes, or in other ways modify any discretionary benefits or contribution rates when it is deemed in the District's best interest to do so. Employees receive a summary plan description upon eligibility and enrollment. District plans run from January through December, with open enrollment in December.

Employees should notify Human Resources about any changes in status, including marital status, death, etc. no later than 60 days after the qualifying event.

Medical, Dental, and Vision Insurance

The District has medical, dental, and vision insurance plans for all full-time employees. The plan is discussed in detail in the Summary Plan Description that can be found in the HR Library on SharePoint. The District pays 100 percent of all employee premiums for medical, dental, and vision coverage; and it pays 90 percent of qualified dependent coverage premiums.

The District's plans and the District's contribution rates are subject to change in the District's sole discretion.

Life Insurance & Long-Term Disability

The District provides life insurance coverage for all regular full-time employees in the amount of \$50,000 until the age of 65. Per the “Age Reduction Schedule” defined by our carrier, at age 65, life insurance reduces by 25%, and at age 70, an additional 25% reduction occurs.

Additionally, the District provides regular full-time employees with long-term disability benefits as prescribed in the District’s long-term disability plan, a copy of which can be found in the HR Library of SharePoint.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District’s health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; or a dependent child no longer meets eligibility requirements. In order for the District to provide the appropriate notices, it is important for employees to notify Human Resources of any change in status.

Employees or beneficiaries pay the full cost of health coverage at the District’s group rate plus an administrative fee. The District’s third-party COBRA administrator provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

For more information, employees should contact Human Resources.

Public Employees’ Retirement System (PERS)

The District is a member of the Washington Public Employees Retirement System (PERS). All regular full-time and some part-time employees (subject to position) are covered under PERS. Employees have two plan options to choose from within the first 90 days of employment. Should an employee not designate a plan within the 90 days, they will be placed into PERS Plan 2, and will not be able to change it.

Both the District and the employee are required to pay a percentage of the employee’s wage into a defined contribution or defined benefit plan. Benefit levels and contribution rates are set by the State of Washington and are subject to change. Vesting information for PERS plans can be found in the Plan Choice Member Handbook available at www.drs.wa.gov.

Deferred Compensation (DCP)

The District offers a Deferred Compensation Plan (DCP), a 457(b)-retirement plan, to its regular employees. DCP allows employees to set aside compensation on a tax-deferred basis for retirement; contributions are subject to annual IRS deferral limits. Participation is voluntary and may be started and stopped at any time within the IRS guidelines. Employees have a variety of investment options and are 100 percent vested on plan entry date. Employees are eligible the first of the month following their date of hire and may stop, start, or change their deferral or investment elections at any time.

Labor and Industries (L&I) Workers' Compensation Insurance

All employees are covered by and contribute to the State of Washington Workers' Compensation Program. This insurance covers employees when on-the-job injuries or job-related occupational illnesses occur. For qualifying cases, Workers' Compensation will provide partial wage replacement to the employee for workdays lost and medical costs due to job related injuries or illnesses. Both the District and its employees are required by law to make contributions to Washington State Department of Labor and Industries (L&I) for industrial insurance based on job classification and the number of hours worked. Current contribution rates for the District and its employees are set by the State of Washington.

Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) is an employer-paid benefit that provides counseling for both personal and work-related issues. The District contracts its EAP through Regence Blue Shield and the EAP is provided to employees and their dependents free of charge.

The EAP provides a full range of counseling and referral services for individual, family, and marital concerns, stress and job-related matters, child and domestic abuse, and legal and financial issues. For more information, please see the Benefits Guide located in the HR Library of SharePoint.

Workout Facility

To promote the health and wellbeing of its employees, the District provides exercise equipment at its main office. Employees who wish to use the workout facility must sign an Indemnification and Release Form and provide it to Human Resources for placement in the employee's personnel file. To be eligible to use the facility, the following conditions must be met:

- 💧 Employees should consult a physician before beginning an exercise program.
- 💧 Prior to using the exercise equipment, employees should make themselves knowledgeable of its proper use.

- 💧 Employees may use the facilities during unpaid time: before work, during a meal break, or after work; using the facilities while on duty is strictly prohibited.
- 💧 No food or drink, except water, is permitted in the workout facility.
- 💧 Proper fitness attire is required. No boots, street shoes, sandals, or bare feet.
- 💧 All weights placed on the equipment must be removed and returned to the proper location on the rack after using them.
- 💧 Users must wipe clean all equipment and surfaces after each use.
- 💧 No horseplay or scuffling.
- 💧 Report all damaged equipment to Human Resources.

Employee Recognition Benefits

Milestone Years of Service

Pursuant to Resolution B-1456, the District provides a reward system for those employees who are employed by the District for 10 or more years. Employees who have reached these longevity milestones will be awarded a gift card to a place of their choosing or other token of recognition, not to exceed the amount specified below:

Years of Service	Award Amount
10	\$75.00
15	\$75.00
20	\$100.00
25	\$100.00
30	\$125.00
35	\$125.00

Retirement Recognition

An employee who retires from the District in accordance with PERS criteria will be awarded a gift card to a place of their choosing or other token of recognition in the amount or cost not to exceed \$150.00.

Outstanding Performance Recognition

Employees who demonstrate outstanding performance and productivity may, as determined by the General Manager and with assistance from other management staff, be presented with a recognition award in the form of a gift card or other token of

appreciation in accordance with Resolution B-1456. In most cases, the awards will be presented annually on or around an employee recognition meeting or event, e.g., Employee Appreciation Day.

Employee Suggestion Award Program

The District desires to encourage employee excellence, recognize employee accomplishments, and provide incentives for employee suggestions for better performance of the District's mission. In accordance with Resolution B-1363, the District has established an Employee Suggestion Award Program. The purpose of the policy is to provide a formal program for rewarding suggestions, in accordance with criteria established by the Board. For further information on this program, consult your immediate supervisor or Human Resources.

Employee Development Benefits

The District's most valuable resource is its employees. Continuing education and job-related training is a benefit to the District, its ratepayers, and its employees. Employees are encouraged to participate in workshops, seminars, conferences, classes, and other learning opportunities to improve their job-related skills. The District supports these programs to the extent the budget allows. For tracking purposes, all training and reimbursement requests should go through Human Resources.

Employee Education Assistance Program – Resolution B-1423

The District has a long-standing practice of promoting from within where appropriate and it considers the training and education of District personnel beneficial to the District, its customers, and District personnel in that it will provide employee growth, improve employee performance, and provide better service to District customers, as well as further strengthen the reputation of the District.

To encourage ongoing learning and development, the District will consider reimbursement or advances for employee continuing education expenses that lead to a degree or certification related to a regular full-time employee's current job duties or a foreseeable future position with the District.

To be considered for a reimbursement or advance, an employee must have been actively employed on a full-time basis for at least 12 months from the reimbursement or advance request, and not be on a leave of absence. A detailed class or curriculum plan must also be submitted to, and approved by, the General Manager prior to the quarter or semester in which the course(s) will be taken to be considered.

The General Manager has the sole discretion to determine which course(s) are eligible for reimbursement or advance, which consideration includes but is not limited to whether the proposed course is job-related or will otherwise further the District's operational business

needs or goals, constituting a benefit to the District. The General Manager's approval is limited to the specific course presented for approval. If an employee makes any changes to the course or makes a substitution without the General Manager's prior approval, the changed or substituted course will not be eligible for reimbursement or advance.

Following the approval of the expense reimbursement or advance for continuing education, the following guidelines shall govern such expense reimbursement or advance:

- 1) In the case of an approved reimbursement, the quarter or semester of continuing education expenses shall be paid by the employee. The District will reimburse the employee for approved expenses as provided herein, upon the employee's completion of the course. The employee will be required to provide written verification to the General Manager that the employee received a passing grade in the course, i.e., a 2.0 on a 4.0 scale or better, or if the course is pass/fail, verification the employee passed.

Where an employee is unable to pay their continuing education expenses up front, the General Manager may, in the General Manager's sole discretion, approve an advance for such continuing education expenses. Any such advance shall be subject to all terms and conditions set forth in this policy and Resolution B-1423. If any terms or conditions are not met, the employee will be obligated to repay 100 percent of the advance. As an additional condition to the advance, an employee may be required to execute a written reimbursement agreement, in such form as determined by the District.

- 2) The employee will provide written verification to the General Manager after the continuing education expenses subject to reimbursement or advance are incurred, confirming the expenses were actually incurred and paid in full by the employee.

The maximum amount of reimbursement or advance by the District to any individual employee for continuing education expenses is \$5,250.00 per calendar year. Expenses may include tuition, books, and lab or other fees associated with the course. The District will not reimburse employees for supplies, mileage, parking, meals, lodging, or other miscellaneous expenses.

The District reserves the right in its sole discretion to deny any request for payment of tuition or related expenses at any time.

- 3) If an employee is receiving continuing education expense reimbursement or advance from any other source, the employee must disclose this information to the District and shall be required to first utilize such other source for the reimbursement or advance of expenses for which the employee was otherwise eligible through the District. The District reimbursement or advance will be limited to the remaining

amount of expenses the employee would otherwise be entitled to have reimbursed by the District.

- 4) Poor work performance while attending courses qualifying for continuing education expense reimbursement or advance may prevent reimbursement or advance on future coursework. Class attendance is not an excuse for the poor performance of an employee's employment duties and responsibilities.
- 5) Only courses at licensed, accredited colleges, universities, or technical schools, or other programs as determined by the General Manager, are eligible for reimbursement or advance.

The District's approval of any continuing education expense reimbursement or advance is specifically conditioned and contingent upon the employee remaining employed with the District for a period of at least 36 months following the employee's completion of the last course for which the expense reimbursement or advance was received. By accepting the expense reimbursement or advance, the employee expressly agrees to these terms and acknowledges that the expense reimbursement or advance constitutes a personal benefit to and debt of the employee.

If, for whatever reason, the employee's employment is terminated prior to the expiration of the required 36-month period, the employee will be obligated to repay the expense reimbursement or advance in accordance with the following schedule:

- a. Separation from service of 12 months or less following the completion of any courses – 100 percent repayment
- b. Separation from service between 12 and 24 months following the completion of any courses – 50 percent repayment
- c. Separation from service between 24 and 36 months following the completion of any courses – 25 percent repayment

Notwithstanding the foregoing, an employee whose employment is terminated due to the employee's permanent and/or total disability, as determined by the District, will not be required to repay the reimbursement or advance.

By accepting the tuition reimbursement or advance, the employee authorizes the District to deduct any repayment obligation owed to the District by the employee from the employee's wages, including but not limited to employee's final paycheck. These repayments may be received by the District by way of deduction from an employee's final payroll check, to include but not limited to, payout of accrued vacation and/or sick leave.

Amounts received by an employee as educational assistance benefits pursuant to this

policy may be subject to IRS Publication 970. The employee is encouraged to review and seek tax accountant advice on whether amounts received from the District are subject to income tax withholding and may be included in the employee's taxable gross income as required under Internal Revenue Code provisions. (See Publication 970 (2013)).

While educational assistance is expected to enhance employee performance and professional ability, the District makes no representation, expressed or implied, that participation in continuing education, not required as a condition of the employee's job classification or position, will entitle an employee to an automatic advancement, a different job assignment, or pay increase.

Continuing Education Units (CEUs) and Training

The District will pay for ongoing job-related training such as conferences, workshops, seminars, and continuing education to retain certifications or designations for its employees. Training requests should be business related, pre-approved by the General Manager, and are subject to budget availability. Employee training events should relate to the employee's current position or are a requirement to maintain professional certifications and licenses. Employees should document what was learned at the event and be prepared to share this information with others upon their return.

An approved Training Request Form should be given to Human Resources for registration and payment. A copy of certificates received from job-related training should be given to Human Resources for placement in the employee's personnel file.

Certifications and Licenses

The District is committed to maintaining the quality of its services through the continued professional growth of its employees. Many positions require minimum certifications. Required certifications, licenses, or professional designations are contained within an employee's job description along with any other requirements for their position. If an employee lets a required certification or license lapse, they may be demoted or terminated after extenuating circumstances, if any, are considered.

The District will pay for an employee's required applicable study programs, testing fees, licenses, professional designations, and certifications for the initial attempt to obtain the required certification or license. If an employee fails in the initial attempt to obtain a credential, any subsequent attempts and associated costs will be the employee's responsibility. Once the employee successfully acquires the required credential(s), they may submit a reimbursement request for the successful attempt along with supporting documentation acceptable to the District.

The District will pay program costs for employees to obtain their CDL Class A when it is a requirement of their position. The District will also pay for the employee's initial physical examination, drug screen, skills and knowledge tests, permit, license, and endorsements on paid time. The District will pay for physical examinations at a medical facility with which the District contracts for CDL physicals. Employees who choose to use another FMCSA certified medical examiner for their CDL physical are responsible for fees exceeding the District's preferred provider cost. Employees will be reimbursed for CDL license renewal fees above their regular license fee.

A copy of certifications and licenses received should be given to Human Resources.

Professional Associations and Service Organizations

Upon prior approval by the General Manager, the District may pay annual dues for District employees who are affiliated members of professional associations or service organizations that pertain to the main function of their position within the District. Unless specifically approved by the General Manager, the District will not pay for individual membership in addition to District membership. Invoices for annual dues should be approved by the employee's supervisor and the General Manager.

Professional License Fees

The District will pay for professional licenses and certifications for District employees who carry a Washington state professional license or certification if the employee's position description requires such license or certification, the license is required by law, or if the expense is in the best business interests of the District as determined by the General Manager. Invoices for professional license fees should be approved by the employee's supervisor and the General Manager.

Tools and Equipment Training

Field employees work with many tools and equipment, ranging from small hand tools to large excavation equipment. Tools and equipment require varying degrees of training and expertise to use correctly and safely. Employees may not use or operate tools and equipment until they have been trained and approved to do so.

Most tools and equipment require only a short orientation or training period. This training is given by more experienced workers as authorized and monitored by Leads, Department Heads, or other supervisors.

Training and demonstration of more complicated equipment is given by assigned staff members or vendors as the equipment is introduced into the work environment. Some District equipment is considered "high risk" and requires practice time to achieve competency for safe operation. Before operating these types of equipment for work, employees must be evaluated by the appropriate supervisor.

Other Training

The District has established a cross-training program in order to ensure that the District will have qualified and trained personnel regardless of emergencies, vacations, other employee absences, etc. Employees' participation in such cross-training program shall be determined by the General Manager, in the General Manager's discretion.

Employee Travel and Expense Reimbursement

Attendance and Travel Time for Training

The District encourages participation in workshops, seminars, training, and other educational programs to improve job skills. Participation in programs requiring time off from work and/or per-diem expenses requires approval from the General Manager or designee.

