

LAKEHAVEN UTILITY DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
March 24, 2011

A regular meeting of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, was held on March 24, 2011 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

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

Ronald Nowicki	President
Leonard Englund	Vice President of the Board
Charles Gibson	Secretary
Timothy McClain	Commissioner
Donald Miller	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 Gibson, which was duly seconded by Commissioner McClain, the Board unanimously **approved** the agenda as presented.

CORRESPONDENCE

Steve Pritchett commented that the District received payment from Travelers Insurance for partial reimbursement of expenses to the District for road repair expenses incurred in 2008 due to a main break. A brief discussion followed on this matter.

CONSENT ITEMS

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

Accounts Payable Vouchers and Payroll Transactions with the warrant dates of 3/15/11, 3/16/11, 3/17/11, 3/23/11, 3/24/11, and 3/28/11.

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

3/15/11 Voucher no. 24266, total amount of \$812.81;

3/16/11 Voucher nos. 24267-24317, total amount of \$90,717.44;

3/23/11 Voucher nos. 24321-24383, total amount of \$296,430.48.

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

3/17/11 Voucher nos. 24318-24320, total amount of \$4,999.98;

3/24/11 Voucher nos. 24384-24390, total amount of \$109,157.04.

**Payroll – Fund No. 11-333-0530 3/28/11**

Warrants: \$353.62

Direct Deposits: \$197,886.68

Benefit Warrants: \$59,572.33

(voucher nos. 24391-24404)

Withholding/FICA \$78,347.19

Total Amount of: \$336,159.82

**ACTION ITEMS**

**#1, 2011 Redondo WWTP Fiberglass Fan & Silencer Purchase (10-1009):** Norm Cook reported that the plant has four air fans at the Redondo WWTP that have been in continuous service since 1987. Due to the corrosive environment that the fans operate in, they have undergone several repairs and are in poor condition. All attempts to repair and refurbish the equipment have been made and all options have been exhausted. The new fans are all composite so corrosion issues would be minimal. Discussion was held on maintenance of the fans and the need to perform some of the maintenance on a monthly basis. Mr. Cook reported that a request for bids to supply the District with two new fans with silencers was recently advertised and one bid was received from David P. Wilson Co. of Bellevue, Washington.

Upon motion of Commissioner McClain, which was duly seconded by Commissioner Gibson, the Board unanimously **approved** the contract with David P. Wilson Co in the amount of \$132,242.32 for the purchase of two Odorous Fiberglass Fans and Silencers.

Mr. Cook reported that staff completed the cost analysis for salt purchase and Mr. McCalib will be bringing this information to the Board at the next regular Board meeting.

**#2, Advance Travel meal Per Diem and Incidental Expense Review:** Steve Pritchett reported that staff reviewed the meal reimbursement practices of local agencies and found that many use the rates published by the General Services Administration (GSA) based on IRS rules. The change reflected in the resolution puts the District on the GSA per diem system for meals. The daily amount also includes \$5.00 for incidental expenses and establishes a per diem meal rate for the first and last day of travel. The District would continue to provide reimbursement based on actual expenses for lodging. Commissioner Englund commented on discussions the travel committee had in determining best practice for meal reimbursement.

Upon motion of Commissioner Englund, which was duly seconded by Commissioner Gibson, the Board unanimously **adopted** Resolution No. 2011-1177 establishing meal reimbursement rates based upon IRS guidelines published by the GSA.

### INFORMATION ITEMS

**#1, Federal Way City Center Re-development and Near Term Sewer Expenditures:** Andy Wilt reported that, at the January 27, 2011 Board meeting, the Commissioners requested additional information on near term expenditures. He commented that this was very challenging because the actual location of potential developments is unknown. The estimates used are based on current information on where the Symphony Project was going to be located. Discussion was held on the status of downtown development. Further discussion was held on potentially having an "early-comer charge" for the downtown area. Don Perry directed the Board to review the handout he provided on rates for surrounding utilities. The Board discussed having a workshop to plan for the downtown development and GMA information. Discussion was also held on pipe sizing analysis.

**#2, 2011 Equipment Surplus - Forklifts:** Steve Pritchett reported the District has two forklifts that are in need of extensive repairs or need parts that are no longer available. Staff would like to trade these forklifts in for a newer used forklift. In order to do this, the two older forklifts need to be declared as surplus property. He reported that he has prepared a Resolution declaring the two forklifts as surplus property in the event the Board would like to move this to action.

