

LAKEHAVEN UTILITY DISTRICT  
King County, Washington

SPECIAL BUSINESS MEETING  
November 20, 2007

A special meeting of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, was held on November 20, 2007 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

President Miller called the meeting to order at 1:30 p.m. and asked Commissioner Stewart to lead the flag salute. Members/officials present were as follows:

Don Miller	President of the Board
Ron Nowicki	Vice President of the Board
Chuck Gibson	Secretary of the Board
Ed Stewart	Commissioner
Beverly Tweddle	Commissioner
Don Perry	General Manager
John Bowman	Engineering/Water Manager
Steve Pritchett	General Counsel
Morgan Dennis	Director of Finance/Information System

APPROVAL OF AGENDA

Upon motion of Commissioner Tweddle, which was duly seconded by Commissioner Stewart, the Board unanimously **approved** the evening's agenda as presented.

CONSENT AGENDA

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **approved** the Consent Items as presented below.

1. Accounts Payable Vouchers and Payroll Transactions with the warrant dates of 11/13/07, 11/14/07 and 11/15/07.

**Maintenance Fund No. 11-333-0510**

11/13/07 Voucher nos. 10461 – 10478, total amount of \$ 3,335.42;  
11/14/07 Voucher nos. 10479 – 10596, total amount of \$305,565.87.

**Construction Fund No. 11-333-3510**

11/15/07 Voucher nos. 10597 – 10623, total amount of \$426,680.03.

**PWTF Redondo Outfall Fund No. 11-333-6040**

None

2. Lake Killarney West Latecomer Agreement Approval; Adopting Resolution No. 2007-1097.
3. Abandonment of Easement #02-548 Approval;
4. Abandonment of Easement #1374-1342 and #1374-1343 Approval;
5. Partial Release of Easement at S 356<sup>th</sup> Street and S 348<sup>th</sup> Street Approval.

### ACTION ITEMS

**#77, 2008-2010 On-Call Electrical Engineering Consultant Selection Approval:** Mr. Perry reviewed the consultant selection process and recommended approval of them as presented. A brief discussion on the selection process followed.

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **approved** of the on-call electrical engineering consulting firm ranking as presented.

**#78, 2008-2010 On-Call Electrical Instrumentation Consultant Selection Approval:** Mr. Perry commented on this action item and recommended approval as presented.

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **approved** of the on-call electrical instrumentation consulting firm ranking as presented.

**#79, 2008-2010 On-Call Water/Wastewater Engineering Consultant Selection; Approval:** This item contained four categories of services; (1) General On-call Water Engineering Design/Study/Landscape Architecture and Water Construction Management, (2) General On-call Wastewater Engineering Design/Study/Landscape Architecture and Wastewater Construction Management, (3) General On-call Independent Construction Management, and (4) General On-call Surveying. A brief discussion was held on the selection process and the possibility of combining design engineering and construction management. The water and engineering design engineer could be used to do construction management work, but the approval of this item also included the selection of an independent construction management firm that could be used for projects as an alternative to using the design firms.

Upon motion of Commissioner Stewart, which was duly seconded by Commissioner Gibson, the Board unanimously **approved** of the on-call water/wastewater engineering firm rankings for each of the four (4) categories as presented.

Due to staff scheduling, Action Item 81 and Information Item No. 1 were heard prior to Action Item 80.

**#81, OASIS Electrical/Chemical and Lab Building Scope and Budget for HDR Engineering Design Services; Approval:** Mr. Osborne reported that this matter was discussed at the previous Board meeting and that he is now asking that the Board approve the task of doing the design of the electrical building. The original contract amount, not including the design of the electrical building, was \$200,000.00. The District has expended approximately \$93,000.00 under the contract, leaving approximately \$107,000.00 for additional work. The new electrical building design scope negotiated with HDR is expected to cost \$306,352.00, as is set forth in Exhibits A and B. Staff is proposing that the Board authorize the design of the electrical building as described in the scope and add this work to HDR's existing on-call contract by extending the time of the contract through 2009 and adding an additional \$200,000.00 to complete. Mr. Osborne commented that by extending the existing on-call contract, the District will have more time to complete the design. Discussion was held on bidding.

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Stewart, the Board unanimously **approved** the design of the electrical building and to add this work to HDR's existing on-call contract by extending it through 2009 and adding \$200,000.00, including tax, to complete.

#### INFORMATION ITEMS

**#1, CIP Highlights:** Mr. Perry provided a hand out on Capital Improvement Projects (CIP) Highlights. Mr. Bowman commented that this was a first draft of the CIP Highlights list and that he was providing it to the Board to give them an overview of the capital program without getting into many of the smaller projects. Mr. Bowman gave a brief overview of some of the wastewater and water projects. Commissioner Miller commented that it would be helpful to see the cost of in-house work on various projects. Commissioner Gibson suggested sorting the report out differently, such as combining Lakota and Redondo together, as well as the pump stations, and including a column for estimated time of completion. One timing issue for several projects was related to perfecting the water rights for wells 19 and 19A. Perfection of the water right for Well 19A is expected to be completed in June 2008. By November 2010, it is staff's hope to be requesting certification of Well 19's water right. Discussion was held on the perfection of well permits and the need to certify them. In the future, Mr. Bowman said he will make modifications to the format that will provide additional information and address the Board's comments. Mr. Bowman asked if there are any other projects or items that they would like to include on this list. The Board added that they would like the report to include finished projects, the status of remaining projects, and to be kept up-to-date on each project.

