

LAKEHAVEN UTILITY DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
April 10, 2008

A regular meeting of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, was held on April 10, 2008 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

President Nowicki called the meeting to order at 6:00 p.m. and asked Commissioner Gibson to lead the flag salute. Members/officials present were as follows:

|                 |  |
|-----------------|--|
| Ronald Nowicki  | President of the Board                 |
| Charles Gibson  | Vice President of the Board            |
| Edward Stewart  | Secretary of the Board                 |
| Beverly Tweddle | Commissioner                           |
| Don Perry       | General Manager                        |
| Steve Pritchett | General Counsel                        |
| Morgan Dennis   | Director of Finance/Information System |

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Stewart, the Board unanimously **excused** Commissioner Miller from the meeting tonight as he was out of town.

Mr. Bowman was excused from the meeting as he was out of town attending a Leadership Course.

APPROVAL OF MINUTES

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Stewart, the Board unanimously **adopted** the minutes of the meetings of March 13, 2008. Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Stewart, the Board, with Commissioners Nowicki, Gibson and Stewart voting in the affirmative and Commissioner Tweddle abstaining, **adopted** the minutes of March 17, 2008. Upon motion of Commissioner Tweddle, which was duly seconded by Commissioner Gibson, the Board unanimously **adopted** the minutes of March 20, 2008.

APPROVAL OF AGENDA

Commissioner Nowicki requested to add a closed session for a union grievance and union negotiations. Commissioner Gibson requested to add Action Item #2 for clarification of the cost of living adjustment.

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

of Action Item #2 for clarification of the cost of living adjustment and a closed session to discuss union grievance and union negotiations.

### CONSENT AGENDA

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

Accounts Payable Vouchers and Payroll Transactions with the warrant dates of 4/02/08, 4/03/08, 4/08/08, 4/9/08 and 4/10/08.

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

3/25/08 Voucher no, 12040, voided;

4/2/08 Voucher nos. 12041-12120, total amount of \$180,608.10;

4/9/08 Voucher nos. 12148-12214, total amount of \$ 94,002.37.

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

4/3/08 Voucher nos. 12121-12132, total amount of \$ 76,394.63;

4/10/08 Voucher nos. 12215-12230, total amount of \$117,032.60.

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

None

#### **Payroll – Fund No. 11-333-0530 04/08/08**

|                   |    |            |                            |
|-------------------|----|------------|----------------------------|
| Warrants:         | \$ | 0.00       |                            |
| Direct Deposits:  | \$ | 175,877.24 |                            |
| Benefit Warrants: | \$ | 139,160.19 | (voucher nos. 12133-12147) |
| Withholding/FICA  | \$ | 74,559.58  |                            |
| Total Amount of:  | \$ | 389,597.01 |                            |

### ACTION ITEMS

**#1, Five Mile Lake Pressure Sewer; Award construction Contract:** John Lee reported that the District received nine (9) construction bids on March 18<sup>th</sup>, ranging as high as \$237,042.63, including tax. Trenchless Construction Services submitted the low bid of \$126,366.47, including sales tax. The engineer's estimate, based on recently completed sewer projects, for the work was \$177,983.98, including sales tax. Mr. Lee attached a copy of the Bid Tabulation and Cost Estimate per Parcel to the agenda for the Board to review. Trenchless Construction Services is the same company that installed the pressure sewer in the Marine Hills area, and they are familiar with the specifications and standards. As is reflected in the attached cost estimate per parcel, the total cost, including grinder pumps and permits, is \$17,600.19 per parcel.

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **approved** the construction contract with Trenchless Construction Services in the amount of \$126,366.47, including sales tax, and authorized the General Manager to execute the contract on behalf of the District.

**#2, Clarification on Consumer Price Index (CPI) Pay:** Commissioner Nowicki wanted to be sure everyone on the Board knows the CPI is 3.5%. Commissioner Gibson had thought it was 2.5% during discussion on this matter at the last board meeting. Further discussion was held on the CPI and how it will affect the Cost of Living Adjustment for wages. Discussion was also held on the PERS increase and impact on net take home pay and expense to the District. It was the consensus of the Board to table the wage increase for the General Counsel and General Manager at this time until all Commissioners are present to vote on this.

