

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
March 24, 2022

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on March 24, 2022 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003 and via Zoom.

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

APPROVAL OF MINUTES

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Belvin, the Board unanimously **approved** the Board minutes of February 24, 2022, as presented.

APPROVAL OF AGENDA

Commissioner Belvin asked to add Information Item #5, Emergency Declaration.

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

CONSENT ITEMS

Upon motion of Commissioner Miller, which was duly seconded by Commissioner DelMar, 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 \$1,685,005.43.
2. 2022 Surplus Equipment.

ACTION ITEMS

#1, Resolution No. 2022-1363, Commending Melinda Garcia: Commissioner Englund read Resolution No. 2022-1363 commending Melinda Garcia for her years of dedicated service to the District.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Miller, the Board unanimously **adopted** Resolution No. 2022-1363 commending Melinda Garcia for her dedicated service to the District.

Melinda Garcia shared her work experience while employed at the District and expressed her appreciation for her time spent at the District.

The Board and staff thanked Ms. Garcia for her years of exceptional service during her employment at the District.

#2, Lakota Solids System Improvements Phase I Equipment Sole Source Waivers: Molly Du reported that at the last meeting on March 10th, staff presented five (5) items needing a single source waiver from the Board as part of the purchase process. Staff is recommending that the Board approve single source waivers for purchases of each of the following pieces of equipment:

Holding tank cover
Linear motion mixer
Waste gas burner and control valve assembly
Rotary press package
Liquid polymer blending system

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner DelMar, the Board unanimously approved the single source waivers for the items and **authorized** the General Manager to approve the inclusion of these specified items either in the pro-procurement packages or in the project bid documents for the Lakota Solids System Improvements – Phase I project.

#3, 2022 Vehicle Purchases: Dale Haase reported that the 2022 Vehicle Purchases were discussed at the March 10, 2022 Board meeting and that staff is present to answer any questions from the Board.

Upon motion of Commissioner Belvin, which was duly seconded by Commissioner Sanchez, the Board unanimously **authorized** the General Manager to purchase the vehicles and equipment identified in the Proposed 2022 Vehicle Purchases Exhibit to this action item, within a budget of \$605,000.00.

INFORMATION ITEMS

#1, Headquarters PSE Electrical Service Contract: Howard Moreland reported that Lydig Construction began the construction of the new Headquarters Project in March of 2021, and that the project is at a point where the District needs to get the new Puget Sound Energy (PSE) electrical service scheduled and installed. Mr. Moreland mentioned that PSE will be extending a permanent primary voltage feeder and installing a new underground conductor vault and utility transformer to provide permanent power for the electrical service for the Headquarters campus buildings. Mr. Moreland informed that Board that in order for PSE to do this work, they require the District to sign a Commercial Electric Facilities Contract and pay PSE for the cost of the work, which is estimated to be approximately \$42,966.61.

#2, PS#33B PSE Electrical Service Contract: Howard Moreland reported that at the June 24, 2021 Board meeting, the Board approved the PSE Commercial Electrical Facilities Contract for PS #33B Project in the amount of \$51,547.68. This contract called for PSE to install a new power pole for the new pump station, install the underground conductor splice vault to provide temporary power to the existing PS#33, and remove the existing power pole that was providing power to the existing PS#33.

Mr. Moreland informed the Board that the second phase of the PSE site work will be to install the permanent primary voltage underground conductor vault and utility transformer to provide permanent power for the electrical service for PS#33B. Mr. Moreland reported that in order for PSE to do this work, they require the District to sign a Commercial Electric Facilities Contract and pay PSE for the cost of the work, which is estimated to be approximately \$41,557.10.

#3, New Headquarters Building Plaque Discussion: Discussion was held on the size and language for the plaque on the New Headquarters Administration Building.

