

LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
February 25, 2021

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on February 25, 2021 via Zoom.

President Nowicki called the meeting to order at 6:02 p.m. Members/officials present were as follows:

Ron Nowicki	President
Leonard Englund	Vice President
Donald Miller	Secretary
Laura Belvin	Commissioner
Peter Sanchez	Commissioner
John Bowman	General Manager
Steve Pritchett	General Counsel
Morgan Dennis	Director of Finance/Information Services
Ken Miller	Engineering Manager

All Commissioners attended the Board meeting remotely.

APPROVAL OF MINUTES

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Englund, the Board unanimously **approved** the Board minutes of August 13, 2020, as presented.

APPROVAL OF AGENDA

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

CORRESPONDENCE

Commissioner Nowicki reported on correspondence he received from the Washington Utility Council regarding Covid-19 federal updates.

Commissioner Belvin mentioned that she answered questions from a customer who contacted her about cross connections.

CONSENT ITEMS

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Belvin, 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 \$2,137,484.29.
2. S. 312<sup>th</sup> (13<sup>th</sup> Ave S to Pacific Hwy S) WMI Project Acceptance.
3. 2019 Large Asphalt Restoration Area 8 Only (19-1473B) Completion.

#### ACTION ITEMS

**#1, 2021 Lakota & Redondo Generators Replacement:** Howard Moreland reported that at the January 14, 2021 Board meeting, staff informed the Board that designs were completed for the “Lakota and Redondo Generators Replacement” project and that staff would begin solicitations for bids. The District received three (3) responsive bids with Burke Electric LLC being the lowest responsive and responsible bidder, with a bid in the amount of \$1,579,384.50. Mr. Moreland reported that a fourth bid that was received late and was determined to be non-responsive and was disqualified.

Mr. Moreland updated the Board on the Redondo generator and temporary cable that the District was previously renting.

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the General Manager to execute the “Lakota & Redondo Generators Replacement” project contract with the lowest responsive and responsible bidder, Burke Electric LLC, in the amount of \$1,579,384.50, including tax and freight.

**#2, 2021 Wastewater Risk and Resilience Assessment and Emergency Response Plan Update:** Ann-Marie Doerhoff reported that the 2021 Wastewater Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) Update was discussed at the last Board meeting. Ms. Doerhoff informed the Board that with the Water RRA and ERP work completed, staff negotiated the scope of work to complete the Wastewater RRA and update the ERP with Jacobs Engineering in the amount of \$312,000.00. This work includes detecting malevolent acts and natural hazards; physical security and system cybersecurity; critical equipment; and actions, procedures, and equipment that significantly can reduce emergency impacts.

Ms. Doerhoff mentioned that staff was considering waiting until everyone had the opportunity to be fully vaccinated for Covid-19 before starting the project. Commissioner Nowicki asked that staff check to see if the prices would be held for the next 4 months to determine if they should wait to start on this or not. Ms. Doerhoff reported that she will check on this and will proceed with the project now if pricing will change.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the General Manager to execute an amendment to

the existing consulting services contract with Jacobs Engineering in the amount of \$312,000 for the “2021 Wastewater Risk and Resilience Assessment and Emergency Response Plan Update” project.

### INFORMATION ITEMS

**#1, Civil Engineering, Land Surveying and Construction Management Support Services – Amendment 7:** Andrew Weygandt reported that the current Consultant Services Agreement (CSA) with KPG extends through December 2022 and that 11 of the 17 tasks have been completed. Mr. Weygandt reported that from March through July 2021, the District will be replacing water mains during four separate construction projects. As part of the ongoing CSA, it is anticipated that KPG will be needed to provide construction management and support services on these projects. It is also anticipated that KPG will be needed to provide design and construction support services for the main replacement associated with the City of Federal Way’s 2022 roadway overlay projects.

Mr. Weygandt informed the Board that in consideration of completed work performed, authorized work in progress, and the need for future engineering design services and construction management through the end of the contract, staff will be proposing an increase to the CSA with KPG in an amount of approximately \$900,000 and recommending that the Board authorize the General Manager to execute Contract Amendment 7 to the CSA. Mr. Weygandt reported that the scope and fees associated with these additional services is currently being negotiated and that staff will bring this back before the Board with a more detailed scope of work.

**#2, 2nd Pl SW Water Main Replacement:** Andrew Weygandt reported that in July 2020, there was a main break on a 6” AC water main near the intersection of 2nd Pl SW and S Dash Point Road. Under Task 9 (SW 304th/2nd/DPR Water Main Improvements) of the District’s ongoing Consultant Services Agreement with KPG, design drawings were being prepared for water main replacement along 2nd Pl SW and in the surrounding neighborhood. Maintenance staff requested that Engineering accelerate this portion of the project due to the condition of the 6” AC water main.

Mr. Weygandt reported that after receiving approval from the General Manager, KPG started work on finishing the design drawings associated with the water main at this location and prepared specifications and a cost estimate. The design drawings, specifications, and cost estimate are complete and the 2nd Pl SW water main replacement is ready to be advertised for bid as a small works project. The estimated total project cost is approximately \$169,000.