Upon motion of Commissioner Englund, which was duly seconded by Commissioner Miller, the Board unanimously **amended** the agenda to add **Action Item #3, 2011 Equipment Surplus - Forklifts; Approval.**

**Action Item #3, 2011 Equipment Surplus - Forklifts; Approval:** Upon motion of Commissioner Miller, which was duly seconded by Commissioner Englund, the Board unanimously **approved** Resolution No. 2011-1176 declaring the two forklifts as surplus property.

Commissioner Nowicki requested to hear information item #3 after staff reports.

### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Nowicki reported on the MWPAAC meeting and WASWD meeting.

Commissioner McClain reported on the WASWD Section 4 meeting. Commissioner McClain requested that an action item be included on the next regular Board agenda to discuss

April's Board Meeting Schedule as Commissioner Nowicki and he will both be out of town for the WASWD annual conference during the second regular Board meeting in April.

Commissioner Gibson reported on the Personnel Committee meeting.

Commissioner Miller reported on the Green River Community College Water Festival that Commissioner Gibson and he attended yesterday.

Commissioner Englund reported that Commissioner Gibson and he will be attending the AWC Annual Conference in Yakima in May.

Discussion was held about a local incident where a worker in a sewer line fell and was rescued, and the various safety violations involved.

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett reported on the meeting with the mediator and union that took place this week. He also reported that he and staff met with a representative of the Washington State Archives Office last week to determine how, when and what to do with records that are subject to the Public Records Act, focusing on electronic records and their destruction. Staff will focus on setting up a system to properly track archival of electronic records. Training on basic records management for staff will be held with a representative of the State Archivist Office. Lastly, he reported that he has been reviewing rules on semi-monthly payroll and is proposing to move pay days to the first business day before the 11<sup>th</sup> of the month and first business day before the 26<sup>th</sup> day of each month.

**Director of Finance/Information Systems:** Mr. Dennis reported that he received the 2009 Audit Report and sent copies to the Board.

**Engineering/Water Manager:** Mr. Bowman reported that the 337<sup>th</sup> booster lost a phase on its underground power. PSE will cover some of undergrounding cost to get it across Weyerhaeuser Way and will install a junction box. The District will then finish the underground work. Mr. Bowman mentioned there will be a retirement lunch in honor of Don Perry's retirement on April 29<sup>th</sup> at Lakota, and asked the Board to let him know if they would like to say a few words at the event.

**General Manager:** Mr. Perry reported he provided the Board with information on 2011 monthly residential water and sewer rates of surrounding utilities, which are much higher than Lakehaven's rates. He also mentioned that sometime in May of this year, the Board will need to hold a public meeting on the Water Efficiency Rule to set a conservation goal for the District. He would recommend continuing with what the District has been doing on conservation thus far. Once the conservation goal is set, it will need to be published in the Consumer Confidence Report that goes out to all customers in July.

INFORMATION ITEM:

**#3, New General Manager Job Description and Salary:** Commissioner Nowicki reported on the essential job functions for the General Manager and left it open for discussion. Discussion was held on additional essential job functions that the Board would like reflected in the current Job Description. Discussion was held on implementing a plan to cover John's current workload throughout the remainder of 2011. Mr. Bowman reported that he will maintain the workload on the Second Supply Filtration Project and will need to attend a number of technical all day workshops on design criteria for this project. Discussion was held on the recommended starting salary for the new General Manager offered by the Board. Mr. Bowman reported that he was comfortable with the Board's recommended starting salary and officially accepted the General Manager position.


Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Miller, the Board unanimously **amended** the agenda to add **Action Item #4, New General Manager Job Description and Salary; Approval.**

**Action Item #4, New General Manager Job Description and Salary; Approval:** Upon motion of Commissioner Gibson, which was duly seconded by Commissioner Englund, the Board unanimously **approved** the revised job description and new General Manager annual salary of \$135,075.20.

The Board congratulated Mr. Bowman and reported they will formalize the new General Manager Job Description and salary in writing to be signed by the Board President and delivered to Mr. Bowman.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:48 p.m.


  
\_\_\_\_\_  
President Nowicki

✓		
Yea	Nay	Abstain


ATTEST:

  
\_\_\_\_\_  
Vice President Englund


✓		
Yea	Nay	Abstain

  
Secretary Gibson

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yea	Nay	Abstain

  
Commissioner McClain

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yea	Nay	Abstain

  
Commissioner Miller

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yea	Nay	Abstain