

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
January 26, 2023

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on January 26, 2023 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003 and via Zoom.

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

Donald Miller	President
Laura Belvin	Vice President
Peter Sanchez	Secretary
Jeremy DelMar	Commissioner
Len Englund	Commissioner
Steve Pritchett	General Counsel
Tom Drake	Director of Finance/Information Services
Ken Miller	Engineering Manager

APPROVAL OF MINUTES

Upon motion of Commissioner Englund, which was duly seconded by Commissioner DelMar, the Board unanimously **approved** the Board minutes of December 14, 2022 and January 12, 2023, as presented.

APPROVAL OF AGENDA

Commissioner Englund requested to add action item #2, GM/GC Performance Evaluations, after the executive session.

Upon motion of Commissioner Englund, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the agenda as amended.

PUBLIC COMMENTS

There were no public comments.

CORRESPONDENCE

Discussion was held on an email received from a new customer in the District regarding the computation of wet month averaging for sewer usage when new owner(s) occupy a residence. Mr. Pritchett replied to this email.

CONSENT ITEMS

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

1. Payment of the accounts payable, ACH transaction fees and payroll transactions as listed in the consent item in the total amount of \$4,864,104.99.

ACTION ITEMS

#1, 2023-2025 Wastewater Engineering Consulting Services (22-1579): Molly Du reported that staff presented this matter to the Board at the December 8, 2022 Board meeting. Advertisements were placed requesting Statements of Qualifications (SOQs) from interested firms and four (4) firms responded with submittals of their SOQs. An in-house staff evaluation team reviewed the SOQs and scored each firm based upon predetermined evaluation criteria. Ms. Du reviewed the ranking order of the firms and informed the Board that staff is requesting authorization of two 3-year contracts for wastewater engineering consulting services in the amount of \$1,500,000 for each contract.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Englund, the Board unanimously **approved** the ranking of firms listed in the Exhibit A and authorized the General Manager to negotiate contracts, beginning with the two highest ranked firms, for wastewater engineering consulting services over a three year term (2023 thru 2025) and execute contracts in an amount not to exceed \$1,500,000.00 with each firm.

INFORMATION ITEMS

#1, 2020 Lakota WWTP Solids System Improvements Phase I Project - Amendment 10 for Additional Design Services: Molly Du reported that the Board authorized the final design phase of the “2020 Lakota Wastewater Treatment Plant (WWTP) Solids System Improvements Phase I” project in July of 2021 at a current cost of \$1.35M. With the design work at about 60% complete, staff has identified the need for additional design services to effectively address Phase I improvements in both the digester building and the dewatering area of the Lakota plant.

Ms. Du informed the Board of the additional design services and reviewed the detailed scope and budget of Amendment 10. Ms. Du reported that the proposed additional services cost in Amendment 10 is \$532,830. Ms. Du answered questions from the Board about the additional design services.

#2, Redondo Boiler Replacement Sole Source Waiver: Jai Carter introduced himself to the Board and gave a brief history of his past work experience. Mr. Carter reported that during the last inspection of the Triad boiler in the fall of 2021, the boiler was determined to be no longer serviceable and was taken off line. Compliance with current codes has complicated the replacement of the boiler in its original location. Mr. Carter informed the Board that the District has been leasing a portable natural gas fired boiler from the local suppliers while staff has been working with its wastewater engineering consultant to evaluate and recommend a long-term replacement unit to be installed in a temporary location.. The boiler will eventually be installed at a permanent place once a suitable location is identified.

Ms. Du reported that the only two boiler suppliers in the Puget Sound area are Cole Industrial and NW Boiler. The reason staff is requesting a sole source waiver is because Cole Industrial deals exclusively with Cleaver Brooks brand boilers and there is a 47-week procurement period for these boilers. Ms. Du informed the Board that three of the boilers that NW Boiler carries are sufficient for our needs and have significantly shorter delivery schedules than Cleaver Brooks boilers. In order to get a replacement boiler installed in a temporary location as early as possible and terminate the lease agreement, staff is recommending a sole source waiver for NW Boiler to move forward with manufacturing a portable unit suitable for District needs.

Upon motion of Commissioner Englund, which was duly seconded by Commissioner DelMar, the Board unanimously **amended** the agenda to add **Action Item #3, Redondo Boiler Replacement Sole Source Waiver - Approval.**

Commissioner Belvin inquired about the reason for moving the boiler to a temporary location. Ms. Du informed her that due to new fire and air classification codes, the cost to have the current boiler room re-designed for current classification codes would be too costly. Therefore, in order to stop the rental fee and have the new boiler operational, an enclosed boiler unit needs to be onsite and running until another on-site location can be identified.