An employee's normal work schedule may be adjusted to compensate or account for the employee's attendance at and travel to workshops, seminars, training, and other education programs.

An employee's time spent attending a pre-approved workshop, seminar, training, or other educational program will be considered compensable time, and employees will be paid for such time.

To the extent such workshop, seminar, training, or other educational program requires non-exempt employees to travel, the compensability of the travel time for non-exempt employees will be subject to the following guidelines:

- (i) Travel time to and from training is considered compensable. When such travel occurs during the employee's normal or adjusted work schedule, the travel time will be paid at the employee's regular rate of pay.
- (ii) Travel time outside of an employee's work schedule, whether normal or adjusted, will be paid at the rate of one-and-one half times the employee's regular rate of pay on weekdays and Saturdays and two times the employee's regular rate of pay on Sundays or holidays.
- (iii) If the travel spans more than one workday and involves an overnight stay, the time compensable to the employee will only be that traveling to or from the program location at the appropriate regular, overtime, or double time rate of pay.
- (iv) The employee's normal commute time to and from the District's office to retrieve a District vehicle for travel use is not compensable.

- (v) Travel time includes time needed to drive to and from an airport as well as time at the airport and in flight.

Non-exempt employees are required to accurately track their compensable training and travel time. Exempt employee travel time is compensated by the employee's regular salary and exempt employees are not entitled to overtime or premium pay in connection with their travel.

Travel Expenses

Travel Reimbursement:

Employees directed to use their own personal vehicles for the District's business will be reimbursed for their mileage at the current IRS rate per mile. Such employees will also be reimbursed for any parking, tolls, or ferry expenses incurred while conducting the District's business. They will not be reimbursed for any traffic or parking infractions, fines, or penalties assessed against them.

Meals and Lodging:

The District will reimburse employees for reasonable and customary meal and lodging expenses incurred while on District business, with prior District approval. Expenses for meals and lodging exclude alcohol purchases and shall not exceed the IRS-established limit.

All expenses to be reimbursed by the District must be evidenced by a receipt, which shall be supplied to the District within a reasonable time after such expense is incurred, but in no event later than four weeks after said expense was incurred. The District will only reimburse expenses incurred for business purposes. For more information on authorization and procedures for reimbursement, contact your supervisor or the General Manager.

LEAVES OF ABSENCE

Paid Family and Medical Leave

The Washington State Employment Security Department (ESD) administers an insurance program under the Paid Family Medical Leave (PFML) Act that allows eligible employees to receive partial wage replacement and leave benefits for covered family and medical reasons. This policy provides a summary of the PFML program, but employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, the District will administer this benefit program consistent with applicable statutes and regulations.

Employee and Employer Premiums

In administering the PFML program, the ESD assesses a premium rate for each District employee, which rate is established by law. For 2022, this rate is 0.6 percent of each employee's gross wages, up to the 2022 Social Security cap (\$147,000). The District pays the applicable PFML premium of behalf of its employees and reports and remits such premiums to ESD.

Eligibility

To be eligible for monetary leave benefits under PFML, an employee must have worked 820 hours in Washington State (for any employer or combination of employers) during the year preceding a PFML claim. Employees are not eligible for job protection under the PFMLA, because the District does not employ at least 50 employees.

Paid Family and Medical Leave (PFML) benefits, as applicable, may be granted for any of the following reasons:


Medical Leave

- The employee's own serious health condition, defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider as those terms are defined under the federal Family & Medical Leave Act, which causes the employee to be unable to work; provided, an employee is ineligible for PFML if also receiving workers' compensation time loss benefits due to a workplace injury.

Family Leave

- To care for the employee's family member with a serious health condition.
- To care for the employee's child after birth or placement, by adoption or foster care, within 12 months of such birth/placement. In cases of adoption or foster care, the child must be under the age of 18 years.
- For a family member's qualifying military exigency as defined under the Federal Family & Medical Leave Act, 29 U.S.C. § 2612(a)(1)(E) and 29 C.F.R. § 825.126(b)(1) – (9).

For purposes of this policy, "family member" means the employee's:

-  Child (biological, adoptive, foster, stepchild, or child for whom the employee stands in loco parentis, is a legal guardian for, or is a de facto parent)

- 💧 Parents and legal guardians (or spouse's parents)
- 💧 Siblings
- 💧 Grandchildren
- 💧 Grandparents (or spouse's grandparents)
- 💧 Spouse or registered domestic partner
- 💧 Any individual who regularly resides in the employee's home or where the relationship creates the expectation that the employee care for the person, and that individual depends on the employee for care

Registered domestic partner" shall have the same meaning as set forth in RCW 26.60.020.

Application for Benefits

Applications for PFML benefits are made directly to the ESD. Employees should contact the ESD to commence the application process and/or may refer to the ESD website (www.paidleave.wa.gov) for further guidance. The ESD will require the employee to complete its certification form, relating to the employee's eligibility and qualification for PMFL benefits. Eligibility determinations will be made by the ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Employee Notice

An employee must provide written notice to the District of the intent to take PFML.

When the need for PFML is foreseeable (such as for planned medical procedures or the birth of a child), an employee must notify the District of the need for such leave at least 30 days in advance of such leave. If the need for PFML is not foreseeable, the employee must provide notice as soon as practicable.

The employee's notice must be in writing, must identify the family or medical nature of the leave, and must contain the anticipated timing and duration of such leave. If an employee fails to provide this required notice, the ESD may deny benefits for the period of time during which the notice was insufficient.

If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt District operations.

If taking leave intermittently, an employee must notify the District each time PFML is taken

so that the District may properly track leave use.

Employees apply directly to the ESD for PFML monetary benefits. An employee must, within five business days of employee's receipt of the same, notify the District of the ESD's determination with respect to such application for benefits, including the amount of any awarded monetary benefits. This is to assist the District's recordkeeping and administrative functions as well as any related paid leave calculations.

District Notice

A workplace poster prepared by the ESD outlining an employee's rights under the PFMLA has been posted in the employee breakrooms.

Additionally, when an employee is absent for more than seven consecutive days for a reason known to be covered under PFML, the District will provide the employee with a notice of rights on such form prepared by the ESD. Such notice shall be provided the latter of: (i) five business days after the seventh day of absence; or (ii) five business days after the District receives notice that the employee is absent for a covered reason.

Length of Leave

Employees who qualify for PFML may take up to 12 weeks of family or medical leave or a total of 16 weeks of combined family and medical leave per claim year. An additional two weeks of leave may be available in the event an employee's leave involves their incapacity due to pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child.

PMFL may be taken intermittently subject to the minimum claim requirement of eight consecutive hours.

PMFL is tracked during the claim year, which is the 52-week period commencing on the Sunday of the week in which the employee meets the minimum claim requirement or in which the employee first takes leave due to the birth or placement of the employee's child (as applicable).

Waiting Period

Monetary PFML benefits, with the exception of leave taken for the birth or placement of a child or military leave, are subject to a seven-day waiting period. This means that for the first seven consecutive days of a PFML claim, the employee may take PFML but shall not receive any PFML monetary benefits. The waiting period for PFML monetary benefits commences on the Sunday of the week in which an employee claims a minimum of eight consecutive hours of PFML. While no monetary PMFL benefits are paid during the waiting period, the waiting period is credited against the duration of the employee's PFML. During the waiting week, employees may use accrued sick or vacation leave without impacting

their Paid Family and Medical Leave benefits.

Leave Benefits

If approved by ESD, employees on PFML are entitled to monetary benefits through the state program. PFML monetary benefits are calculated based upon a percentage of the employee's average weekly wage. The benefit is generally up to 90 percent of an employee's average weekly wage, with a minimum weekly benefit of \$100 (or the employee's actual average weekly wage, if less) and a maximum weekly benefit of \$1,000 (adjusted annually). Employees may refer to the ESD's website at www.esd.wa.gov for a benefits calculator which may provide an approximate estimate of benefits. The ESD is responsible for calculating and paying the PFML monetary benefits.

District paid time off, including but not limited to sick leave, vacation leave, and/or floating holidays, is non-supplemental to PFML. This means that if an employee uses District paid leave in connection with PFML, other than during the waiting period as described above, the employee must report such leave use to the ESD, and such use will reduce the employee's PFML monetary benefits.

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of District policies and benefit programs; provided, however, that the District will continue to provide the employee's existing health insurance benefits while the employee is on PFML.

Return to Work Certification

The District may require a return-to-work certification from a health care provider before restoring the employee to work following PFML where the employee has taken leave for the employee's own serious health condition and the employee has been on leave for more than three consecutive days.

Under certain circumstances, such as when it would be unduly burdensome to do so or where the circumstances surrounding District operations and/or the employee's position have changed, the District may deny job reinstatement to an employee returning from PFML.

If an employee taking PFML chooses not to return to work for any reason, the employee should notify the District as soon as possible.

Questions

Questions regarding this PFML policy should be directed to Human Resources.

Pregnancy Disability Leave

Washington state law provides certain leave rights in connection with pregnancy-related disability and to care for a newborn child. Regardless of whether an employee is eligible for PFML, they are entitled to unpaid pregnancy disability leave for the period of the employee's actual disability due to pregnancy, childbirth, or related medical conditions.

For employees eligible for PFML, the pregnancy disability leave provided pursuant to this policy shall run concurrently with the PFML, provided that the employee shall be entitled to additional pregnancy disability leave if the employee's actual disability exceeds the amount of available PFML. All employees seeking leave under this policy should provide written notice of the intended leave dates at least 30 days in advance of the leave or as soon as possible in the case of an emergency. The District will continue to provide health care benefits for the first 16 weeks of leave due to pregnancy or childbirth, when designated as unpaid pregnancy leave. Thereafter, the cost of continued coverage shall be at the employee's expense, pursuant to COBRA, to the extent the leave is unpaid.

Employees returning from such leave are entitled to the same job or similar job unless the District's circumstances have so changed as to make it impossible or unreasonable to do so.

Military Leave

The District will observe all applicable federal and state laws covering its employee's benefits and rights when an employee serves in any branch of the armed forces and is called upon for active duty. Employees should notify their supervisors as soon as they receive an official notice of call or order to active duty. A copy of military orders should be turned in to Human Resources as soon as possible.

Paid Leave of Twenty-One (21) Days per Year

Employees are entitled to paid military leave for a period of up to 21 calendar days per year measured from October 1 through September 30 or any greater period required by law for performing ordered active-duty training. Leave accruals and employee benefits will continue for the duration of the paid leave.

If the active duty exceeds 21 calendar days, the employee may elect to take any or all available vacation or other accrued paid leave before moving into unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until the employee returns to active employment with the District. The employee will not earn additional vacation or sick leave during the time of the unpaid leave, nor will the employee be entitled to health insurance benefits except as may be provided for under COBRA.

Reinstatement following active duty shall follow state and federal laws at the time of the return to work.

Military Family Leave

The Washington State Military Family Leave Act (MFLA), Chapter 49.77 RCW, provides eligible employees that are the spouse of a member of the armed forces, National Guard, or reserves serving in military conflicts up to 15 days of leave per deployment when the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment (RCW 49.77.030(1)).

To qualify for the MFLA leave, an employee must work an average of 20 or more hours per week. An employee seeking to use this leave must notify the District of the intent to use the leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Although the leave is unpaid, an employee may substitute accrued paid leave for the time off.

Volunteer Firefighters, Reserve Officers, and Civil Air Patrol Members

The District recognizes that employees trained in these functions may need to take leave to participate in specialized training or in response to an actual event. Washington state law prohibits employers from discharging or disciplining an employee who serves as a volunteer firefighter or reserve officer because of leave taken related to an alarm of fire, an emergency call, or has been ordered to remain at their position by the commanding authority at the scene. The law also applies to an employee who serves as a civil air patrol member who has taken leave related to an emergency service operation.

Domestic Violence, Sexual Assault, or Stalking Leave

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling, or to participate in safety/relocation planning. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy. For purposes of this policy, the term “qualifying family member” means child, spouse, parent, parent-in-law, grandparent, or person the employee is dating.

Employees wishing to take leave under this policy must give as much advance notice of the need for the leave as possible. Leave requests must be supported with one or more of the following:

- 💧 A police report indicating that the employee or the employee's qualifying family member was a victim.
- 💧 A court order providing protection to the victim.

- Documentation from a healthcare provider, advocate, clergy, or attorney.
- The employee's written statement that the employee or employee's qualifying family member is a victim and needs assistance.

Employees may use their accrued paid time off in connection with the leave provided by this policy.

Upon return from this leave, employees will be reinstated to their same position or another position with substantially equivalent benefits and terms and conditions of employment. For more details, see Human Resources.

Bereavement Leave

A regular full-time employee will be paid up to four days of bereavement leave in the event of a death of the employee's child, parent, spouse, domestic partner, sibling, grandparent, in-law, stepparent, stepchild, or stepsiblings. "Domestic partner" shall have the same meaning as set for in RCW 26.60.020. Additional days may be taken as sick leave in special circumstances as approved by the General Manager. Other circumstances may be authorized by the General Manager, in the General Manager's discretion.

Jury Duty Leave

A regular employee called upon for jury service for any municipal, county, state, or federal court shall advise the District upon receipt of such call. If required to be absent from work for such service, the employee will be reimbursed for any loss of wages for up to five days while actually performing such service; provided, that the employee submits to the District a properly endorsed check or voucher that the employee received for such service.

If the employee's jury duty is expected to extend beyond five days, the employee may request an extension of such paid leave from the General Manager. The General Manager may, in the General Manager's discretion, extend paid jury duty leave up to an additional five days. An employee may also use accrued vacation in connection with such leave. Employees excused from jury duty for one-half day or longer shall return to work directly and work the remainder of the day.

Personal Leave of Absence

After successful completion of their one-year Introductory Period, an employee may apply in writing for a personal leave. This leave is an approved absence without pay. Employees will be responsible for covering premiums for benefits during their approved leave, both for themselves and their dependents. Employees are required to exhaust any accrued vacation and/or or sick leave, if applicable. The application shall state the reason for the

personal leave request and the length of leave requested. Personal leaves may be granted at the sole discretion of the District and shall not exceed three calendar months. No benefits will accrue during the personal leave.

An employee who fails to return to work at the end of the personal leave or who accepts employment elsewhere during the leave without the District's consent, will be considered to have resigned without the required notice.

EMPLOYEE HEALTH AND SAFETY

The District strives to provide its employees with a safe and healthful workplace. To accomplish this, both management and employees need to make diligent efforts to promote safety. The District has developed and implemented a Health and Safety Program. Employees are expected to give their full skill and attention to the performance of their duties, using the highest standard of care and good judgment. Employees are also expected to follow safety rules and regulations described in the documents making up the District's Health and Safety Program. The District is committed to educating employees about workplace hazards and the proper and safe methods to use in performing job tasks, and general health and safety issues.

