

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
February 23, 2017

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on February 23, 2017 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

President Englund 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:

Leonard Englund	President
Timothy McClain	Vice President
Donald Miller	Secretary
Peter Sanchez	Commissioner
Steve Pritchett	General Counsel
Morgan Dennis	Director of Finance/Information Services
Ken Miller	Engineering Manager

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

APPROVAL OF MINUTES

Upon motion of Commissioner McClain, which was duly seconded by Commissioner Sanchez, the Board, unanimously **adopted** the minutes of December 8, 2016, as presented.

APPROVAL OF AGENDA

Commissioner Englund requested to remove Action Item #1 and add it to the next Board agenda as Mr. Rideaux is unable to attend tonight's meeting. Steve Pritchett requested to replace Action Item #1 with a request to approve payments to Retail Lockbox.

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

CITIZEN COMMENTS

Karen Clark and John Sutherland approached the Board about the possibility of adding street lights to their neighborhood. Steve Pritchett explained the process of PSE providing street lights and asked the Board if it is their desire to have the District provide street lights through its statutory authority or have PSE provide this service to the customers. Discussion was held on the issue of the District continuing to do new street light systems. It was the Board's consensus to have the District provide street lights in this case. Mr. Pritchett informed Ms. Clark and Mr.

Sutherland that the District will process the petition for this street lighting system and will add the Street Lighting Proposal to the next board agenda for approval. Mr. Sutherland provided the signed Petition for Street Lighting to Ken Miller to deliver to Bill Nelson.

CONSENT ITEMS

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

Payment of the accounts payable and payroll transactions as listed in the consent item with warrant dates of 2/22/17, 2/23/17, and 2/24/17, in the amount of \$1,749,362.84.

ACTION ITEMS

#1, Payment to Retail Lockbox: Steve Pritchett reported that there are reoccurring payments we pay to Retail Lockbox for the processing of rate payments. The 2017 purchase order to Retail Lockbox is \$45,000.00 and is an annual amount. Staff is asking the Board to approve years 2017, 2018 and 2019 in the approximate amount of \$150,000.00

Upon motion of Commissioner McClain, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** payment to Retail Lockbox for the years 2017, 2018 and 2019 (approximately annual payment of \$45,000) in an amount not to exceed \$150,000.00.

INFORMATION ITEMS

#1, 2017 – 2019 Grounds Maintenance Services Contract: Stan French reported that for many years the District has used qualified temporary contract labor to perform various “non-professional” services for seasonal grounds maintenance work. With the hiring of two additional maintenance employees in Water Operations last year, it appears more cost effective to use District staff to regularly perform these tasks in conjunction with some grounds maintenance work and continue supplementing grounds maintenance needs with contract labor on a smaller scale. The estimated value of the smaller proposed replacement contract for the next three years is about \$75,000.00 and staff is planning to advertise for bids on a 2017-2019 Grounds Maintenance Services Contract in the next few weeks. Staff anticipates bringing this back before the Board as an action item at the March 23, 2017 meeting.

#2, RFQ – 2017 Redondo WWTP Pump Station Conversion Study: Ken Miller reported that the RFQ attached to this information item provides for a study to investigate the costs to abandon the Redondo WWTP, construct a new pump station to make improvements at Lakota WWTP so the additional flows can be accommodated, and to construct a new force main. The study will provide planning level estimated costs only and include contingencies. If the project was found to be reasonable, the implementation of this large change could take up to 10

years to design, permit and complete. The Board and staff discussed the various costs to convert to a sanitary pump station. Once the RFQ's are received and evaluated, staff will be back before the Board with a recommended roster of firms capable of performing this proposed study.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Miller reported on the Business Utility Conference he attended in Tampa, Florida.

Commissioner Sanchez reported on Disaster Preparedness Training at the Federal Way City Hall that he attended.

Commissioner McClain reported on the Safety Committee meeting he attended. He also reported on the Operations meeting and WASWD Section IV meeting. Commissioner McClain informed the Board about various bills in the legislature that the WASWD Legislative Committee is working on.

Commissioner Englund informed the Board the he will be attending the Federal Way School Board meeting on the 28th and that he will be there to report on the annual Water Conservation Calendar Poster Contest. He mentioned that the STEM event tonight was a huge success and that he will be attending the Camelot Green Fest scheduled for April 21st from 6 to 8 p.m.

STAFF REPORTS

General Counsel: Mr. Pritchett reported that he viewed the City of Federal Way's council meeting on the City's website to review the discussion on new sources of revenues.

Director of Finance/Information Systems: Mr. Dennis reported on the audit report release and future District audits.

Engineering Manager: Mr. Miller reported that he is planning to provide a PowerPoint presentation to update the Board on the I/I status at the second Board meeting in March. He informed that Board that there was a kick-off meeting for the Odor Control Study at the Lakota WWTP this week and that the UV project at Lakota was going well.

Board Clerk: Lisa Alexander provided pictures of initial vehicle decals to consider with the new name and logo to the Board and staff.

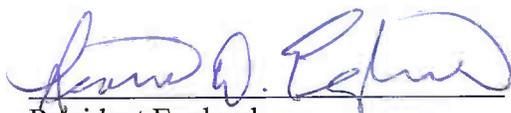
EXECUTIVE SESSION/CLOSED SESSION

At approximately 7:35 p.m., the regular meeting was recessed in order to conduct an executive session pursuant to RCW 42.30.110(1)(i) for the purpose of discussing potential

litigation. It was stated that the executive session would last approximately 10 minutes with no action to be taken. At approximately 7:45 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 7:45 p.m.



President Englund

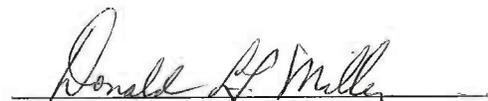
Yea Nay Abstain

ATTEST:



Vice President McClain

Yea Nay Abstain



Secretary Miller

Yea Nay Abstain



Commissioner Sanchez

Yea Nay Abstain

ABSENT

Commissioner Nowicki

Yea Nay Abstain