Action Item #3, Redondo Boiler Replacement Sole Source Waiver: Upon motion of Commissioner Englund, which was duly seconded by Commissioner DelMar, the Board unanimously **approved** the Redondo Boiler Replacement Sole Source Waiver.

#3, Mueller Proposed Price Increase for AMR Contract: Devin Hopper reported that since this matter was last brought to the Board in September of 2022, Mueller has offered, at no charge, about \$36,000 worth of equipment and services. This value is equivalent to a 1.5% markup on the contract, while the remaining 6.5% would reflect the unusual inflation request. Mueller has also agreed to extend the completion date of the contract through June 30th, 2025 to provide some additional price protection in the event the District's installations are delayed. Mr. Hopper reported that while some additional details will still need to be worked out, staff will continue to update the Board on the current discussions with Mueller.

#4, 2026 Water System Plan Update - Request for Proposals: Andrew Weygandt reported that the District's current Water System Plan needs to be reviewed in 2025 to be completed and approved in January of 2026. Mr. Weygandt informed the Board that staff would like to advertise for consultant services on this project in February of 2023 to take advantage of getting the hydraulic model review and calibration services going sooner.

Mr. Weygandt reported that following advertisement, staff would review proposals and bring back to the Board in March with a ranked list of consultants for consideration.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez reported on the Accident Review Committee and Personnel Committee meetings he attended. He informed the other Board members that he will be attending the Commissioner Workshop on January 28th in Lynnwood.

Commissioner Belvin reported on the MWPAAC meeting and City Council Retreat that she attended.

Commissioner DelMar mentioned a bill being released that prohibits locking meters if high temperatures reach a certain level.

Commissioner Englund reported that he attended the Personnel Committee meeting and mentioned that the Federal Way Korean Association brought box lunches for District employees in celebration of the Lunar New Year.

Commissioner Miller reported that he attended the Accident Review Committee meeting.

STAFF REPORTS

General Counsel: Mr. Pritchett handed out the 2023 water and sewer rate survey to the Board and informed the Board that unless they object, the rate survey will be sent out to District customers with the upcoming newsletter. He mentioned that a new employee has been hired for the Customer Service Representative position and that the Fournier contract is ready to finalize. He also reported on the King County franchise negotiations meeting that he attended today with attorneys from entities that are subject to the rental charge.

Director of Finance/Information Systems: Mr. Drake reviewed the Capital Improvement Projects summary page that he provided in his staff reports with the Board. He also reported that the Department of Revenue audit is completed and the District does not owe any money. Lastly, he reported that he started the process of transferring street lights to the City of Auburn and sent their Finance Department a schedule of the street lights.

Engineering Manager: Mr. Miller gave an update on the New Headquarters building and Pump Station 33A.

General Manager: Mr. Bowman informed the Board that he will miss the first Board meeting in February and reported on the Retrospective Rating Program workshop that he attended.

EXECUTIVE SESSION

At approximately 8:20 p.m., the regular meeting was recessed in order to conduct an executive session pursuant to RCW 42.30.110(g) for the purpose of discussing the General Manager's/General Counsel's performance evaluations. It was stated that the executive session would last approximately 30 minutes and that action was contemplated after the executive session. At approximately 8:40 p.m. the executive session was extended 10 more minutes. At approximately 8:52 p.m., the executive session was closed and the regular meeting was reconvened.

ACTION ITEM (continued)

#2, Performance Evaluations GC/GM RCW 42.30.110(g) 2023 Salary Adjustments:

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Englund, the Board unanimously **approved** an increase in the General Counsel's salary for 2023 of 6% and an increase in the General Manager's salary for 2023 of 6%, retroactive to January 1, 2023.

The meeting concluded at 8:55 p.m.

Donald P. Miller
President Miller

Yea

Nay

Abstain


ATTEST:

Lana Belvin
Vice President Belvin

Yea

Nay

Abstain



Secretary Sanchez

Yea

Nay

Abstain

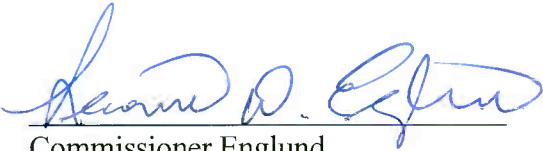


Commissioner DelMar

Yea

Nay

Abstain



Commissioner Englund

Yea

Nay

Abstain