Accidents

When an employee is involved in an accident involving property damage or personal injury, they must immediately report it to their supervisor or the General Manager by filling out an accident report form provided by the District. Employees must report all job-related incidents, no matter how minor. Seemingly minor accidents or injuries may require medical attention later.

An injured employee is encouraged to seek medical evaluation and attention as needed. The District will pay the employee's time while receiving medical evaluation and attention provided the evaluation occurs during the employee's normal work schedule, up to and including the remainder of the workday of the injury. Any additional time needed will be covered by paid sick leave and/or accrued vacation unless otherwise provided with General Manager approval.

The General Manager and Human Resources shall be promptly notified of all claims in order to make a timely report to the Department of Labor and Industries. Failure to report accidents may result in a violation of legal requirements and may lead to difficulties in processing insurance and benefit claims. Therefore, failure to report an accident may result in disciplinary action.

If an employee is injured on the job, they may be entitled to benefits under the state Workers' Compensation Law. Employees should contact their immediate supervisor,

Human Resources, or the General Manager with questions about available benefits under the Workers' Compensation Law.

Return to Work Release

When an employee has been injured, or has been on an extended absence, regardless of whether the injury occurred on or off the job, it may be necessary to verify when the employee is able to return to work. Verification may be needed to determine what limitations, if any, apply to the employee's ability to perform the essential functions of their job duties and to make certain the employee can safely perform all job functions.

Prior to the employee's return to work, a completed District provided Return to Work Release Form is required from the medical provider treating the employee. If the employee returns to work in a temporary limited capacity, then a Transitional Temporary Job Description must be completed and signed off by the employee's health care provider. The District shall make temporary reasonable accommodations based on schedule, available work, and nature of the employee's ability to perform the duties as specified within a Temporary Job Description.

The District reserves the right to require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if they will be capable of performing the essential functions of their position. Human Resources will provide the employee's job description and other available supporting documents to assist medical professionals with the determination of return-to-work qualifications or limitations.

Medical or Physical Examinations

Successful applicants and employees may be required, as a condition of initial employment, transfer, and/or promotion to take a medical examination to establish their fitness to perform their duties without endangering the health and safety of themselves or others if management determines such an examination is appropriate to a position.

Employees may be required to submit to a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a disability, or has a questionable ability to perform essential job functions due to a medical condition.

Medical examinations required by the District will be at the District's expense and will be performed by a physician or licensed medical facility designated or approved by the District. Medical examinations paid for by the District are the property of the District, and the examination records will be treated as confidential and kept in separate medical files. However, records of specific examinations, if required by law or regulation, will be made

available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.

Employees are encouraged but not required to participate in wellness programs and have physical examinations on an annual basis.

Tobacco in the Workplace

In accordance with the Washington Department of Labor and Industries rule WAC 296-800-24005, the District has a tobacco-free policy for all its facilities and District vehicles. There is to be no tobacco products used on District grounds, facilities, vehicles, equipment, or otherwise on duty, including smoking, vaping, or chewing products.

Any tobacco use outdoors by vendors, customers, or visitors must be done at least 25 feet from any entrances according to state law; and further, at least that far away from all air in-takes to the building facilities and vehicles so the smoke stays outside of the buildings and vehicles.

The District supports its employees' efforts to stop tobacco use and will reimburse an employee up to \$250.00 for reasonable costs associated with quitting smoking (e.g., medicine, counseling, classes, etc.). An employee seeking such reimbursement should submit to the District written evidence of the expenditure relating to their efforts to quit using tobacco. If the General Manager determines the submitted request for reimbursement is for a cost reasonably related to quitting tobacco use, the District shall reimburse the employee up to \$250.00 for such cost.

Seatbelt Policy

Per Washington State Seatbelt Law, all employees riding in a District vehicle as the operator or passenger are required to wear a seat belt at all times.

Workplace Violence

The District is committed to maintaining a workplace free from violence and threats of violence, and will not tolerate any acts of violence or threats of any kind, whether by District employees, customers, family members, or other members of the public. Violence includes both acts and threats of violence. Examples of misconduct that are considered acts of workplace violence can include, but are not limited to:

- 💧 Threatening injury or damage against a person or property.
- 💧 Fighting or threatening/challenging to fight with another person.
- 💧 Threatening to use a weapon on District property.

- 💧 Abusing or injuring another person.
- 💧 Abusing or damaging property.
- 💧 Using obscene or abusive language or gestures in a threatening manner.
- 💧 Raising voices in a threatening manner.

Because of the potential for misunderstanding, joking about threatened or actual workplace violence is also prohibited.

Reporting and Responding to Workplace Violence

Any act or threat of violence in the workplace is strictly prohibited and should be reported immediately to Human Resources, the General Manager or other member of senior leadership, regardless of the perceived seriousness of the act or threat. The reporting of an act or threat of violence is not discretionary. All employees are responsible for reporting any acts of intimidation, threats of violence, or acts of violence. Failure to report a known incident shall constitute a violation of this policy. Violations may result in disciplinary action leading up to and including termination.

Upon receiving a report of a violent act or threat that affects the workplace or a District employee, the District will investigate the incident and undertake all measures it deems appropriate to respond to the incident and to protect potentially affected employees. Some situations may require the intervention of local law enforcement agencies. In other situations, the District may deem it appropriate to provide support and guidance to employees so that threats or acts of violence can be recognized and prudently addressed.

The District will promptly respond to all reported incidents of violence by undertaking those measures it deems appropriate.

Hostile Customers

The District endeavors to provide excellent service to its customers. At times, District employees may be placed in situations in which they are confronted with hostile, violent, or threatening behavior. District customers or other members of the public may become distressed or make threats or commit acts of violence.

Employees who encounter a hostile or threatening customer should not allow themselves to be pulled into an argument or shouting match. Employees should keep distance between themselves and the customer and speak to the person in a calm, steady manner and do their best to resolve the situation.

If a confrontation occurs in the field, employees should inform the customer that they can call the office. If that does not calm the customer down and an employee believes that they are in danger, they should leave the scene and contact their supervisor or other member of management as soon as possible.

If a confrontation occurs in the office, employees should offer to get their supervisor or other member of management.

Workplace Violence Prevention

Each member of the management team must make safety their highest concern. The General Manager, in conjunction with Human Resources, is charged with the administration of workplace violence prevention measures and responses. Supervisors are responsible for ensuring this policy is implemented in their respective departments. Additionally, senior management is responsible for addressing the unique needs of their departments and developing additional preventative measures and responses through procedures and training.

Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence. Employees must also place safety as the highest concern.

The District may, in its discretion, provide training on workplace safety issues, customer confrontation, crime prevention information, and address security issues involving the workplace and District facilities.

Reporting Restraining Orders

The District requires all employees who obtain protective or restraining orders listing the employer's location as a protected area to provide their supervisor or Human Resources with a copy of the order granted, even if the order is temporary.

Prohibition of Possessing Concealed Weapons on District Premises

Employees are strictly prohibited from possessing in any manner, whether on their person or in their District vehicle, any weapon or firearm regardless of whether the employee has a valid concealed weapon permit.

Concealed weapons should not be brought onto District property. Employees inadvertently bringing weapons onto District property will be required to immediately remove such weapon from District property.

Any violation of this policy should be immediately reported to the General Manager. In the case where the General Manager is the alleged violator of this policy, the violation should be reported to the presiding officer of the Board of Commissioners.

Violation of this policy may result in disciplinary action leading up to and including termination.

Workplace Searches

For the safety of the employees and/or the welfare of the District, the District may search and inspect both District property and personal items brought onto District property. This includes owned or leased facilities, surrounding grounds, and parking areas. Refusal to cooperate in a search, inspection, or investigation constitutes insubordination and “cause” for immediate discharge.

All District property is eligible for search and shall include but is not limited to individual lockers, desks, filing cabinets, and computers. Personal property brought onto District property is subject to search. Employees have no reasonable expectation of privacy as to the District’s premises and/or any property brought thereupon.

The General Manager will immediately report to the appropriate authorities any illegal items that are found.

Drug and Alcohol Policy

The District is committed to protecting the safety, health, and wellbeing of its employees, the public it serves, and all people who come in contact with the District and the services it provides. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal and to the goal of providing a productive and efficient work environment in which all employees have an opportunity to reach their full potential, the District is committed to ensuring a drug-free work environment for all its employees.

This policy is applicable to all District employees. Employees who operate commercial motor vehicles and hold a commercial driver license (CDL) are also subject to specific drug and alcohol testing as required by federal regulations. Please see the Commercial Driver’s License section of this Handbook for more information on requirements for CDL holders.

The District strictly prohibits the use, purchase, possession, sale, conveyance, distribution, or manufacture of illegal (whether under federal or state law) drugs, intoxicants, controlled substances, and/or drug paraphernalia associated with illegal drug use while on the job, while on District property, while operating District vehicles, or while otherwise representing the District.

The District further prohibits employees from being under the influence of alcohol (defined as having an alcohol concentration level of 0.04 or greater) or controlled substances (any detectable trace in the body system) while on duty.

District employees who are assigned primary on-call duty are expected to immediately respond to a District on-call request and perform District business. Assigned primary on-call personnel may not report for duty and conduct District business when their performance may be impaired due to alcohol or drug use. Accordingly, assigned primary on-call personnel must refrain from using alcohol or drugs while on-call.

Prescription or Over-the-Counter Medication

Prescription medications or nonprescription medications are not prohibited when taken in accordance with a lawful prescription, as applicable, and consistent with standard dosage recommendations. Prescription medication means a drug or medication lawfully prescribed under both federal and state law by a physician or other health care provider licensed to prescribe medication for an individual and taken in accordance with the prescription, but specifically excludes, without limitation, medical marijuana, which remains a controlled substance prohibited by federal law.

Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively must notify their supervisor and Human Resources and should provide written notice from their physician or health care provider with respect to the effects of such medication. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely while taking prescription or nonprescription legal drugs.

The District may, at its discretion, send an employee home if the employee appears impaired by the use of prescription and/or over-the-counter medications and such impairment impacts the employee's ability to safely and/or effectively perform their duties.

Drug and Alcohol Testing

All District employees shall be subject to reasonable suspicion, post-accident, return to duty, and follow-up substance abuse testing, as follows:

Pre-Employment Testing:

Employees hired into a safety-sensitive position or a position requiring the operation of commercial vehicles must pass a drug and alcohol test as a post-offer condition of employment with the District.

Reasonable Suspicion:

Where the District has reason to suspect an employee has violated or is presently violating or is otherwise under the influence of alcohol or drugs, the employee may be required to immediately submit to an alcohol or drug analysis test.

A referral for testing will be made on specific and objective facts and reasonable inferences drawn from these facts by supervisory personnel. Among other things, such facts and inferences may be based upon:

- An employee showing signs of impairment, such as, but not limited to, difficulty in maintaining balance, slurred speech, inability to visually focus, or otherwise appearing unable to perform assigned work in a safe and satisfactory manner.
- The smell of alcohol or illicit drugs on the employee's breath or person.
- Abnormal conduct or appearance or erratic behavior while at work or a significant deterioration of work performance.
- A report of alcohol or other drug use provided by a reliable and credible source.

Failure to comply with reasonable suspicion testing requirements will be grounds for disciplinary action up to and including termination.

Post-Accident Testing:

Following an accident involving a District vehicle or District equipment, the driver/operator of such vehicle or equipment is required to submit to an alcohol and drug test when:

- 1) The driver receives a citation under state or local law for a moving traffic violation.
- 2) An injury or fatality occurs as a result of the accident.
- 3) The accident results in damage to one or more vehicles or equipment which requires the removal of the vehicle/equipment by towing or otherwise is estimated to exceed \$2,000.
- 4) Management deems it appropriate under the particular circumstances.

Testing will occur as soon as possible but may not exceed eight hours after the accident for alcohol testing and 32 hours after the accident for drug testing. An employee required to take a post-accident alcohol test may not use alcohol for

eight hours following the accident, or drugs for 32 hours following the accident, or until a post-accident test is given, whichever comes first.

An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or results of testing. Failure to comply with post-accident testing requirements will be grounds for disciplinary action and may result in termination.

 Return to Duty Testing:

Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the District's disciplinary policy can return to work, must test negative prior to being released for duty.

 Follow-Up Testing:

An employee who is referred for assistance related to substance abuse is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and the District. The number and frequency of follow-up testing will be determined by the substance abuse professional and the District but will not be less than six tests in the first 12 months following the employee's return to duty.

Compliance With Testing

Employees who are directed to submit to a drug and/or alcohol test must promptly report to the testing agency. Under most circumstances, this will mean the employee must report for testing no later than one hour after having received notice of the testing.

In reporting for testing, the employee must report to the nearest testing facility and may not make any detours or stops in route to the testing facility. A District representative may accompany the employee to the testing facility where the management deems it appropriate.

The District retains a qualified third-party administrator as its service agent to provide and coordinate the drug and alcohol testing services referenced in this policy. Employees are expected to cooperate with the administrator and to comply with the directives issued by the administrator in administering and coordinating the tests required pursuant to this policy.

A refusal to take a drug and/or alcohol test as required by the District, an undue delay in reporting for testing as instructed by the District, and/or utilizing any means designed to "cheat," adulterate, or substitute the sample or otherwise render a false negative report

shall be deemed the equivalent of a positive result, and an employee engaging or assisting in such measures will be subject to disciplinary action up to and including termination.

Results and Consequences

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the medical review officer responsible for receiving and interpreting the drug test.

Employees violating this policy will be subject to discipline, up to and including discharge. At a minimum, employees who test positive for alcohol or drugs will be immediately removed from safety-sensitive functions and may be suspended without pay pending further evaluation and recommendation from a substance abuse professional (SAP).

Employees who are found to have violated this policy but who are allowed to return to work under the District's disciplinary process will be required to first submit to an Employee Assistance Program (EAP) evaluation or other evaluation as required for CDL holders, and receive a one-time opportunity to enter a treatment program if so recommended by an SAP. Upon return to work, the employee will be required to accept and comply with the terms of a "last chance agreement" and will be subject to the follow-up testing requirements as set forth above.

Alcoholism and Substance Abuse Treatment

The District considers drug addiction and alcoholism to be treatable diseases. Employees are encouraged to seek treatment voluntarily and to utilize the District-provided EAP before an alcohol or drug abuse problem affects their job performance or employment status and before they are asked to submit to a drug and alcohol test. All alcohol or drug inpatient and outpatient treatment programs paid through the District's health care plan should be accessed through the EAP.

The District will accommodate employees who voluntarily seek treatment for a drug or alcohol addiction before they are requested to submit to a drug and alcohol test and/or are otherwise the subject of an investigation and/or disciplinary action for a potential violation of this or any other policy or other performance issue(s). Assistance will be provided on a confidential basis.