**#3, 2020 Sanitary Sewer Pump Station 33B Project Construction Management Services:** Fei Tang reported that in October of 2016, the District selected Carollo Engineering (Carollo) as its top ranked firm to provide design and construction management services for three specific projects, one of which was Pump Station 33B (PS 33B). In January of 2017, the Board authorized the design work for the PS 33B project with Carollo. With the design work completed

and the construction work awarded at the last Board meeting, staff has prepared a proposal for the construction management portion of the project. Mr. Tang reported that due to the scale and complexity of the project, which involves civil, geotechnical, mechanical, and electrical work, staff recommends that the District utilize the consultant as its representative to perform field inspections, coordinate daily construction activities, facilitate progress meetings, and process documents related to the project. The consultant would also provide engineering support such as reviewing submittals, responding to Request for Information (RFI), performing material testing, updating O&M manuals, preparing record drawings, and other related services.

Mr. Tang informed the Board that the proposed scope of work for construction management services and budget, in the amount of \$961,204.00, are attached to this agenda item. Staff is proposing that this work be an amendment to the existing design contract with Carollo for the PS 33B project. The Board asked staff to bring this matter back before them as an action item at the next regular Board meeting.

**#4, 2021 Water and Sewer Rate and Connection Charge Review:** Morgan Dennis reported that attached to this information item is the FCSG proposed scope of work for the rate and connection charge study. Mr. Dennis reviewed the scope of work with the Board. Mr. Dennis informed the Board that included in the draft Financial Policies is an addition that the District's rates specifically include a base rate that is a flat amount before any consumption charges will be included in the rate model. Commissioner Nowicki asked that the draft Financial Policies be presented to the Board at the next regular Board meeting for approval. Mr. Dennis reported that it is staff's intent to bring this matter back as an action item at the next regular Board meeting.

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Belvin reported on the MWPAAC meeting and Multi-Services Donor Appreciation event she attended. She also mentioned that she attended the Good Eggs meeting yesterday.

Commissioner Englund reported on the MWPAAC meeting that he attended. He also reported that he attended the 2019 State Auditor's Exit Conference and the Pete von Reichbauer meeting.

Commissioner Miller reported on the Accident Review Committee meeting and 2019 State Auditor's Exit Conference that he attended.

Commissioner Sanchez reported on the GFWEMC meeting and the Accident Review Committee meeting that he attended.

Commissioner Nowicki reported on the Good Eggs meeting he attended.

## STAFF REPORTS

**General Manager:** Mr. Bowman reported on an accident involving an open hatch that occurred at the Redondo WWTP and the safety precautions that were discussed and addressed. He informed the Board of the emergency sewer main repair that took place on South Dash Point.

Mr. Bowman reported that at the January 28<sup>th</sup> Board meeting, the Board authorized the General Manager to purchase a Vanaire fan to replace the existing Lakota Odor Control Fan EF201, in the amount of \$62,971.70, including shipping and tax, and to demo the old fan and replace it with a new fan. The total cost to have Vanaire dismantle the old fan and bring in the new fan and purchase all of the materials and parts was actually \$82,971.00. The contractor's bid form was written up with installation cost and tax, but was missing the materials cost in the amount of \$20,000.00. Mr. Bowman reported that this was an error on the summary page and that he is correcting the addition of the total numbers and approving within his approval authority. The Board acknowledged this correction.

**Engineering Manager:** Mr. Miller thanked the Federal Way Korean American Association for providing lunch to the District staff. Mr. Pritchett reported that he will draft a thank you letter to the association for Mr. Bowman to sign.

Mr. Miller provided updates on the Redondo WWTP UV and Filter Upgrade, Lakota WWTP Liquid Stream Project Phase II, Water Replacement Project on 298<sup>th</sup> Area, and Pump Station 33B.

**Director of Finance/Information Systems:** Mr. Dennis had nothing to report.

**General Counsel:** Mr. Pritchett reported on a street light request that he received and informed the Board that he will include this on the next Board agenda to discuss. Mr. Pritchett mentioned that he reached out to WASWD earlier today to see if they had any sense if other Water/Sewer Districts are moving to in-person meetings and was informed that this will be discussed at the upcoming WASWD Manager's meeting next week.

## EXECUTIVE SESSION

At approximately 7:55 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 and pursuant to RCW 42.30.110(1)(g) for the purposes of discussing GM/GC performance evaluations. It was stated that the executive session for potential litigation would last approximately 30 minutes and that no action would be taken. It was stated that the executive session for GM/GC performance evaluations would last approximately 20 minutes and that action would be taken. At approximately 8:45 p.m., the executive session was adjourned and the regular meeting was reconvened.

ACTION ITEMS

**#3, General Manager and General Counsel 2021 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 2021 to the top of his pay level, and an increase in the General Manager's salary for 2021 of 2.0%, retroactive to January 1, 2021.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:59 p.m.

  
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President Nowicki

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Yea	Nay	Abstain

ATTEST:

  
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Vice President Englund

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Yea	Nay	Abstain

  
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Secretary Miller

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Yea	Nay	Abstain

  
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Commissioner Belvin

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Yea	Nay	Abstain

  
\_\_\_\_\_  
Commissioner Sanchez

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Yea	Nay	Abstain