

LAKEHAVEN UTILITY DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
March 26, 2009

A regular meeting of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, was held on March 26, 2009 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

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

Charles Gibson	President of the Board
Edward Stewart	Vice President of the Board
Donald Miller	Commissioner
Ronald Nowicki	Commissioner
Don Perry	General Manager
John Bowman	Engineering/Water Manager
Steve Pritchett	General Counsel
Morgan Dennis	Director of Finance/Information System

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Miller, the Board unanimously **excused** Commissioner Tweddle from the meeting.

APPROVAL OF AGENDA

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Nowicki, the Board unanimously **approved** the agenda as presented.

CONSENT AGENDA

It was noted that the special meeting date of April 29th referenced in the Consent Agenda is incorrect and the correct date is April 30th. It was also noted that the special meeting times on April 16th and April 30th are 6:00 p.m. and should be referenced in the Consent Agenda.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Stewart, the Board unanimously **approved** the Consent Items as amended above and presented below.

1. Board Meeting Schedule in April; cancelling the regular Board meetings on April 9th and 23, and setting special Board meetings on April 16th and 30th at 6:00 p.m.
2. On-Call Repair Services Contract.
3. Accounts Payable Vouchers and Payroll Transactions with the warrant dates of 3/17/09, 3/18/09, 3/19/09, 3/23/09, 3/24/09, 3/25/09, and 3/26/09.

Maintenance Fund No. 11-333-0510

3/17/09 Voucher nos. 16035-16049, total amount of \$3,138.71;
3/18/09 Voucher nos. 16050-16124, total amount of \$123,424.99;
3/24/09 Voucher no. 16146, total amount of \$1,400.32;
3/25/09 Voucher nos. 16147-16221, total amount of \$352,952.49.

Construction Fund No. 11-333-3510

3/19/09 Voucher nos. 16125-16129, total amount of \$103,825.50;
2/26/09 Voucher nos. 16222-16242, total amount of \$103,405.06.

Redondo Outfall Fund No. 11-333-6040

3/19/09 Voucher nos. 16130-16131, total amount of \$109,473.46;
3/26/09 Voucher no. 16243, total amount of \$4,082.84.

Payroll – Fund No. 11-333-0530 03/23/09

Warrants: \$ 1,707.02
Direct Deposits: \$ 175,844.35
Benefit Warrants: \$ 66,123.74
(voucher nos. 16132-16145)
Withholding/FICA \$ 74,015.79
Total Amount of: \$ 317,690.90

ACTION ITEMS

#1, Resolution No. 2009-1124 – Septage Receiving: Norman Cook reported that staff is asking the Board to adopt Resolution 2009-1124 to determine receiving hours as appropriate, and change references from “Receiving Operator” to “Operator on Duty”. Mr. Perry commented that he would like many of the changes included in the Fees and Charges Resolution when it is modified. Currently, they would like the receiving hours to end at 3:00 p.m., and at 2:30 p.m. on holiday weeks, to allow employees sufficient time to complete the process and not necessitate employee overtime. Mr. Perry commented that the District would go through a process of notifying haulers of the hour changes. Generally, the start time is 7:00 a.m.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Miller, the Board unanimously **adopted** Resolution No. 2009-1124.

#2, Set Special Meeting – Comprehensive Wastewater System Plan Discussion: Mr. Bowman reported that Andy Wilt worked with PACE to put together a draft of the 2009 Comprehensive Wastewater System Plan. Susan Boyd from PACE Engineers provided copies of the Plan to the Board. Ms. Boyd reported this has been a significant effort that had required changes to planned infrastructure when the City of Federal Way indicated that they are looking to put in 20-story buildings in the downtown core area. Ms. Boyd reported that if the City plans on putting in 20-story buildings, instead of using the planned 8” to 12” pipes, they would need

24" to 36" pipes. She requested to set up a meeting to review the Plan and asked the Board to read over the Plan prior to the meeting date. After discussing various dates and times, it was agreed that all parties could meet on April 23, 2009 at 1:30 p.m.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Stewart, the Board unanimously **approved** a Special meeting on April 23, 2009, at 1:30 p.m. with Susan Boyd to review the 2009 Comprehensive Wastewater System Plan.

#3, Water Rate Resolution Update: Mr. Dennis gave a quick update to the water rate resolution to add base charges for a residential customer with a 2 inch water meter.

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Stewart, the Board unanimously **adopted** Resolution No. 2009-1125, providing a monthly water rate for a two inch meter and amending Resolution No. 2008-1116.