Employees are encouraged to "self-report," and their job status with the District will not be jeopardized as a result of such report; provided the report is made prior to the District requesting a drug and alcohol test from the employee or otherwise initiating an investigation and/or disciplinary action into suspected policy violations or related performance issues. Any employee who self-reports under these guidelines will be given a sufficient opportunity to seek evaluation, education, and/or treatment to establish control over the employee's substance abuse problem. However, self-reporting employees will not be permitted to perform safety-sensitive functions until the District is satisfied the

employee has been evaluated and has successfully completed education or treatment requirements recommended by an SAP or other drug and alcohol abuse evaluation expert.

Prior to allowing an employee to return to safety-sensitive functions, the District shall require a return-to-duty test.

Washington State Law – Decriminalization of Marijuana

Employees are specifically notified that the decriminalization of the possession and private use of a limited amount of marijuana by persons over the age of 21 under Washington state law, shall have no effect or impact upon this policy.

Pursuant to the Controlled Substances Act of 1970, 21 U.S.C. § 801 et seq., “marijuana” remains a “Schedule I” controlled substance, and its possession and/or use is illegal under federal law. Employees should recognize and understand the “legalization” of marijuana under state law (for both medical and recreational purposes) will not excuse or otherwise constitute a “defense” to a positive drug test administered by the District in accordance with this policy. A positive test for marijuana constitutes a violation of this policy and shall be grounds for disciplinary action up to and including termination.

Commercial Driver’s Licenses

Those employees who are required to operate commercial vehicles, and therefore are required to hold a commercial driver’s license (CDL), are subject to additional policies, restrictions, and requirements regarding their employment.

Pre-Employment Requirements

A job candidate hired into a position that requires a CDL will be required to submit to a post-offer, pre-employment drug and alcohol test. Initial employment is conditioned upon that person satisfactorily passing such test.

Additionally, if a job candidate is to be hired for a position that requires a CDL and has a prior commercial driver history, they must authorize a request from all former employers to release information regarding positive alcohol or drug tests and refusals to be tested for the past two years of employment. This information should be obtained before the person is employed by the District.

If the information is not obtained by the anticipated hire date, and if the person has passed the pre-employment drug and alcohol test (as applicable), the person may be hired, and the requested information must be obtained from the previous employer(s) within 14 calendar days of the date of hire. If the information is not received within the 14 calendar days, the person shall not be permitted to drive commercial vehicles until the information has been received.

If the information does not timely arrive, or if the information obtained from a previous employer(s) indicates either a positive test or a refusal to be tested, or if the employee obstructs or interferes with the release of the information, the employee will not be permitted to drive commercial vehicles and may be terminated.

Driving Infractions

CDL holders must also report accidents, traffic convictions, license suspensions, and revocations, whether on or off the job, in accordance with United States Department of Transportation (USDOT) requirements. CDL holders are responsible for knowing, understanding, and complying with their licensing obligations. The District will perform an annual check of the status of each employee's CDL as applicable.

Drug and Alcohol Testing

CDL holders are also subject to random drug and alcohol testing in accordance with USDOT guidelines.

In addition to the District's Drug and Alcohol Policy set forth above, those employees who are required to have and maintain a CDL in order to perform their duties are further subject to the drug and alcohol testing requirements and regulations established by the USDOT and its designated agencies. District employees holding a CDL or otherwise occupying a safety-sensitive position will be subject to USDOT Drug and Alcohol Testing Regulations, 49 CFR Part 40. To the extent the USDOT policy conflicts with the general policy set forth above, the USDOT policy shall govern employees holding a CDL or otherwise occupying a safety-sensitive position. Employees may request a summary of the USDOT policy from Human Resources.

Additionally, the District is registered with the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse and shall comply with the Controlled Substances and Alcohol Use and Testing regulations set forth in 49 CFR Part 382. As part of these requirements, the District will automatically report to the Clearinghouse any of the following events or occurrences:

- 💧 A verified positive, adulterated, or substituted drug test result.
- 💧 An alcohol confirmation test with a concentration of 0.04 or higher.
- 💧 An employee's refusal to submit to a drug or alcohol test.
- 💧 The District's actual knowledge (as defined by 49 CFR § 382.107) of an employee's use of alcohol or controlled substance on duty, within four hours of coming on duty, or prior to post-accident testing.

- 💧 An employee's pre-duty, on-duty, or post-accident use of alcohol as prohibited by 49 CFR §§ 382.207, .205 and .209.
- 💧 An employee's controlled substance use as prohibited by 49 CRFR § 382.213.
- 💧 Verification from an SAP that an employee has successfully completed the return-to-duty process.
- 💧 The employee's negative return-to-duty test.
- 💧 The District's report of completion of any required follow-up testing.

All employees are expected to read and understand the contents of this policy. Any questions regarding the policy should be directed to Human Resources.

HANDBOOK RECEIPT AND ACKNOWLEDGMENT

Effect of Policy

The policies of the District, as outlined in this Handbook, explain some of the benefits you receive as a District employee and some of the duties and responsibilities we all share. However, the policies are not to be considered an employment contract and do not give rise to contractual rights or obligations. The District may modify, revoke, terminate, or suspend any or all these policies and procedures, in whole or in part, at any time, with or without notice. If you are uncertain about any policy or procedure, check with your supervisor, Human Resources, or the General Manager.

(Employee Acknowledgment Following, to be signed by Employee)

EMPLOYEE ACKNOWLEDGMENT

I understand the personnel policies contained in this Handbook are intended to be general guidelines only and do not constitute an express or implied employment agreement. I further understand the Handbook does not constitute an employment contract between the District and me. I understand this Handbook supersedes any prior summaries or statements of employment policies and procedures and that no manager, supervisor, or other employee of the District is authorized to make any representation to the contrary unless it is expressed in a written employment contract authorized by the Board of Commissioners.

I further understand the policies and procedures contained herein may be amended, deleted, or revised by the District at any time.

I understand my first year of employment (or my Introductory Period) with the District is “at will” and may be terminated by the District at any time, without cause and without prior notice.

I also understand I have no right to or expectation of privacy with respect to my use of District-provided equipment, supplies, and programs, including but not limited to computer, voice mail, email, text mail, pagers, cell phones, and the Internet. I understand all information contained on District-provided equipment, supplies, and programs remains at all times the exclusive property of the District and that the District may monitor and review my electronic usage and any information transmitted by and/or stored on District-provided equipment at any time. I further understand written and electronic documents generated, received, or stored by me may constitute public records subject to retention and disclosure requirements under Washington State law.

I have read the Employee Handbook and understand my obligation to comply with the rules and procedures set forth therein. Before signing this form, I have asked for and received clarification regarding any of the policies listed in the Handbook I did not understand.

DATED this ____ day of _____, 20____.

District Employee

PAYCHECK DEDUCTION AUTHORIZATION

I, the undersigned employee, hereby authorize my employer, Lakewood Water District, to deduct from my final paycheck as necessary, any and all debts, charges, and expenses I may owe to the District as of the date of my employment termination, including but not limited to cash or benefit advances provided to me by the District (including but not limited to tuition allowance, to the extent that I fail to comply with the terms and conditions for such allowance), reimbursement for any unreturned District property (including but not limited to District shirts, coats, and other clothing), and all charges incurred by the District as a result of my personal long distance telephone calls or personal cellular phone calls. I understand the District will provide me with an accounting of all deductions made to my final paycheck with my final paycheck, and I expressly authorize all such deductions made by the District.

Dated: _____

Signed: _____

Operations Manager Report
February 2022
Presented March 17, 2022

OPERATIONS

Work ORDERS & PM's

228	Billing/Office Field Service Orders
01	Field Service Orders
00	Fleet Service Orders
36	Pumping Service Orders Pumping and Storage
265	Total Service Orders

DELINQUENT ACCOUNTS – Teri

139	Delinquent Accounts
48	Paid on Door Hangers or on Disconnect
91	Services Disconnected
85	Paid on Disconnect
6	Remained Disconnected at the end of the month

LOCATES- Debbie

283	Locate Requests Received
22	Requests were out of LWD Service Area
06	Locates were submitted by LWD
02	Cancelled Locates
259	Locates Completed
253	Total amounts owed

BACKFLOW- Shaun J.

183	Assemblies Tested
00	New Applications
00	New Installations Shaun
00	Assemblies Replaced – Shaun
05	Repairs- Shaun
00	Removals –Shaun
4624	Existing installations permitted - Shaun
188	Test Reports Completed & Entered - Shaun

Right of Way Permit: 0

Water Availability Letters: 09

Date Paid	Name	Address	Type
2/2/2022	ALEX KOSIUGA	8413 WILDWOOD AVE SW	R/NEW CONST
2/2/2022	GITAU W MUNGE 11	10119 LAKE LOUISE LN SW	R/REMODEL
2/3/2022	EDUARD GOLOVANOV	12610 GLENWOOD AVE SW	R/NEW CONST
2/7/2022	SERGEY GRIGORASH	8101 VETERANS DR SW	R/NEW CONST
2/7/2022	LISA KLINKHAMMER	9927 75TH ST SW	R/REMODEL
2/8/2022	NEW HORIZON CONST	9304 MAPLE AVE SW	R/ADDITION/REMODEL
2/15/2022	DOMINOS PIZZA	10812 BRIDGEPORT WAY SW	C/REMODEL
2/24/2022	MATTHEW HURLBUT	11420 LK STILACOOM DR SW	R/ADDITION
2/25/2022	JONG HAM	11808 NYANZA RD SW	R/ADDITION

MAINTENANCE

Bobby Gaskin – Department Head

NEW SERVICES:

NEW SERVICES

1" X 5/8" new service connection across Cochise Ln for 12109 Cochise

1" x 5/8" upgrade existing old connection Only with new service materials for 12107 Cochise Ln

1"x 1" Service Re-locate for 119 Creekside Dr. SW existing service connection comes of water main on Clover Creek Dr. SW 200' or more from property with major leak, we are waiting for owner to hookup to new connection to abandon existing.

MAINS MAINTENANCE

None to report this month.

JOBS

Job 813 Pierce Country Sewer main & Water main replacement – 200' of 6" AC was replaced with 10" DI along Steilacoom Blvd between Lakewood Dr. & Gravelly Lk, two 80' of 6" AC was replaced with 6" DI across Steilacoom Blvd at the intersection of Gravelly LK and tie in at the dead end of Gravelly, 70' of 6" DI new fire hydrant assembly, and long side 1" water service for Mattress Ranch.

Job 817 Austin Ct. we did the 10"x 8" tap at end of the month and stop because of bad weather and the type of soil we had to excavate in to install the water main.

Job 820 4" Fire Line connection & Fire Hydrant assembly for the Deja Vu Building Remodel at 8920 SO Tacoma Way.

SERVICE MAINTENANCE

None to report this month

VALVE MAINT.

None to report this month

VALVE OPERATION CHECKS

378 Operations Checks this month

HYDRANT MAINTENANCE

- hard to operate – 24H21 @ Lakewood Town Center- Re-built.
- Leaking water out Bonnet- 24H17 @ 5256 Filbert Ln. SW- Re-built.
- Leaking from operating nut – 20H09 @ 90th Str. S- Re-built.
- Leaking out top of hydrant – 20H25 @ 3119 96th St. S -Re-built.
- Broken safety flange – 66H13 @ 8929 North Thorne Ln. SW – Replaced safety flange reassembled hydrant and operates correctly.
- Hard to operate no oil in bonnet – 20H22 @ 9505 S Tacoma Way – found that upper sleeve had a crack, replaced sleeve and cleaned up and replaced parts operate correctly.
- Hard to operate no oil in bonnet – 20H08 @ the corner of S Tacoma / 90th St S- re-built.
- Hard to operate no oil in bonnet – 20H01 @ 3411 88th St. S- rebuilt
- Hard to operate upper stem sleeve damage- 18H06 @ 5000 Steilacoom Blvd – replaced damage sleeve and re-built.

HYDRANT REPLACEMENT:

None to report this month.

METER MAINT.

None to report this month.

Flushing Season:

Anticipate this to start back up min March to avoid freezing weather.

LEAK DETECTION REPAIR

None to report this month.

GROUND MAINT.

None to report this month.

CITY FRANCHISE PROJECTS

None to report this month.

OPEN METER BOX CHECKS

225 for this month

DISCONNECTS:

We had 230 disconnects this month

TRAINING:

None to report this month.

CAPITAL & R & R PROJECTS – Operations Manager Projects

Prior Year removed in order to reduce the length of the report: 2021

1-11-22 112th Street Pac Hwy to South Tacoma Way Parametrix completed the design for this project, and we have let the project out, please see job # 800 below. Work continues the design for the Lake Steilacoom drive project, Murray Smith is designing this work, they have completed the 30% deliverables, and we are in the comment phase, we will not likely be building this project until 2023 due to the congestion that the Washington Project will bring over the next year or so. This replaces main on 112th to Lake Steilacoom and evergreen Terrance to Steilacoom and replaces the main on Lake Steilacoom to Gravelly Lake Dr. This will complete work in this area.

2-2-2022 The City of Lakewood has a couple of projects that we will be working with them on, and the design will start for these in the next few weeks to a month: Hipkins RD SW from Steilacoom Blvd to 104th this will replace and estimated 6500 lf. of 12" a/c main installed in the early to mid-50's, and Ardmore / Whitman / 93rd this would replace similar vintage pipe. It looks like we would only have to 1400-1500 feet of this as the side streets are newer.

Gravelly Lake Dr SW Washington to Nyanza (748): City of Lakewood JBLM North Access

Prior Year removed in order to reduce the length of the report: 2021

1-11-22 work continues this project in phases, and currently we are in the roadway reconstruction and placement of curb gutter and sidewalks, so December did not see much water work, and we do not anticipate going back to water work until the 1st week or two in February. We are on Track as to our estimate of where they would be by the end of the year.

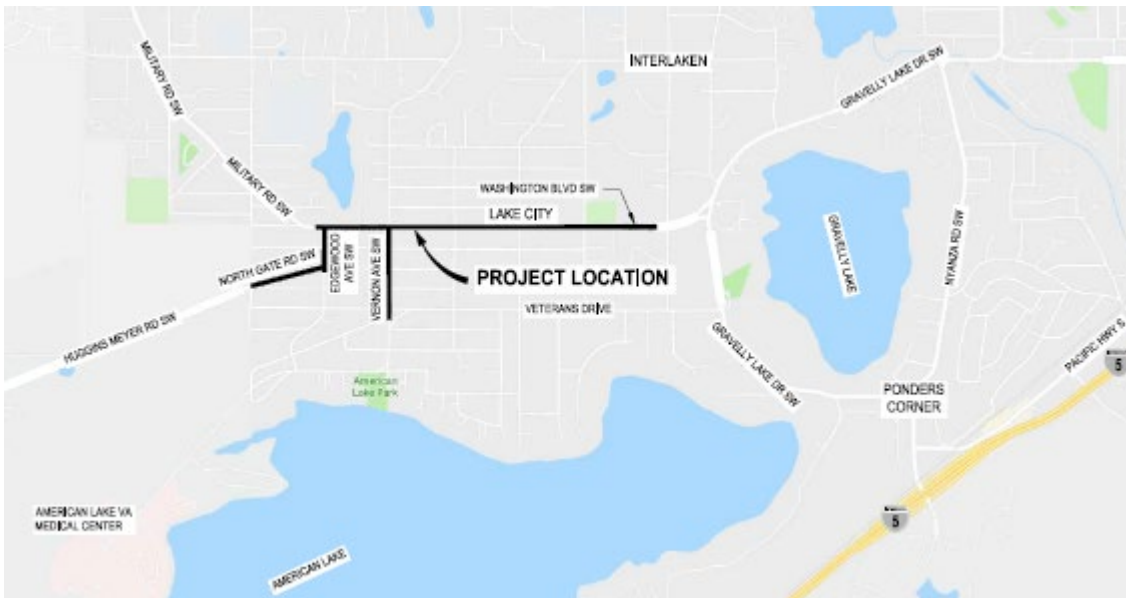
2-2-2002 Work continues on this project in phases and we will be starting more water line work in about 2 weeks The next phase will be to take over the Gravelly Lake Drive and Washington intersection and build the traffic round there after the water and storm are placed in the area, we have not heard from the contractor about how long this phase will last but after this the last work will be done at Washington and Interlaaken we are anticipating May before the final work will be completed.

3-1-2022 This project is in its final stage, and we are currently installing the water main in the Gravelly Lake and Interlaaken intersection after the water and storm has been completed the curb gutter sidewalk and streetlighting will go in. We are anticipating that this project will be completed in April late or early May.

Washington Blvd Interlaaken to North Fort Phase 2 Job 770

2-7-2022 the City of Lakewood is advertising this project it usually takes about two months for award with the City. We will be participating with the installation of a new watermain for the District. Engineer's estimate is at 1.7 million for the water work.

3-1-2022 This project has been out for bid, and the bids are scheduled to be open today. We have been told that the City of Lakewood will award during their 21st of March council meeting. This project will not likely start until June or July, and funds will roll over from this project into next construction season.



39th AVE Phase 2 and 3 Job# 780:

1-11-22 This project is in a bit of weather limbo, they have still to complete their punch list of work which includes some extruded curb, painting BMC lot, and a traffic loop damaged during construction. We are holding 88K in retainage and have been requesting this work be completed consistently since the substantial completion was reached. The weather is obviously a big factor on these items, but we want to keep the pressure on. 2-02-2022 This project has been completed and the punch list finished. We will be recommending that the commissioners conditionally accept this project as complete pending L&I and the others taxing authorities release of the project.

3-1-2022 This project was conditionally approved by the BOC at the last meeting and the paperwork has been submitted to the taxing authorities for final project approval and release.

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 into November December to Bid the work for an early start in '22. 4-5-21 Parametrix has completed the design through 90% and we are looking to shelve it for the next several months and bid it right after the first of the year. This is one of the last projects that was on the old list of projects for improving flow to the Wholesale Transmission Main. We are engaged with Murray Smith to do some additional modeling to make sure nothing has changed and that we are still on track for the take schedule we have in place. The big potential change to this is the Spanaway Connection, if they choose to take the 2 million gallons a day that will accelerate our take schedule but over a decade and we will need to be able to produce consistently 7.5 million gallons a day and beyond. 6-9-21 This project is ready to go out to bid, we will refresh the frontend specs and put this out near the end of the year for Construction in early 2022. 10-6-21 This project has been put on hold until 2023 Modelling in house has contradicted with the timing of this project, so we are holding it off.

1-12-22 It looks like with the long lead time on materials etc. we will need to look at bidding this work in August or September of this year for construction in 2023. This may be the only way to get a full construction year in.



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. 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. 4-5-21 design is nearing completion, the project report has been submitted to DOH, and the permits have been applied for with the City of Lakewood. We are looking at building optional projects on site to maximize the effectiveness of the site

and match the Grant funding that we will have available. We are anticipating this to be between 5.3 and 5.7 million depending on which package is adopted by the legislators.

5-5-21 This project as with many others has experienced a significant number of delays in engineering, and well as permitting issues, this project in particular with the boundary line adjustment required to build on both pieces of the lots. We have design at 90% and finishing the specials this and eye towards letting this the 15th of May.

6-10-21 This project is out for bid at present with opening set for Friday the 18th of June. We had the job walk through yesterday and had 9 contractors present. We did receive the Grant funding for the GAC system this we are hoping will cover most if not all of the costs of the GAC system. The project costs for GAC and G-3 Treatment is expected to go to 7.5 million.

7-6-21 the project was let, and Ceccanti construction was low, we had some initial concerns but based on the reference calls we recognize that they have done similar work all be it longer than the 5 years ago we targeted in the paperwork, the consultant didn't put our most updated language for experience in and we missed that in review, so our language didn't prohibit them from bidding. We were however pleased with the price at 5.4 million for both G-3 and the GAC system, this will allow for the district to cover any potential changes required and allow for some of the design elements that we were hoping to get in but pulled in an effort to make sure we came in at a number we could afford. Please recall that this project received 5.4 million in Grant funding which has greatly improved the district position moving forward as much of this would have been borne by the rate payers had the State not come through with this help.

8-3-21 Ceccanti is on site now and clearing trees and getting set up on the project they started the last week in July, they are waiting on materials to start the yard piping when it arrives later this week. The GAC templates and Vessels will be available well in advance of the contractor requiring them, as with the Atec system, the pump and motor were installed for G-3 yesterday, so all the owner supplied materials are available and no delays. A great number of submittals are going back and forth at this point trying to get all the materials approved for the construction to start. One minor change was agreed to with Ceccanti to build the Pump Pad for the G-3 well Pumptech bid included a portion but not all the work, so we transferred this all to Ceccanti.

9-10-21 This project is moving along with the work they can perform. The delays due to materials are far more accentuated on this project than on 39th with the stainless fittings and the like the delays are far greater. Buildings and tanks can't go up as the pipe penetrations are not delivered, and these must be in place before we can continue. The GAC slab is formed, and bar is being tied for the first of two pours on the 24th with the final pour on the 30th. The solid waste Manhole bottom is in place, but the top section is still several weeks out. This is a truly a Challenging time to be building these large, complicated projects. From what I can gather these shortages will last well in to 2022 and possibly stretch in to 2023

10-6-21 work continues this project slowly waiting on parts and permits has seriously impacted the schedule. It looks like we will have the Tanks set the week of the 11th but can go up with the G-3 Building while waiting on engineer's approval then the production of the materials. Ceccanti has shown to be efficient and providing quality work when they have work to complete. I am confident that around 70% of the project will be complete by years end. Assuming we can get the materials to build with.

11-5-21 The Scotts project is starting to grow legs again, we are starting to receive the belayed products to start moving forward again, Baker Silo is well under way with the Backwash tank, and the foundation penetrations have arrived for the G-3 Building so they will be getting that foundation poured shortly.

12-3-21 Ceccanti continues to prosecute

this work well and efficiently when the materials allow them. We have had some significant delays on materials and permitting, and some SNAFU's as well where the city thought permits were required but later determined they were not, this cost us about a month on the completion of the Baker Silo. Overall, I am pleased with Ceccanti's work, and whatever fears we may have had with their getting the project have gone now. 1-11-22 work continues on this project, December was a slow month with weather, and the holidays, Ceccanti requested the week between Christmas and New years off, then several crew members tested positive for covid so not as much progress as we would have hoped, but I have faith that they will get back on track. The G-3 Building is up the CMU is in place the roof of the main building is up and should be weathered in this week. From that point placement of the Chlorine generators, Control panels, Scada gear, and electrifying everything. We have not seen a recent update to the schedule, but I would guess that in 2 Months G-3 will be complete. We are anticipating a major change order to this project this would include expanding the current G-1 building footprint and adding some additional storage and then migrating all the components in G-1 now to the new larger building walls. This will help with the space constraints in the current building, and we are designing this to fit with in the current Grant funding window. 2-02-22 The project continues, the G-3 Building has a roof, and should be weathers in shortly, the yard piping for the project was underway but hit a snafu with the pipe crew testing positive for Covid, we have agreed to give them an extension for this period of time the crew was unavailable. We have been working on additional work for the site, mainly reconstructing the G-1 building, and migrating the operational equipment over to the new structure which is proposed to be build over top of the existing completely encasing the old structure with a new metal building that can be expanded over G-2 at a later date, this project is in its final stage of design, and assuming we have the funds remaining from the grants, we will move to the contractor for pricing and construction.

3-1-2022 Work continues to progress on this project, all but a small portion of the yard piping is in. We made a change to this section of pipe size and the materials are coming soon to complete this work. G-3 Building is closed in as of today. Our staff will deliver the RTU and Chlorine generator and the like tomorrow so that the electrician can start mounting these devices.







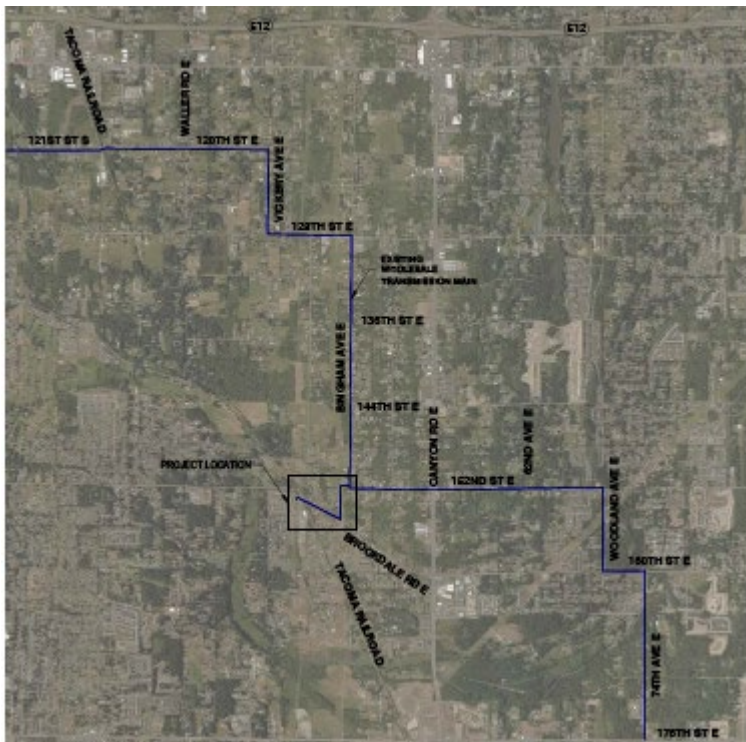
Spanaway Spur Project – WTME connection # 777

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. 4-5-21 We have met with Spanaway Water and they are very interested in purchasing the final 1 million gallons a day this will sell out the capacity of the Wholesale Main. We are working with them to show them the pricing and the effects of using the more volume of water vs paying the fix rate and not utilizing the volume to offset it. 5-5-21 and interesting development Spanaway not only wants the 2 million, but they would like another if we can get it. This throws a whole set of

complications at the wholesale the first and foremost can we ever do it? If so, how much more, and lastly how much capital would we need to spend in order to do this? We have asked RH2 to investigate the possibility of this and what it would take to make this happen. 6-14-21 we are continuing to work with the other utilities trying to utilize some of the existing utilities easements instead of using more of the property owners land, we had a meeting on Thursday with TPU and that went well, but there is still some resistance to agree to the use of this property. We are looking into the opportunity to acquire easement from some of the other property owners and then go down 42nd Ave this would get us back down to Brookdale if the pipeline corridor is not available. This would be more expensive and would increase the length of the project but would present the only option if the pipeline corridor is not available. 7-6-21 we are working on getting updated Right of Entry forms to the Residents along the alignment, and once that has occurred, we will be potholing the Fiber along the alignment and about ten sites in the Brookdale ROW to find Fiber, and the Tacoma A/C main. Based on the lukewarm reception we got from Tacoma Public Utilities we are also researching and alternate route and have reached out so several additional property owners to test the waters of an easement through their properties as an option. 8-3-21 we have been working with the property owners to get new Right of Entry forms so that we can go on to their properties and dig some potholes to verify the alignment for the project. We have met with some considerable resistance and if appears that the Leonard, the Hohn's and the Martinez's are presenting a unified front in casual opposition to this work. We feel we can continue to work with them in an effort to drive a negotiated agreement rather than through the courts. We are running in to a time crunch though so without some substantial progress soon our options are getting limited. 9-10-21 we have finally negotiated the RIGHT of ENTRY in to all three properties necessary to do the potholing such that a design and alignment can be established for this project. The cost of time and the potholing will impact the budget, and conversations with Spanaway need to occur to make sure they are aware of the current construction environment and the high likelihood that this will cost more. We do have a Q3 meeting with the partners on the 14th to discuss takes and the construction timeline for the projects in the district required to provide those takes. 10-6-21 Then Potholes are completed, and we are waiting on the engineers to confirm the layout of the line, then we can start to negotiate with the property owner's and look to get a contractor on board as soon as practical next spring. 11-5-21 We have a meeting Scheduled with TPU to discuss the alignment of the main, and if all goes well we will be able to start negotiating with the Property owners, but if they refuse to allow us access in their non-exclusive easement, then rather fight them, we will be forced to change the alignment from the one most acceptable to the property owners and that likely will push us in to condemnation with the property owners who have emphasized the desire to not lose any more useable land to easements. We are hoping that TPU takes the entire scope of the work into mind and sees that this is for the betterment of the community and that not doing this will only aggravate the already less than excited property owners. 12-3-21 We continue to work with Tacoma Public Utilities in an effort to place our water easement through their existing Power Easement, we have had some encouraging dialog of late, but would like to find resolution in December. We are continuing a parallel path of Condemnation as well such that come July we are in the ground and placing pipe, but we are hopeful we can negotiate an agreement with the property owners, and TPU.

1-11-22 TPU has not moved much over the holidays, but they did contact RH2 and said that they were on board with common use of the easement but that it still had to go through some review processes etc. We have engaged Cascade Right of Way at the recommendation of our attorney, they will be coordinating the Appraisals for the property, and notifications as we negotiate the easements. We are hoping that we can get the agreements in place over the next month or two, we will need to order materials for this well in advance as well so if we want to be delivering water by the first of the year in 2023, then working backwards we would need to have the materials on order no later than end of May. 2-02-2022 we continue to work with TPU and the other parties We are cautiously optimistic that we can get all of this in place soon and start the negotiations with the property owners, we have Cascade Right of Way working on this now they will secure the Appraisals necessary for both routes and work with the property owners in the negotiations. Once we get finalized plans, we have recently completed the review of the 60% drawings we can get out to the suppliers and get the materials coming for this project then once the agreements are in place put the installation out to bid. Materials remain the largest steppingstone moving forward, as they are likely 12-14 weeks out.

3-1-2022 Work continues between our legal team and Tacoma Public Utilities Legal department on the wording for the agreement. We have started the appraisal of the properties, and Cascade Right OF way has opened talks with the property owners that will be impacted by this project. Once the final design is in place we will pre-order the materials, and use that delay to finish negotiations, and put the installation out to bid.



39th Ave Phase 4 Halcyon to Pac Hwy: Job (804)

1-11-22 This project has been put out for bid; this is a continuation of our 39th Ave Project bringing water from the 455 Pressure zone to the mouth of the wholesale Transmission main. The project was designed by RH2 and will take a 20" main from our Scott Well Site, and go down Halcyon, turn west on 110th Street, and extend to Pac Hwy where it will tie in to the existing 16" main. We have pre purchased the materials in an effort to Reduce the delay between ordering and receiving materials for theses job. Right now, the bulk of the materials can be expected to be delivered in between 16-20 weeks. We ordered the materials yesterday and will not be able to start until the first week or so in June. Those dates we have been told are worst case, and we are hoping to start earlier, but all it takes is one fitting to stop the whole job. This type of issue accentuates the difficulties in trying to build work during these times of shortages and will likely require a longer reaching alternative to getting work out and constructed. 2-02-2022 This project was let, and Ceccanti Inc was awarded the project, there was a potential bid protest from Rodarte Construction, but they did not follow through after we had our attorney state our reasoning for acceptance of Ceccanti' s Bid. This is does help the district in other ways other than that they were the low bid, we have the opportunity to store the materials at the Scotts site now since it is same contractor that is working on the GAC system. Core and Main was the supplier for the materials on this project, we will get the contractor and the supplier together as soon as we receive the signed Notice of award letter back from Ceccanti which was mailed out Monday.

3-1-2022: The materials for this project are anticipated to arrive in Mid to Late march, and we are anticipating this work with Ceccanti the first week of April. We anticipate this project to last just a couple of months.



Phase 4 in Red Bottom Left

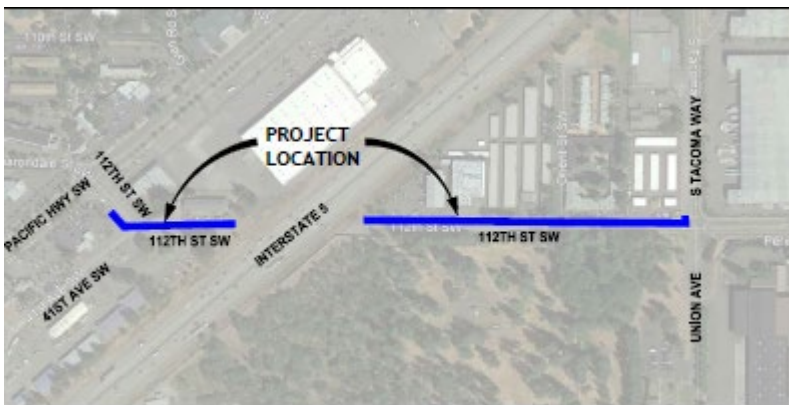
Connection to the system end of pipe for Scott's and Start of Phase 4 Halcyon. Live tap in to the 12" system by Speers Tapping.



112th Street from Pacific to South Tacoma Way: Job 800

1-11-22 This project will upsize the main that we can between Pac Highway and South Tacoma Way Where the wholesale main takes off. We will still have a 12" Main constraint under I-5 but this short run we have been assured will not be a problem. This is 1730 LF of 24" Ductile Iron Pipe (DIP) and will assist in providing water to the 1st booster station on the wholesale. Delivering more water to the booster keeps the suction pressure up allowing the booster to pump more for longer periods to meet the rising demands on the wholesale water. We have purchased the materials for this project and are awaiting the installation bids. 2-02-2022 The project was let, and opened and awarded to HCON Inc from Puyallup, they had no issues in the legal review, they were low by a significant margin, so we did ask to make sure they were good with their number and they assured me they were. The award letter was sent out Friday of last week and they have received it, but we have not received it back at this time. This project will be waiting on materials to arrive which were procured through Ferguson water works on the 10th of January. 16-18 weeks is what the manufactures are saying we are hoping that this delivery timeline can be improved on, once we receive the signed letter of award, we can set up a meeting and go over the particulars with the contractor and supplier in the same room etc.

2-1-2022 HCON, Lakewood and Fergusson met on a delivery schedule for these materials so far, they have not shaved much from the original bid timeframe, we will have roughly half of the materials in hand by this week, but we need all of them in order to start and assure that we will be able to continuously progress on the job. We have again requested an updated schedule, but this supplier is not near as responsive as the others. As soon as we know more, we will report again.



Hipkins Rd Steilacoom to 104th City of Lakewood Project: Job # (XXX)

2-02-2022 this project is just getting started and has not yet received a job number, This would replace the existing 12" A/C main with a new DIP main likely 16" or better we will run the model on this and verify pipe sizing. This is a large project potentially including of 6,500 LF of replacement. We will learn more as we dive into this with the City of Lakewood, we have worked well with the City on these types of project in the past and they have proved to save the District considerably in that past by not having to do the restoration as the City was doing that work

anyway. In the past savings in excess of 40% have been recognized on similar work, and above the savings component is the optics of the District and the City working together and saving the rate payers on this important work.

3-1-2022 The City of Lakewood has let a professional services contract out for Surveying on this project, and soon as we know who they have contracted with we can start the process of defining our water line needs and locating and alignment.

Ardmore / Whitman / 93rd: City of Lakewood Project Job (XXX)

2-02-2022 Same as above for the Hipkins project. We will learn more as we go on this project, it looks like on Whitman and 93rd we have newer Ductile Iron or C-900 in the road, assuming that the main sizing is still good we would not have to replace these mains, just the one on Ardmore which is old 6" AC main.

Pumping Operations

1. Production/Demands
 - a. Pumping continues at about 10 million gallons per day, including roughly 4 million gallons a day to wholesale partners.
2. Maintenance Activities
 - a. Field crews continue to work on preventative maintenance tasks.
 - b. Completed monthly lake and stream monitoring tasks, which support our water rights perfection process.
 - c. In preparation of summer demands without the Oakbrook Wells, operational work has begun on flushing and testing along the western side of the water system to strengthen supply to the northwest portion of the water system.
3. Groundwater Wells
 - a. Oakbrook O-2, O-3 Wells, Country Place U-1 Well, and Scotts Wells continue to be offline due to PFAS levels.
 - b. The S-1 Well also had the pump and motor removed and a video inspection was performed. This well was found to be in good condition and a lighter effort cleaning was performed. We were able to use the same well driller at the site, Holt Services, to perform this work – saving mobilization costs. The replacement equipment for this well has already been ordered and will be installed as soon as it is delivered.
 - c. The P-1R well replacement pump and motor are now ready to be installed. We will have to coordinate with the construction activity currently ongoing at the site (Steilacoom Boulevard Tank site) and will most likely need to wait until May to install the pump. This well has been out of service for many years, so getting the additional water (approximately 500 gpm) will help make up for some other sources that have been turned off due to PFAS concerns.
4. Booster Pumps
 - a. At Wholesale Booster Pump Station 1 we are continuing to work with the manufacturer of the check valves to troubleshoot and remedy some concerns we have with the valves.
 - b. At Wholesale Booster Pump Station 1 we are also continuing to work with the pump manufacturer's representative to investigate noise and vibration we are seeing as well as replace some wear parts. Once this maintenance is completed, we plan to perform a flow test of the station. Parts are proving to be elusive, so service has been difficult to schedule.
5. Equipment out of service
 - a. The N-1 Well motor failed recently and is being evaluated and may require service. This equipment was replaced in 2020, so the issues were unanticipated. The motor is being evaluated to determine the cause and how to resolve the issue.
 - b. G-1, G-2, I-3, O-2, O-3, and U-1 wells out of service due to PFAS; G-wells to be returned to service following construction completion on treatment facilities.

- c. Steilacoom Blvd Tank continues to be out of service until the retrofit improvements are completed.
 - d. The Steilacoom Blvd Tank Project required two temporary service interruptions at the site. The site includes one of the District's largest sources and a key pump station that serves the eastern portion of the District. Because of the operational coordination and good maintenance program, the eastern portion of the water system was able to continue operations and deliver retail and wholesale customers reliably. It was a great example of why equipment redundancy and operational flexibility are so important. The pump station is back in service now and functioning as designed.
6. Upcoming Pumping Projects
- a. G-3 Pump and motor installed, waiting for construction of remaining facilities; building pad and walls are now constructed.
 - b. G-1 Pump and motor replacement is available, waiting for install after GAC facility construction is complete.
 - c. The 88th and Pine Booster Station 2 replacement pump and motor are ready and will be installed in March. This will provide us additional reliability and redundancy for meeting demands in the eastern section of the water system as well as wholesale demands.
 - d. Seismic fittings and emergency generator project bids were opened on February 9th. Construction bids were higher than budgeted, but we have flexibility in how the contract is awarded. We are working with FEMA to obtain additional funding to complete as much of the work as possible and to maximize the benefit to rate payers. I will have more of an update at the meeting.

Capital Projects

1. Scotts well site treatment project
 - a. G-3 Well building is constructed and dried in.
 - b. Water main in yard is complete.
 - c. Interior work at G-3 building continues.
 - d. Anticipate being able to put G-3 into service in April and G-1/G-2 into service in May.
2. Steilacoom Blvd Tank Seismic Retrofits
 - a. T Bailey continues construction work.
 - b. Blasting of tank shell for stiffeners complete
 - c. Concrete was placed in the interior of the tank, approximately 740 cubic yards of concrete (almost 3 million pounds of concrete) were placed. A similar amount will be poured on the exterior of the tank in weeks to come.
 - d. Piping modifications are complete
 - e. Construction completion anticipated in May 2022.
3. Emergency Generators and Well Improvements project –
 - a. Bids were received on February 9th.
 - b. Received 5 bids.
 - c. Bids to complete the entire project ranged from \$1.63 to \$1.99 million. Our total capital budget for this project is \$1,026,875 including FEMA grant funds totaling \$826,875.
 - d. The project was bid with several Additive bid schedules to allow us flexibility in awarding the contract.

- e. FEMA has indicated additional funding is available, and we are actively working with them to secure additional funding to maximize the benefits to our rate payers.
 - f. The Bid Tabulation is included in your information packet.
 - g. At this point we do not plan to proceed with the work at the 112th Street site this year. We will anticipate budgeting for that work in 2023. This allows us to better size the generator for the second well being drilled right now (R-2 Well).
4. R-2 Well Drilling
- a. Holt Services is continuing to drill and is approximately 500 feet deep with their drilling and are into the target aquifer. We anticipate an approximately 600 feet deep well.
 - b. Started with 24-inch diameter casing, driven to approximately 100 feet depth; 20-inch casing was installed to an approximate depth of 300 feet, now installing 16-inch casing.
 - c. Based on the soils testing, a well screen will be designed, fabricated, and installed prior to pump testing. Given the current supply chain issues, it appears that the well screen may have a lead time of 8 to 10 weeks. Once the pump testing is completed, we will be able to order mechanical and electrical equipment. We will put the well into service as soon as possible, but it is very unlikely to be in service by this summer.
5. Well Rehabilitation and Capacity Expansion
- a. Work recently began at the Angle Lane S-2 Well to rehabilitate and pump test the well. We hope to expand the capacity of this site by 400-500 gpm. Initial video inspection showed the well was very occluded and confirmed the need to clean the well. The video also showed clear signs of one hole in the casing and a second potential hole in the casing near the screen. During the initial cleaning and surging/bailing, gravel pack began to show in the bailing. It was strongly suspected that the potential hole near the screen was in fact a hole and work was paused until a second video inspection could be done to evaluate the cause. The video did not show a hole near the screen, but it could be the angle of the camera or that there is some other defect that's not obvious. The current approach is to pump test the well and see what flows can be developed without developing sand or other negative impacts. Depending on the flows observed, we may be able to leave it as is or install a smaller screen section over the area of concern. Following the testing, we will make whatever repairs are necessary, if any, and re-install the existing mechanical equipment to return the well to service. As the existing equipment is old, we will order replacement equipment sized for the maximum sustainable flow rate determined during testing. I think it is important to note that while the redevelopment of the well hasn't progressed as smoothly as we would hope, it has occurred in a low demand period, and we potentially have avoided a larger issue that could have occurred during the summer or when we would have needed to make more significant changes to our operations.
6. ARPA program (America Rescue Plan Act) - \$13.7M to City of Lakewood
- a. The City Council has a retreat scheduled for March 12th to review proposals for ARPA funds. We should have more information to report at the time of the meeting but is not yet available. Our current funding request to the City is for a new well at the hospital campus.

7. Abitibi Well Evaluation

- a. Following up on the Board's approval at the February meeting, coordination has begun with the Abitibi Mill Site property owner, well contractor and our hydrogeologist to perform an initial site visit and identify potential concerns with the wells. Following this visit, a Right-of-Entry agreement will be prepared, and bidding documents will begin to be developed for detailed well evaluations and testing. The property owner has already given approval for this initial site visit, which will not require any equipment removal. This initial site visit is currently scheduled for March 21st.

Water Quality

1. Completed monthly water quality samples.
2. We have had several meetings and discussions regarding funding for PFAS mitigation.
 - a. The recently passed Infrastructure Investment and Jobs Act includes a lot of funding dedicated to PFAS issues – these funds will be made available through the Drinking Water State Revolving Fund program, administered through DOH. DOH has recently stated they anticipate \$16.8 million for fiscal year 2023 and \$17 million for fiscal years 2024, 2025, and 2026 for PFAS mitigation projects. This is all on a grant basis.
 - b. The federal government recently released guidelines for the use of funds for PFAS mitigation. The guidelines specifically reference eligible projects including not only treatment equipment, but also constructing new or replacement water sources. DOH has not yet issued their written guidance, but it is anticipated that new wells would be eligible for grant funds based on the federal guidelines.
 - c. We are working with Peterson Resources on a strategy to maximize our ability to get grant funds through different programs.
 - d. We are working with Mott MacDonald, our hydrogeologist, to complete a study of our Aquifer E and determine the feasibility of drilling deeper wells to mitigate the supply loss due to PFAS at our Oakbrook and Country Place sites.
 - e. We are continuing to consult with many agencies to position ourselves to receive these funds. Given the high cost of projects and the increasing number of systems who will be impacted by PFAS, we anticipate these grants to be very competitive.