#4, Juneteenth: Steve Pritchett reported that the Board previously discussed the matter of whether the District would offer the State's Juneteenth Holiday as a paid holiday for District employees. Since the discussion, a number of public employers, including local agencies, have made Juneteenth a paid holiday. Mr. Pritchett informed the Board that the Personnel Committee met earlier this week and recommends adding this holiday to the list of paid holidays the District provides. He informed the Board that he wanted to have input from the Board, and a discussion amongst the Board members followed. The Board members generally favored the adoption of Juneteenth as a paid holiday and requested that this matter be brought back as an action item at the next Board meeting.

#5, Emergency Declaration: Commissioner Belvin asked to continue discussion on the Emergency Declaration resolution. The Board reviewed Resolution No. 2020-1335 and discussed each section of the resolution. The consensus of the Board was to leave Sections 1 and 5 and delete all remaining sections of the Emergency Declaration resolution. Mr. Pritchett

reported that he will prepare a resolution modifying the current resolution and bring it back before the Board at the following Board meeting.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Miller reported on the WASWD Section IV meeting that he attended.

Commissioner DelMar thanked Ken Miller and everyone who organized the New Headquarters Topping Out ceremony.

Commissioner Belvin reported that she attended the MWPAAC and Topping Out ceremony.

Commissioner Sanchez reported that he attended the Personnel Committee meeting, Topping Out ceremony and New Headquarters building signage meeting.

Commissioner Englund reported that he attended the Personnel Committee meeting and reported on the MWPAAC meeting that he attended. He thanked Lydig Construction and Ken Miller for the Topping Out ceremony that he attended as well.

STAFF REPORTS

General Counsel: Mr. Pritchett reported on the delinquent account balances and mentioned that he would like to have Kay Anthony provide an update to the Board on the management of delinquent accounts at the next Board meeting. He informed the Board about a lease capacity calculation correction that needed to be made and that he would be sending the Board information on the Open Public Meetings Act changes.

Director of Finance/Information Systems: Mr. Drake provided an update on the District's bonds.

Engineering Manager: Mr. Miller thanked Lydig Construction for planning the Topping Out ceremony. Mr. Miller shared photos of the historical clock face that is being worked on for the New Headquarters building.

General Manager: Mr. Bowman reported that STEM night for the Federal Way schools is scheduled for April 13th and that it will be an all virtual event. Mr. Bowman reported on discussions held with the Department of Ecology on House Bill 5585. He mentioned that the City of Edgewood has a development called Wolf Point with about 100 homes that were planned to be built with a communal septic. The City approached Lakehaven to see if Lakehaven could service this area as the ground will not perk. Lastly, Mr. Bowman mentioned that there is a lot of hiring processes going on at the District at the present time.

EXECUTIVE SESSION

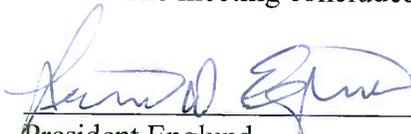
At approximately 8:30 p.m., the regular meeting was recessed in order to conduct an executive session pursuant to RCW 42.30.110(g) for the purpose of discussing the General Manager's and General Counsel's performance evaluations. It was stated that the executive session would last approximately 30 minutes and that action was anticipated after the executive session. At approximately 8:58 p.m., the executive session was adjourned and the regular meeting was reconvened.

ACTION ITEM (continued)

#5, Performance Evaluations GC/GM RCW 42.30.110(g) 2022 Salary Adjustments:

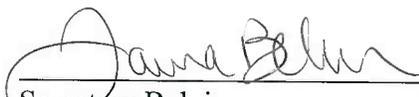
Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Miller, the Board unanimously **approved** an increase in the General Counsel's salary for 2022 of 5.25% and an increase in the General Manager's salary for 2022 of 5.25%, retroactive to January 1, 2022.

The meeting concluded at 9:00 p.m.

 _____ President Englund	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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ATTEST:

 _____ Vice President Miller	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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 _____ Secretary Belvin	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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 _____ Commissioner Sanchez	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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 _____ Commissioner DelMar	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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