#### INFORMATION ITEMS

**#1, 2008 – 2013 Canon Copier Lease – Administration Building:** Mr. Pritchett reported that the lease on the current Canon copier in the administration building is due to expire at the end of this month. Staff has located a suitable replacement copier with similar features, copy speed and footprint as the existing copier. A cost analysis between the current and proposed copier was performed, showing a substantial savings. The proposed copier has a lower monthly lease rate and maintenance cost, and over a 5-year lease period between the current and proposed copier is a savings of \$8,799.48. The maintenance price in cost of per copy includes toner, staples and maintenance.

Upon motion of Commissioner Tweddle, which was duly seconded by Commissioner Gibson, the Board unanimously **amended** the agenda to add **Action Item #3, 2008 – 2013 Canon Copier Lease – Administration Building; Approval.**

**Action Item #3, 2008 – 2013 Canon Copier Lease – Administration Building; Approval:** Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **approved** the 2008-2013 Canon iR7095 Copier Lease for a total 5-year discounted cost of \$32,717.51.

**#3, 2008 – 2010 Mechanical Engineering Consultant Selection:** Mr. Pritchett handed out an updated SOQ Summary including the reference checks in columns G and H. The inclusion of the reference checks did not change the order of ranking. A main concern at this moment is the need for HVAC design services to address the problems with the Administration Building, the Water Shop and Lakota Shop. Don Perry reported he will be the project manager for this. Further discussion was held on the problems with climate control in these buildings and the need for ducting to allow new equipment to function properly. The current equipment is getting old and needs replacing. Staff would like the ranking approved by the Board.

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **amended** the agenda to add **Action #4, 2008 – 2010 Mechanical Engineering Consultant Selection; Approval.**

**Action #4, 2008 – 2010 Mechanical Engineering Consultant Selection; Approval:** Further discussion was held on the ranking process. Upon motion of Commissioner Tweddle, which was duly seconded by Commissioner Gibson, the Board unanimously **approved** the ranking of the mechanical engineering selection as presented.

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Nowicki reported there was an EMAC meeting and Safety Committee meeting on Wednesday April 9<sup>th</sup>, 2008. The Operations Meeting will be rescheduled. At the Economic Committee meeting, discussion was held on the new location of the Performing Arts Center at Truman High School.

Discussion was held on the meeting that staff attended yesterday about adding a third right hand turn lane and second left hand turn lane at the 320<sup>th</sup> Street exit and the tremendous impact this will have on the District's sewer main located in that area. The main would likely need to be moved and alternatives looked at. Comment was made that this was a good meeting for staff to attend. Further discussion was held on traffic impact with the Symphony development.

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett reported that union members voted the contract down. He also commented that there is an arbitration hearing scheduled for next Friday on a step four grievance.

He informed the Board that Carrie Peters will be going on maternity leave in July, and Linda Mogensen will be covering Carrie's position in her absence. Staff has been evaluating whether or not to hire another person to share some of the work load of the District's Purchasing Coordinator, Pete Hupperten. There are many projects on Mr. Hupperten's list, some of which are fairly large public works projects, and this could be a solution to get some more of the projects through. Further discussion was held on the need for more definite succession planning. Mr. Pritchett commented that the Redondo Outfall Project consumed more than a month of time in the purchasing department, largely because of the many discussions back and forth between Mr. Hupperten and the design engineers and plan holders. Commissioner Nowicki encouraged having someone full time to be trained by Mr. Hupperten. Mr. Pritchett stated there is a vacant position in the administrative department. It was mentioned that many of the technical project issues were being handled by Mr. Hupperten, and that the technical issues should be handled by the project managers and consultants. The Board agreed that the technical issues need to be

handled by the project managers and consultants, and that Mr. Hupperten should not be required to handle this part of the projects.

**General Manager:** Mr. Perry reported that he handed out two letters for review. The notice letter dated April 7<sup>th</sup>, hasn't gone out yet, and is a letter informing property owners in the vicinity of French Lake Park and Lakehaven Center that construction of a water production well will begin near their neighborhood.