Water Storage

1. The Steilacoom Boulevard Seismic Retrofit project is continuing, and Steilacoom Boulevard Reservoir is offline until work is complete this Spring.

Lakewood Water District
Generator, Electrical, and Seismic Improvements
Job #783

BIDS DUE: Wednesday, February 9th, 2022 @ 2:00 p.m.

Engineer's Estimate \$1,500,000, including 10.0% sales tax for Base Bid + Additive No. 1

Base Bid				Northeast Electric Woodland, WA 98674		Ceccanti Tacoma, WA 98446		NW Cascade Puyallup, WA 98373		Pape and Sons Gig Harbor, WA 98332		Harbor Pacific Woodinville, WA 98072		Average Bid	
Item	Description of Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mob. Demob. Prep. Cleanup Washington Boulevard	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 137,300.00	\$ 137,300.00	\$ 102,000.00	\$ 102,000.00	\$ 41,250.00	\$ 41,250.00	\$ 160,000.00	\$ 160,000.00	\$ 85,137.50	\$ 85,137.50
2	Site Work	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 89,780.00	\$ 89,780.00	\$ 79,225.00	\$ 79,225.00	\$ 33,250.00	\$ 33,250.00	\$ 120,000.00	\$ 120,000.00	\$ 65,563.75	\$ 65,563.75
3	Generator	LS	1	\$ 130,000.00	\$ 130,000.00	\$ 129,500.00	\$ 129,500.00	\$ 147,290.00	\$ 147,290.00	\$ 128,000.00	\$ 128,000.00	\$ 106,000.00	\$ 106,000.00	\$ 133,697.50	\$ 133,697.50
4	Electrical	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 47,100.00	\$ 47,100.00	\$ 72,650.00	\$ 72,650.00	\$ 73,000.00	\$ 73,000.00	\$ 60,000.00	\$ 60,000.00	\$ 63,187.50	\$ 63,187.50
5	Automatic Controls	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 16,100.00	\$ 16,100.00	\$ 17,740.00	\$ 17,740.00	\$ 15,950.00	\$ 15,950.00	\$ 15,000.00	\$ 15,000.00	\$ 17,447.50	\$ 17,447.50
6	Trench Safety and Shoring	LS	1	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 237.50	\$ 237.50
7	Testing, Startup, and Training 104th and Bridgeport	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
8	Site Work	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 25,200.00	\$ 25,200.00	\$ 17,350.00	\$ 17,350.00	\$ 15,000.00	\$ 15,000.00	\$ 100,000.00	\$ 100,000.00	\$ 20,637.50	\$ 20,637.50
9	Trench Safety and Shoring Forster BPS	LS	1	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 237.50	\$ 237.50
10	Site Work	LS	1	\$ 65,000.00	\$ 65,000.00	\$ 98,700.00	\$ 98,700.00	\$ 36,650.00	\$ 36,650.00	\$ 35,500.00	\$ 35,500.00	\$ 107,000.00	\$ 107,000.00	\$ 58,962.50	\$ 58,962.50
11	Generator	LS	1	\$ 110,000.00	\$ 110,000.00	\$ 116,300.00	\$ 116,300.00	\$ 141,490.00	\$ 141,490.00	\$ 120,000.00	\$ 120,000.00	\$ 94,000.00	\$ 94,000.00	\$ 121,947.50	\$ 121,947.50
12	Electrical	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 42,000.00	\$ 42,000.00	\$ 50,760.00	\$ 50,760.00	\$ 53,000.00	\$ 53,000.00	\$ 40,000.00	\$ 40,000.00	\$ 51,440.00	\$ 51,440.00
13	Automatic Controls	LS	1	\$ 24,700.00	\$ 24,700.00	\$ 16,000.00	\$ 16,000.00	\$ 17,500.00	\$ 17,500.00	\$ 15,750.00	\$ 15,750.00	\$ 15,000.00	\$ 15,000.00	\$ 18,487.50	\$ 18,487.50
14	Trench Safety and Shoring	LS	1	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 237.50	\$ 237.50
15	Testing, Startup, and Training	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	SUBTOTAL			\$ 625,000.00	\$ 625,000.00	\$ 728,280.00	\$ 728,280.00	\$ 694,155.00	\$ 694,155.00	\$ 541,450.00	\$ 541,450.00	\$ 830,000.00	\$ 830,000.00	\$ 647,221.25	\$ 647,221.25
	10.0% WSST			\$ 62,500.00	\$ 62,500.00	\$ 72,828.00	\$ 72,828.00	\$ 69,415.50	\$ 69,415.50	\$ 54,145.00	\$ 54,145.00	\$ 83,000.00	\$ 83,000.00	\$ 64,722.13	\$ 64,722.13
TOTAL BASE BID				\$ 687,500.00	\$ 687,500.00	\$ 801,108.00	\$ 801,108.00	\$ 763,570.50	\$ 763,570.50	\$ 595,595.00	\$ 595,595.00	\$ 913,000.00	\$ 913,000.00	\$ 711,943.38	\$ 711,943.38

Bid Additive No. 1 Steilacoom Boulevard				Northeast Electric Woodland, WA 98674		Ceccanti Tacoma, WA 98446		NW Cascade Puyallup, WA 98373		Pape and Sons Gig Harbor, WA 98332		Harbor Pacific Woodinville, WA 98072		Average Bid	
Item	Description of Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Site Work	LS	1	\$ 70,000.00	\$ 70,000.00	\$ 86,660.00	\$ 86,660.00	\$ 55,350.00	\$ 55,350.00	\$ 58,000.00	\$ 58,000.00	\$ 45,500.00	\$ 45,500.00	\$ 67,502.50	\$ 67,502.50
2	Generator	LS	1	\$ 290,000.00	\$ 290,000.00	\$ 281,000.00	\$ 281,000.00	\$ 305,510.00	\$ 305,510.00	\$ 286,500.00	\$ 286,500.00	\$ 320,000.00	\$ 320,000.00	\$ 290,752.50	\$ 290,752.50
3	Electrical	LS	1	\$ 120,000.00	\$ 120,000.00	\$ 82,400.00	\$ 82,400.00	\$ 103,810.00	\$ 103,810.00	\$ 102,000.00	\$ 102,000.00	\$ 110,000.00	\$ 110,000.00	\$ 102,052.50	\$ 102,052.50
4	Automatic Controls	LS	1	\$ 34,900.00	\$ 34,900.00	\$ 16,200.00	\$ 16,200.00	\$ 17,815.00	\$ 17,815.00	\$ 16,000.00	\$ 16,000.00	\$ 15,000.00	\$ 15,000.00	\$ 21,228.75	\$ 21,228.75
5	Trench Safety and Shoring	LS	1	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 500.00	\$ 500.00	\$ 237.50	\$ 237.50
6	Testing, Startup, and Training	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	SUBTOTAL			\$ 520,000.00	\$ 520,000.00	\$ 471,360.00	\$ 471,360.00	\$ 487,985.00	\$ 487,985.00	\$ 467,750.00	\$ 467,750.00	\$ 496,000.00	\$ 496,000.00	\$ 486,773.75	\$ 486,773.75
	10.0% WSST			\$ 52,000.00	\$ 52,000.00	\$ 47,136.00	\$ 47,136.00	\$ 48,798.50	\$ 48,798.50	\$ 46,775.00	\$ 46,775.00	\$ 49,600.00	\$ 49,600.00	\$ 48,677.38	\$ 48,677.38
TOTAL BID ADDITIVE No. 1				\$ 572,000.00	\$ 572,000.00	\$ 518,496.00	\$ 518,496.00	\$ 536,783.50	\$ 536,783.50	\$ 514,525.00	\$ 514,525.00	\$ 545,600.00	\$ 545,600.00	\$ 535,451.13	\$ 535,451.13

Lakewood Water District
Generator, Electrical, and Seismic Improvements
Job #783

BIDS DUE: Wednesday, February 9th, 2022 @ 2:00 p.m.

Engineer's Estimate \$1,500,000, including 10.0% sales tax for Base Bid + Additive No. 1

Bid Additive No. 2 112th Street				Northeast Electric Woodland, WA 98674		Ceccanti Tacoma, WA 98446		NW Cascade Puyallup, WA 98373		Pape and Sons Gig Harbor, WA 98332		Harbor Pacific Woodinville, WA 98072		Average Bid	
Item	Description of Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
1	Site Work	LS	1	\$ 26,000.00	\$ 26,000.00	\$ 36,920.00	\$ 36,920.00	\$ 12,915.00	\$ 12,915.00	\$ 25,750.00	\$ 25,750.00	\$ 21,000.00	\$ 21,000.00	\$ 25,396.25	\$ 25,396.25
2	Generator	LS	1	\$ 130,000.00	\$ 130,000.00	\$ 133,700.00	\$ 133,700.00	\$ 153,040.00	\$ 153,040.00	\$ 129,000.00	\$ 129,000.00	\$ 121,000.00	\$ 121,000.00	\$ 136,435.00	\$ 136,435.00
3	Electrical	LS	1	\$ 90,000.00	\$ 90,000.00	\$ 57,300.00	\$ 57,300.00	\$ 70,000.00	\$ 70,000.00	\$ 71,000.00	\$ 71,000.00	\$ 80,000.00	\$ 80,000.00	\$ 72,075.00	\$ 72,075.00
4	Automatic Controls	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 16,200.00	\$ 16,200.00	\$ 17,740.00	\$ 17,740.00	\$ 16,000.00	\$ 16,000.00	\$ 15,000.00	\$ 15,000.00	\$ 17,485.00	\$ 17,485.00
5	Testing, Startup, and Training	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
SUBTOTAL					\$ 271,000.00		\$ 249,120.00		\$ 258,695.00		\$ 246,750.00		\$ 242,000.00		\$ 256,391.25
10.0% WSST					\$ 27,100.00		\$ 24,912.00		\$ 25,869.50		\$ 24,675.00		\$ 24,200.00		\$ 25,639.13
TOTAL BID ADDITIVE No. 2					\$ 298,100.00		\$ 274,032.00		\$ 284,564.50		\$ 271,425.00		\$ 266,200.00		\$ 282,030.38

Bid Additive No. 3 Country Place				Northeast Electric Woodland, WA 98674		Ceccanti Tacoma, WA 98446		NW Cascade Puyallup, WA 98373		Pape and Sons Gig Harbor, WA 98332		Harbor Pacific Woodinville, WA 98072		Average Bid	
Item	Description of Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
1	Site Work	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 58,850.00	\$ 58,850.00	\$ 34,735.00	\$ 34,735.00	\$ 11,500.00	\$ 11,500.00	\$ 60,000.00	\$ 60,000.00	\$ 41,271.25	\$ 41,271.25
2	Generator	LS	1	\$ 130,000.00	\$ 130,000.00	\$ 129,300.00	\$ 129,300.00	\$ 159,500.00	\$ 159,500.00	\$ 137,000.00	\$ 137,000.00	\$ 101,000.00	\$ 101,000.00	\$ 138,950.00	\$ 138,950.00
3	Electrical	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 40,700.00	\$ 40,700.00	\$ 73,730.00	\$ 73,730.00	\$ 59,000.00	\$ 59,000.00	\$ 60,000.00	\$ 60,000.00	\$ 58,357.50	\$ 58,357.50
4	Automatic Controls	LS	1	\$ 23,900.00	\$ 23,900.00	\$ 16,000.00	\$ 16,000.00	\$ 17,640.00	\$ 17,640.00	\$ 15,900.00	\$ 15,900.00	\$ 15,000.00	\$ 15,000.00	\$ 18,360.00	\$ 18,360.00
5	Trench Safety and Shoring	LS	1	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 237.50	\$ 237.50
6	Testing, Startup, and Training	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
SUBTOTAL					\$ 279,000.00		\$ 249,950.00		\$ 291,105.00		\$ 228,650.00		\$ 242,000.00		\$ 262,176.25
10.0% WSST					\$ 27,900.00		\$ 24,995.00		\$ 29,110.50		\$ 22,865.00		\$ 24,200.00		\$ 26,217.63
TOTAL BID ADDITIVE No. 3					\$ 306,900.00		\$ 274,945.00		\$ 320,215.50		\$ 251,515.00		\$ 266,200.00		\$ 288,393.88

	1	2	3	4	5	
TOTAL BASE BID + ADDITIVE NO. 1 (Basis of Award)	\$ 1,259,500.00	\$ 1,319,604.00	\$ 1,300,354.00	\$ 1,110,120.00	\$ 1,458,600.00	\$ 1,247,394.50

Yellow denotes corrected error in Bid

Subtotal - All Schedules	\$ 1,695,000.00	\$ 1,698,710.00	\$ 1,731,940.00	\$ 1,484,600.00	\$ 1,810,000.00	\$ 1,652,562.50
10.0% WSST - All Schedules	\$ 169,500.00	\$ 169,871.00	\$ 173,194.00	\$ 148,460.00	\$ 181,000.00	\$ 165,256.25
Total - All Schedules	\$ 1,864,500.00	\$ 1,868,581.00	\$ 1,905,134.00	\$ 1,633,060.00	\$ 1,991,000.00	\$ 1,817,818.75



NO TENANT PROPOSAL

PRESENTED BY: TERI MACDOUGALL & AMBER DICKENS

Key Points



IMPACT



PROS AND CONS



TIME/MONEY SAVINGS

IMPACT

Better time management

More control over customer accounts

Improve record organization

Possible push back from landlords

PROS



Fewer disconnects and late fees to charge

Less accounts to manage

Tenant and landlord accounts are very tenuous

Less time spent on collections, allowing for quicker revenue

No deposits to manage.

Would no longer have to attach tenants to landlord accounts.

Less potential for verbal abuse to the customer service representatives

No balances left on accounts from tenants who skip out (which eventually can turn into a lien)

Only have to send one letter on continuous usage accounts rather than to the tenant and owner

Makes owners more responsible for their property, i.e., tenants not telling them about leaks, etc.

Eliminates mediating of landlord/tenant disputes

Fewer refund checks to cut

But wait, there's more!



LL disc: 03/08/2022 10790 802-734-6263 ESSEX JCT VT 05452

Display Compare History Transactions Customer Services Location **Meters** Backflow Contracts Loans Certification

Meter ID	Service
M-89260052	Water (Volume)
M-77828783	Water (Volume) - Retired

Meter: [M-89260052](#) —
Route-Sequence: 7
Multiplier: 1
Sequence number: 1
Size: 0

Activity Meter Credit Usage Additional Fields Attachments Notes

Meter ID	Action Code	Period Date ▲	Read Date	Multiplier	Reading	Reading Usage
M-77828783	Period Meter Reading	05/08/2020	02/29/2020	1.0000	586	10 C
M-77828783	Period Meter Reading	05/08/2020	05/12/2020	1.0000	587	1 C
M-77828783	Period Meter Reading	07/03/2020	06/23/2020	1.0000	596	9 C
M-89260052	New Connect	03/04/2022	01/03/2022	1.0000	116	0 M
M-89260052	Period Meter Reading	03/04/2022	02/21/2022	1.0000	117	1 A
M-89260052	Disconnect Reading	05/03/2022	02/28/2022	1.0000	137	20 M

This landlord billed 2 bills in 56 days because of when service started and stopped for them. If the account had just stayed in their name, they would just be getting 1 bill for 60 days. |

RESOLVED



Solution: Tenant can receive reminder notices that will give them the opportunity to follow up with their landlord

Solution: Landlords should hopefully see the benefits. Less chance of a lien being filed and not having to check in to make sure tenants have started/ stopped service.

Solution: Tenant can sign up to get a copy of the bill.

Solution: Landlords can review usages on Customer Water Usage Portal and utilize the billing calculator on our website.

Solution: Tenant can receive a bill copy or submit a public disclosure request to know billing amounts.

For Every Tenant move out/in:



Customer Service Rep: 8-11 Min

- Takes phone call to initiate move out/in
- Processes request
- Creates billing
- Reviews billing/ account
 - Verify reads, usages, bill amount
 - Verify deposit is refunded or charged correctly
 - Verify new account/ hold account is set up correctly
- Create s/o for door hanger if required
 - Follow up on door hanger 48 hours later
 - Create service order for tech to t/off if no new customer signed up.
- Note Accounts



Billing Department: 2-5 Min

- Review billing/ account
 - Verify reads, usages, bill amount
 - Verify deposit is refunded or charged correctly
 - Verify new account/ hold account is set up correctly
- Fold and mail bills
- Upload bills to XBP
- Landlord Disconnect Bills (very tedious)
 - Each bill must be uploaded individually to XBP
 - Each upload requires several steps
 - Gathering service dates, bill and due dates and cycle date
 - Enter dates into Caselle to generate bill
 - Process billing in order to upload to XBP
 - Reviewing XBP to make sure bill was properly uploaded



Field Technician: up to 30 min

- Will possibly have to leave a door hanger to identify hold account.
- Turn off meter if no new sign up
- Turn meter back on when customer calls for sign up
- Likely more disconnects, and therefore doing turn offs and turn ons for each delinquent tenant account.

Time Saved

Monthly Averages

Tenant Move Outs: 34

Tenant Move Ins: 32

Total Move Outs/ Ins: 66

Customer Service:

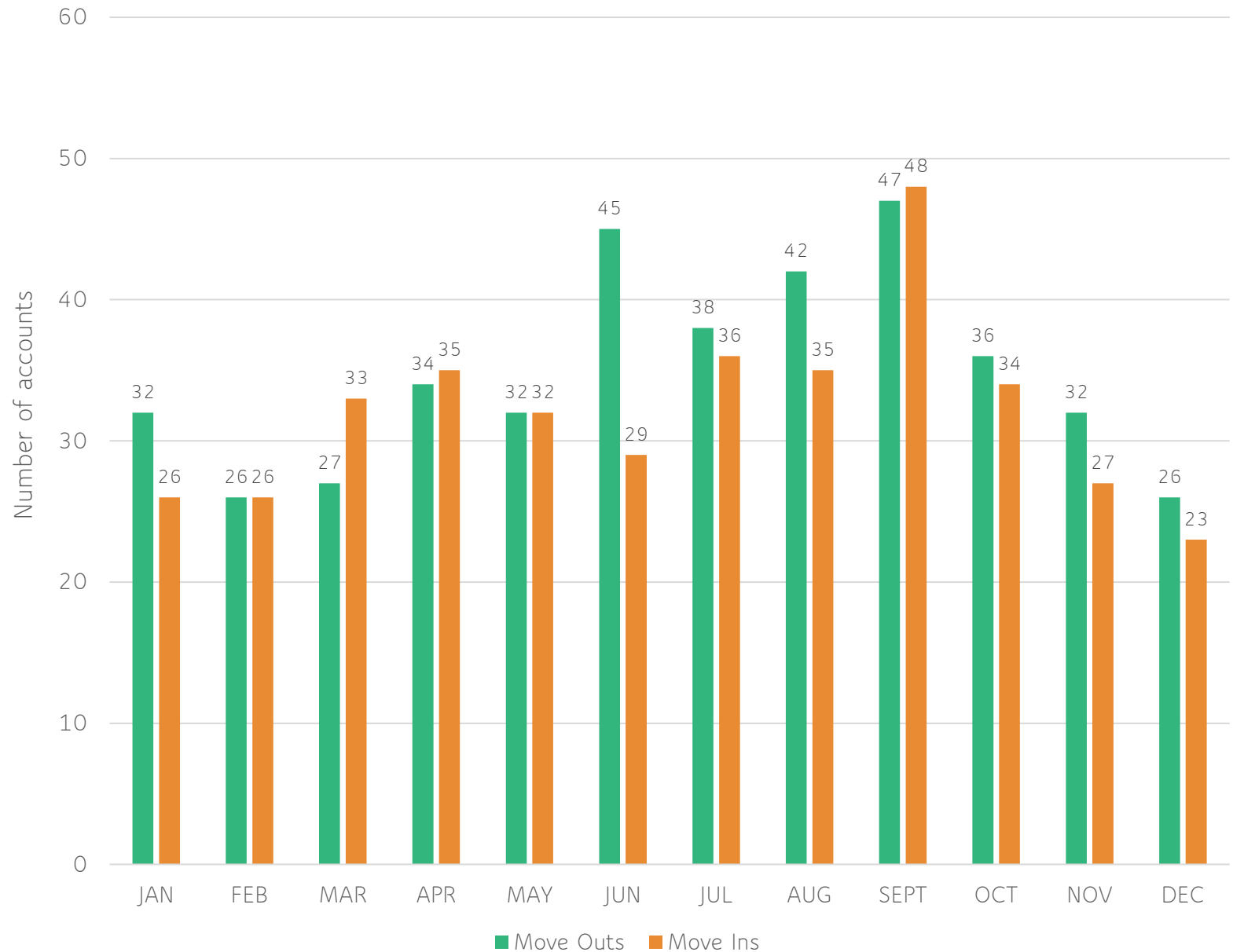
8-11 minutes per move out/in = 9-12 hours per month

(does not include follow up from any door hangers left and sending tech out to OLT second time out)

Billing:

2-5 minutes per bill = 2-5 hours per month

Monthly Tenant Move Outs/Ins 2021



TIME & MONEY SAVINGS



Advancement in technology has increased the frequency and duration of calls in the office. With extra time allowance CSRs can spend more time with other calls.



Will allow staff to dedicate more time to cross training and taking on new tasks



More availability to work on going paperless and scanning documents into the cloud and will allow us to more frequently rotate out old records per our retention policy



More time for larger projects (Investigating orphaned meters, updating policies (leak adj. CAP))



Providing more time for CSRs to assist in other departments where needed
(500 administrative hours to backflow & extra assistance in Accounts Payable)



Spend more time on internal committees which increase employee morale

A stylized lightbulb icon with a yellow base and a white top, positioned above the word 'G' in the title.

DID YOU **G** KNOW?

- ✓ 50% of all disconnects are tenants
- ✓ In 2020 50% of the liens filed were due to balances left on tenant's accounts, and 66% in 2021

UTILITY COMPARISON

Utilities that DO NOT take

Alderwood – Stopped taking tenants about 7 years ago. Can provide a duplicate bill to the occupant.

Skyway – Do not allow tenants to sign up but can provide a duplicate bill to the occupant.

Water District 119 – Used to bill tenants but stopped because of the difficult situations it created with tenant/landlord relationships. They have no exceptions to keeping it in the owner's name. Can send a duplicate bill to the tenant for a fee of \$2.

Woodinville – Stopped taking tenants a few years ago. Best decision they ever made. Would 100% recommend it.

Lakehaven – Does not allow tenants, but can provide a duplicate to the occupant

Silverlake – Does not allow tenants but provides a duplicate to the occupant

Soos Creek – Does not allow tenants but can provide a duplicate to the occupant

Utilities that DO take

Highline – Have bounced the idea around. Felt that it would save staff time in some ways but increase it in others. Any way you look at it, they feel tenant billing is by far the most labor-intensive customer category to manage.

Tacoma – Signs up tenants

Olympic View Water – Does put the account in the tenant's name, they have the parent account as the owner and sends a duplicate bill to them.

Parkland – Will sign up a tenant if the owner signs an affidavit

Fruitland – Signs up tenants, but does not function smoothly as they cannot lien and makes it hard to collect on the accounts

Firgrove – Signs up tenants, but only through the owner

Implementation

If approved, timeline would be as follows

May

District Hosted Open House

- Will create mailing to invite Lakewood homeowners, residents, property management companies to the open house.
- Will present our findings and recommendations to update our policy
- This will allow landlords the opportunity to ask questions and give feedback

June

Final Recommendation

- Will report back to the Board our findings on customer feedback, cost savings
- Will provide an outline of the program
- Board will make decision on the policy change



July

Notify Landlords of Policy Change

- Inform landlords of our new policy via letter
- Letters will be sent to all homeowners in Lakewood (rental or not)
- Date will be provided of when policy change officially takes affect

August

Policy Change takes affect

- New policy would implement over time (current tenant accounts would be grandfathered in.
- Once a tenant moves out, it will remain in the landlord's name (no new tenants could sign up for service)
- Will have all publications updated (brochures, billing statements, etc) as well as Social Media and Website

April 2023

Report on Policy Change

- Staff will track calls regarding the policy change (frequency of calls, customer feedback)
- Will report back on the overall effect of the policy update.

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

	2022				2021				2020			
Month	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%	Cubic Feet Pumped	Cubic Feet Sold	Difference	%
January	41,387,515	34,674,736	6,712,779	16.22%	41,220,158	36,637,933	4,582,225	11.12%	27,159,738	24,247,970	2,911,768	10.72%
February	25,311,723	36,151,676	(10,839,952)	-42.83%	36,773,025	37,339,181	(566,156)	-1.54%	36,354,899	34,981,066	1,373,833	3.78%
March	-	-	-	0.00%	40,087,421	33,194,888	6,892,533	17.19%	43,862,184	35,802,043	8,060,141	18.38%
April	-	-	-	0.00%	44,891,458	39,438,720	5,452,738	12.15%	46,432,964	40,884,037	5,548,927	11.95%
May	-	-	-	0.00%	54,929,020	39,470,047	15,458,973	28.14%	55,684,695	41,628,051	14,056,644	25.24%
June	-	-	-	0.00%	69,323,486	53,653,437	15,670,049	22.60%	57,152,119	48,327,384	8,824,735	15.44%
July	-	-	-	0.00%	86,524,262	63,988,514	22,535,748	26.05%	71,659,137	47,368,813	24,290,324	33.90%
August	-	-	-	0.00%	86,496,992	81,965,711	4,531,281	5.24%	77,244,887	63,879,455	13,365,432	17.30%
September	-	-	-	0.00%	63,893,463	66,644,741	(2,751,278)	-4.31%	64,934,501	71,454,736	(6,520,235)	-10.04%
October	-	-	-	0.00%	43,912,178	64,772,184	(20,860,006)	-47.50%	46,779,040	68,624,173	(21,845,133)	-46.70%
November	-	-	-	0.00%	39,948,002	42,584,231	(2,636,229)	-6.60%	40,032,349	44,079,544	(4,047,195)	-10.11%
December	-	-	-	0.00%	40,844,005	39,804,988	1,039,017	2.54%	42,450,207	42,285,891	164,316	0.39%
TOTAL	66,699,238	70,826,411	(4,127,173)	-6.19%	648,843,471	599,494,574	49,348,897	7.61%	609,746,718	563,563,163	46,183,556	7.57%
Net loss (WER)							48,993,062	7.55%			45,827,721	7.52%
	2021 YTD	77,993,183	73,977,113	4,016,070	5.15%							
	2020 YTD	63,514,637	59,229,036	4,285,601	6.75%							

Total Number of Customers Billed

	2022	BI-MONTHLY	2021	BI-MONTHLY	2020	BI-MONTHLY	2019	BI-MONTHLY
January	7786		7781		7759		7869	
February	8637	16423	8576	16357	8670	16429	7069	14938
March			7679		7630		9143	
April		0	8472	16151	8494	16124	8528	17671
May			7695		7698		7799	
June		0	8512	16207	8492	16190	8555	16354
July			7698		7707		7779	
August		0	8522	16220	8526	16233	8488	16267
September			7720		7793		7715	
October		0	8524	16244	8616	16409	8467	16182
November			7664		7827		7666	
December		0	8515	16179	8459	16286	8469	16135
BILLS YTD:		16423		16357		16429		14938
YEARLY TOTAL:		16423		97358		97671		97547

**CUBIC FEET SOLD PER CLASS
2022**

	fire Mtr	commercial	multi units	residential	schools	Parks /Irrigation	school swim pool						WHSL	TOTAL
	FM/MISC	1C/CR	MUR	1R	1S/1S2	1PK	1SP	TOTAL INTERNAL	STEILACOOM	SUMMIT	WA WATER	FIRGROVE	SUBTOTAL	CU FT SOLD
January	400	2,163,000	5,524,500	7,836,400	265,400	154,000		15,943,700	1,801,080	5,121,641	7,131,400	4,676,915	18,731,036	34,674,736
February	500	2,751,000	9,446,200	8,088,600	129,600	48,100	-	20,464,000	1,389,186	3,760,326	6,450,608	4,087,555	15,687,676	36,151,676
March							-	-		-	-	-	-	-
April							-	-		-	-	-	-	-
May							-	-		-	-	-	-	-
June							-	-		-	-	-	-	-
July							-	-		-	-	-	-	-
August							-	-		-	-	-	-	-
September							-	-		-	-	-	-	-
October							-	-		-	-	-	-	-
November							-	-		-	-	-	-	-
December							-	-		-	-	-	-	-
Total YTD	900	4,914,000	14,970,700	15,925,000	395,000	202,100	-	36,407,700	3,190,266	8,881,968	13,582,008	8,764,470	34,418,711	70,826,411

2021 YTD	37,959,700	2,785,626	12,526,133	11,487,769	9,217,885	36,017,413
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2020 YTD	36,158,600	5,780,100	7,888,518	1,471,327	7,930,491	23,070,436
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vs 2021	95.91%	114.53%	70.91%	118.23%	95.08%	95.56%
vs 2020	100.69%	55.19%	112.59%	0.00%	110.52%	149.19%