**#80, Contract Change Order Agreement On-Call Wastewater Engineering Services Contract; Approval:** Mr. McCalib reported that Earth Tech has been the consultant for on-call wastewater engineering services since January 1, 2006. During this period, they have worked on seven individual tasks, with four of them completed as of November 13, 2007. During the length of the contract, there have been two change orders due to additional funds for assignments. The

current change order expires December 31, 2007. Staff is proposing a third change order that would extend the contract through 2008 and add funds for additional projects outlined in Exhibit A. Mr. McCalib handed out colored copies of Exhibit A to review. Mr. McCalib reported on the reasons for the additional work and costs for the Lakota Digester Equipment Upgrade. Discussion was held on codes and changes that must be made to the plant because of the enforcement of new codes. Discussion was also held on the on-call bidding process and the use of Earth Tech.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Twedde, the Board unanimously **approved** the contract change order in the amount of \$228,146.00 and extends the contract one year.

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Gibson reported on the Federal Way Local Government Liaison Committee Meeting that took place earlier in the day. He reported that there was a presentation given at the meeting by Ash Awad, P.E. Vice President, of McKinstry Co. about green buildings and the energy efficiency in building construction and maintenance. The Symphony project is moving forward and they hope to break ground in May on the first tower. Don Perry commented on grid streets and how it would affect the District's existing water and sewer lines and that it would have a big impact on the water and sewer capital program. Discussion was held on easements and change of existing right-of-way.

Commissioner Gibson thanked Mr. Dennis and Mr. Pritchett for their explanation of rates and CFC fees to the other liaison committee members. He also mentioned that the Regional Library will be closing during the expansion project. The Commons Mall may be providing space, as well as the School District, during the closure. The Liaison Committee will be holding meetings every two months because of all the upcoming projects.

Commission Nowicki commented on attending the Federal Way Chamber meeting and suggested having Mr. Dennis attend the next meeting. He commented on the WDSWD meeting that he attended the night before. Discussion was held on a court ruling -addressing franchise fee payment. Mr. Pritchett will provide the Board with a memorandum on this decision. Discussion was held on side sewer inspections and the District's ability to do these inspections.

Commission Miller commented that the tour to Camp Murray went well and was very informative.

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett reported that he contacted the City of Federal Way about doing a press release to inform the public that a District employee will be available at City Hall. He reported that there is a meeting tomorrow for union negotiations, and there will be two

sessions between now and the next Board meeting. He commented that he may give the Board a general update at meeting on the 13<sup>th</sup>. He stated he would like some Board input on CFC rental charges and on what level of usage will be considered to be above that which has been paid for, and amount of ERU credit customers have. He also thinks it would be useful to have a memorandum sent out to District customers explaining the need for an increase in rates and CFCs and giving customers a better understanding of what they are and how they are allocated. Mr. Pritchett reported that after doing the CPR training, the trainer recommended that we should have difibulators at District facilities and that staff is currently looking into this. Linda Kochmar has been working with the fire department on this matter.

**Director of Finance/Information Systems:** Mr. Dennis reported that the new billing system is working well and is on target for total use ~~on~~ at the first of the year. The server room relocation is also going very well, with no significant issues. Demolition of the conference room will start next week.

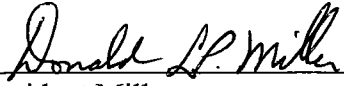
**Engineering/Water Manager:** John Bowman reported that in addition to the Symphony project moving ahead, the school district has 5 new schools slated for construction. He also reported that Edgewood has a ULID and two development projects getting ready to start and that the District may be seeing a lot of develop activity in the upcoming year.

**General Manager:** Mr. Perry reported that he will make a copy of the schools project list for the Board. He thinks this is a lot of work for the District to review and for the school district to process.

Commission Miller reported that he would like to be informed when District employees are retiring. Discussion was held on this matter and the Management Committee will work with Commissioner Miller on this. Commissioner Stewart commented on the diversity training and the laws governing employee/employer rights. The Board would like to thank Tom Platt for his presentation on the diversity training. Mr. Pritchett reported that there were eight (8) employees who were unable to attend the training and that he will be providing the training for these 8 employees.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 3:45 p.m.

  
\_\_\_\_\_  
President Miller

\_\_\_\_\_  
Yea                       \_\_\_\_\_  
Nay                       \_\_\_\_\_  
Abstain

ATTEST:

 _____ Vice President Nowicki	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
 _____ Secretary Gibson	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
 _____ Commissioner Stewart	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
 _____ Commissioner Tweddle	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain