

LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
February 10, 2022

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on February 10, 2022 via Zoom.

President Englund called the meeting to order at 6:00 p.m. Members/officials present were as follows:

Leonard Englund	President
Donald Miller	Vice President
Laura Belvin	Secretary
Peter Sanchez	Commissioner
Jeremy DelMar	Commissioner
John Bowman	General Manager
Tom Drake	Director of Finance/Information Services
Ken Miller	Engineering Manager

APPROVAL OF MINUTES

Upon motion of Commissioner Miller, which was duly seconded by Commissioner DelMar, the Board unanimously **approved** the Board minutes of January 13, 2022, as presented.

APPROVAL OF AGENDA

John Bowman asked to hear Information Item #5 prior to the other information items.

Commissioner Englund requested to add Information Item #6, Committee Assignments, for discussion.

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

CONSENT ITEMS

Upon motion of Commissioner DelMar, which was duly seconded by Commissioner Miller, 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 \$3,942,384.12.

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### ACTION ITEMS

**#1, 2019-2022 Aluminum Chlorohydrate (ACH-PAC) Purchase Change Order 2 & 3:** Randy Martinez reported that at the January 27, 2022 Board meeting, staff presented to the Board draft Change Orders 2 and 3 for the 2019-2022 Aluminum Chlorohydrate Purchase Contract. Staff is requesting that Change Orders 2 and 3 be approved by the Board.

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Belvin, the Board unanimously **approved** Change Orders 2 & 3 and authorized the General Manager to execute these changes to the contract with USALCO (fka CalChem) for the increased cost and product quantities specified in Change Order 2, and the first annual extension of the contract as specified in Change order 3. The total increase in contract value, for both change orders, is \$325,897.99, including tax and freight.

**#2, Redondo UV Disinfection System Quartz Sleeves:** Howard Moreland reported that at the January 27, 2022 Board meeting, staff informed the Board of the need to replace the Redondo WWTP UV disinfection system quartz sleeves. Staff is requesting that the Board approve the Single Source Waiver and authorize the General Manager to execute the contract with Trojan Technologies Group for the purchase of UV quartz sleeves in the amount of \$43,172.35, including tax and freight.

Upon motion of Commissioner DelMar, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the Single Source waiver attached as Exhibit A and authorized the General Manager to execute a contract with Trojan Technologies Group for the purchase of UV quartz sleeves, in the amount of \$43,172.35, including tax and freight.

### **#3, Adoption of Board Procedures/Code of Ethics:**

Upon motion of Commissioner DelMar, which was duly seconded by Commissioner Sanchez, the Board unanimously **adopted** Resolution Nos. 2022-1361 and 2022-1362.

### INFORMATION ITEMS

**#5, Supplemental Leave Bank Review:** John Bowman shared a Supplemental Leave Bank Review document with the Board showing a breakdown of the hours used and two different scenarios for use of qualifying Family First Coronavirus Response Act (FFCRA) incidents.

Commissioner Englund mentioned that he and Commissioner Sanchez attended the Personnel Committee meeting on this subject and the Personnel Committee advises continued use of the FFCRA through 2022. It was the consensus of the Board that it was the Board's intent to use the FFCRA scenario throughout the emergency.

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**#1, 2022-2025 Mechanical/HVAC Engineering Consulting Services (22-1558):** Howard Moreland reported that the District periodically uses outside professional Mechanical/HVAC engineering consulting services to design, modify, and maintain the reliability of District HVAC equipment and supporting control systems at the wastewater treatment plants and office facilities. Mr. Moreland informed the Board that the last Mechanical/HVAC Engineering Consulting Services contract expired on December, 31, 2020 and that staff is planning to solicit for Statements of Qualifications (SOQ) from interested engineering firms for a three-year period beginning in June 2022. Staff will evaluate SOQs as they come in and will bring back before the Board for approval in April or May 2022.

**#2, 2022-2024 Redondo Agreement for UV Maintenance Services:** Brian Richardson reported that the Redondo UV and Filtration Project included the purchase of a UV Maintenance Service Agreement as part of the project to allow for quarterly service and maintenance of the new UV system by qualified Trojan staff. Mr. Richardson informed the Board that the initial purchase only provided one technician for one day per quarterly visit and that the quarterly service requires three days per visit. Mr. Richardson reported that the proposed agreement will add an additional two days per quarterly visit for a total of 9 additional days through the life of the 2022-2024 contract, and that the total estimated cost of the proposal is \$42,350.40.

**#3, New Headquarters Building Project, Helix Design Group Amendment #2 for Additional Submittal Review and Construction Administration Costs:** Ken Miller reported that the new Headquarters building is well underway and the architect, Helix Design Group, has been reviewing numerous material submittals. Mr. Miller informed the Board that this work is progressing normally, but due to current supply chain issues and lack of availability of certain products, they are reviewing many more submittals than originally anticipated. Mr. Miller reported that there has also been a parking study required by SEPA, additional design for the soldier pile wall, additional SCADA/IT design costs, FF&E work, and more reproduction costs for plans and documents than initially anticipated in their design contract. Helix is requesting \$90,000.00 for this additional work.

Mr. Miller added that during the project budget preparation process, it was anticipated that some efforts would exceed the architect's current contract limit and the additional \$90,000.00 estimated cost for the Helix contract is still within the limits of the original \$52.91M project budget reviewed by the Board.

**#4, Headquarters New Building Project, Furniture, Fixtures and Equipment (FF&E) Contracts and Expenditures:** Ken Miller reported that construction of the District's new Headquarters building is well underway and that staff is currently preparing to procure Furniture, Fixtures and Equipment (FF&E) for the new buildings. Mr. Miller informed the Board that because there will be significant delivery time for many of the items, it is prudent to begin the procurement process now. Mr. Miller reviewed the spreadsheet on furnishings and fixtures with the Board.

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John Bowman mentioned that it is staff's intent to have an approved budget amount for the FF&E approved by the Board so they can move forward with the purchases without having to come back before the Board for anything costing over the \$30,000 spending limit.

**#6, Committee Assignments:** Commissioner Englund reviewed the current Committee Assignments with the Board and the following changes were made:

Finance/Purchasing/IT – Commissioner DelMar added as an Alternate  
Insurance – Remove Commissioner Belvin and place Commissioner Englund as Member  
EMAC – Remove Commissioner Belvin and place Commissioner DelMar as Member  
City Liaison – Remove Commissioner Miller and place Commissioner Belvin as Member  
Legislative – Add Commissioner DelMar as Member  
Building – Add Commissioner Miller as Member and Commissioner Englund as Alternate  
(All other Committees remain the same)

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Belvin reported that she attended the EMAC and Good Eggs meetings. She mentioned that Tom Drake provided her with a spreadsheet on the CIP Projects that she found to be very helpful.

Commissioner Sanchez reported that he attended the Personnel and Safety Committee meetings and reported on the WASWD Commissioner Workshop training that he attended.

Commissioner Miller reported on the monthly General Manager's Meeting, and Safety and EMAC meetings that he attended. He also reported on the meeting that he and Ken Miller had with George Pease to review details on the historical clock that will be displayed in the new Headquarters lobby.

Commissioner DelMar reported on the WASWD Commissioner Workshop training that he attended.

Commissioner Englund reported that he attended the Personnel and General Manager meetings.

#### STAFF REPORTS

**Director of Finance/Information Systems:** Mr. Drake reviewed excise tax computations and calculations he prepared for the agenda with the Board. He also mentioned that the auditors have started the 2020 audit and asked if any of the Board members were interested in attending the entrance/exit conferences. Commissioners Englund and Belvin expressed an interest in attending these.

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**Engineering Manager:** Mr. Miller reported on the meeting with George Pease that he and Commissioner Miller attended and provided an update on the progress for the new Headquarters building. He mentioned planning for a signing of the final beam in the new Headquarters building and the need to discuss the size and information on the plaque for the new Headquarters building as well.

**General Manager:** Mr. Bowman reported on the Puget Sound Nutrient General Permit and the need to have the Board President sign a Notice of Intent at the next Board meeting. Mr. Bowman mentioned that the District received lunches from the Federal Way Korean American Association and that he will be sending a thank you letter to them. Mr. Bowman reported that he has been working with the Association of Clean Water and WASWD to oppose a bill eliminating the cap on water quality permits. He also reported on the Coalition for Clean Water meeting that he attended and the counter-offer with King County on the right-of-way rental charges. Mr. Bowman mentioned that he sent out letters of support for a Customers Assistant Fund in the Governor’s budget that WASWD supports. He also provided the Board with an overview of the Governor’s Press conference on COVID requirements.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:29 p.m.

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*Leonard Englund*  
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President Englund

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ATTEST:

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*Donald L.P. Miller*  
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Vice President Miller

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*Janna Belvin*  
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Secretary Belvin

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DocuSigned by:  
*Peter Sanchez*  
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Commissioner Sanchez

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DocuSigned by:  
*Jeremy DelMar*  
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Commissioner DelMar

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