The second letter is to Honorable David Hill, Mayor of the City of Algona, from Board President, Ronald Nowicki. The purpose of this letter is to request the City's concurrence with changing the sewer service boundary between the City of Algona and Lakehaven Utility District and requesting that the City of Algona approve and execute an Interlocal Agreement.

Mr. Perry also reported that he received a copy of the State's Draft NPDES Permit for the Lakota WWTP and the associated information circular the State generates for the plant. He will send this information on to the Commissioners. The State has commented that they want an Operation and Maintenance Manual for the sewer system and a Preventative Maintenance Program (CMMS). These requirements will impact the staffing of the District. Because the District currently has manuals for the treatment plants and pump stations and procedures for cleaning, we would like a better definition of what the State wants included in the manual. The District does understand that, with the new testing requirements, an updated Operation and Maintenance Manual is necessary, and expensive. Mr. Perry also stated he received a technical climate change report from King County, which is available to anyone wanting to borrow it.

Mr. Perry reported that he would like to have a meeting with the personnel committee to go over transitions and other matters that will be coming up. He would like to sit down and get thoughts on some of these matters. Commissioner Nowicki asked if the Board would like a special meeting held to discuss future and current hirings, as opposed to a committee meeting, and if so, it may be appropriate to schedule a special meeting for the second or third week in May. Mr. Perry commented that he will come back with a date and time at the next regular Board meeting to set a special meeting on this matter. Discussion was held on workloads and documentation. Mr. Perry commented that he would like to run a pilot training program in field operations for the training of the staff to be hired in May 2008.

#### CLOSED SESSION

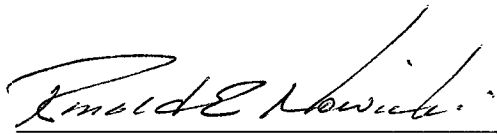
At approximately 7:19 p.m., it was announced that the regular meeting was recessed in order to conduct a Closed Session for the purpose of discussing a grievance. It was announced that the Board expected to take action at the conclusion of the closed session. At approximately 8:20 p.m. the Closed Session was adjourned and the regular meeting was reconvened.

Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **approved** amending the agenda to add **Action Item #5, Employee Grievance.**


**Action Item #5, Step 4 Grievance #2008-RUSIM-0204-02:** Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Tweddle, the Board unanimously **granted** the step four grievance appeal submitted by the IUOE Union on behalf of Rad Rusimovic.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:22 p.m.

|   |   |  |  |
|---|---|--|--|
| <br>_____<br>President Nowicki | <input checked="" type="checkbox"/><br>_____<br>Yea | <input type="checkbox"/><br>_____<br>Nay | <input type="checkbox"/><br>_____<br>Abstain |
|---|---|--|--|

ATTEST:

|   |   |  |  |
|---|---|--|--|
| <br>_____<br>Vice President Gibson | <input checked="" type="checkbox"/><br>_____<br>Yea | <input type="checkbox"/><br>_____<br>Nay | <input type="checkbox"/><br>_____<br>Abstain |
|---|---|--|--|

|   |   |  |  |
|---|---|--|--|
| <br>_____<br>Secretary Stewart | <input checked="" type="checkbox"/><br>_____<br>Yea | <input type="checkbox"/><br>_____<br>Nay | <input type="checkbox"/><br>_____<br>Abstain |
|---|---|--|--|

|  |   |  |  |
|--|---|--|--|
| <br>_____<br>Commissioner Tweddle | <input checked="" type="checkbox"/><br>_____<br>Yea | <input type="checkbox"/><br>_____<br>Nay | <input type="checkbox"/><br>_____<br>Abstain |
|--|---|--|--|

|   |  |  |  |
|---|--|--|--|
| <u>ABSENT</u><br>_____<br>Commissioner Miller | <input type="checkbox"/><br>_____<br>Yea | <input type="checkbox"/><br>_____<br>Nay | <input type="checkbox"/><br>_____<br>Abstain |
|---|--|--|--|