INFORMATION ITEMS

#1, UV Disinfection System Lamp Replacement (Lakota & Redondo): Howard Moreland reported that the UV disinfection lamps have dropped in price since the District installed long life UV lamps supplied by UltraTech Systems Inc. in 2006. These lamps have a 26,000 hour life expectancy, or three years, and we are nearing the end of the 26,000 hour life expectancy of these lamps. The District has had no NPDES permit violations as a result of the extended life UV lamps and they have proven to be very reliable, which also reduces installation costs to the District. The District has received a quote from UltraTech Systems Inc. to provide 2000 extended life UV lamps to change the existing UV lamps at both treatment plants in the amount of \$39,600.00. Because UltraTech is the only manufacturer that provides 26,000 hour UV bulbs that UltraTech will warranty for service in their UV system and UltraTech is the only source the District can order the bulbs from, a Single Source Waiver Approval has been signed by the General Manager. Discussion was held on the cost to dispose of the used lamps.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Miller, the Board unanimously **amended** the agenda to add **Action Item #4, UV Disinfection System Lamp Replacement (Lakota & Redondo); Approval.**

Action Item #4, UV Disinfection System Lamp Replacement (Lakota & Redondo); Approval: Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Miller, the Board unanimously **approved** the UV Disinfection System Lamp Replacement (Lakota & Redondo), with the provision that the lamps be changed when staff decides it is needed.

#2, Review of CFC Capacity Rental Program: Mr. Pritchett reported that based upon a year's review of data as opposed to just a few months, staff would like to review and discuss the CFC Capacity Rental Program with the Board. Mr. Dennis presented the Leased Capacity

Charge Program Update 3/26/09 to the Board. Discussion was held on transfer of ERU's and the impact of such. Discussion was also held on modifications to the billing system to import charges.

#3, Employee Recognition Program: Lisa Alexander presented a revised REWARDS Program to the Board. It was the consensus of the Board to present this to the Unions prior to approval of the Program for review and input. Once any discussion with the Unions are complete, the Board would like this brought back before them as an action item to approve.

#4, Commissioner Beverly Tweddle: Discussion was held on the process that needs to be taken in the event Commissioner Tweddle is unable to fulfill her duties. The Board asked Mr. Pritchett to draft a letter from the Board to Commissioner Tweddle inquiring about her ability to fulfill her duties in the future.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Miller reported that he attended the Public Risk Management Committee meeting and accommodations to comply with ADA regulations and the installation of trail cameras for theft prevention were discussed.

Commissioner Gibson reported that he participated in the legislative teleconference on Tuesday and attended the insurance meeting.

STAFF REPORTS

General Counsel: Mr. Pritchett reported on the active bills in the legislature. He also mentioned there were two items to discuss in the Executive Session.

Engineering/Water Manager: Mr. Bowman reported that he attended a public works trust fund loan program in Tacoma today. The meeting provided information on how much money was available through the program and the new application requirements. He reported that it is much more competitive to apply for construction money and will be even more competitive in a couple more years. He will be setting up a time with Don Perry to review the criteria list.

Mr. Bowman commented on the missing sidewalk panels outside of Lakehaven Center. The panels had to be pulled up to get electrical conduit from the end of the building to the small well that was drilled a year and a half ago.

General Manager: Mr. Perry reported that the water festival was very successful. He mentioned that Linda Kochmar reported to him that the cell phone antennas located on water tanks and at the Lakota Plant have generated approximately \$143,000.00 this year for the District. He had a meeting with the Washington State Department of Ecology and Department of

Natural Resources on the Lakota Outfall Improvement Project and it doesn't appear that this project will be moving forward any time soon. He left information for the Board in the Board packets on the second supply tax issue. Mr. Perry also gave an overview of his attendance at the Water Reuse Committee meeting.

EXECUTIVE SESSION/CLOSED SESSION

At approximately 8:10 p.m., the regular meeting was recessed in order to conduct an Executive Session for the purpose of discussing potential litigation/property sale and potential litigation. The Executive Session started at 8:15 p.m. and it was stated that it would last approximately 30 minutes. At approximately 8:45 p.m. the session was extended 15 more minutes. At approximately 9:00 p.m. the session was extended another 15 minutes. At approximately 9:14 p.m., the Executive Session was adjourned and the regular meeting was reconvened.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:15 p.m.

<u>Charles Gibson</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Gibson	Yea	Nay	Abstain

ATTEST:

<u>Edward L. Stewart</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Stewart	Yea	Nay	Abstain

<u>ABSENT</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Tweddle	Yea	Nay	Abstain

<u>Donald L. Miller</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	Yea	Nay	Abstain

<u>Ronald S. Nowicki</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Nowicki	Yea	Nay	Abstain