

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
April 11, 2019

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on April 11, 2019 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

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

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

Upon motion of Commissioner Englund, which was duly seconded by Commissioner McClain, 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 **approved** the Board minutes of March 14, 2019 and March 27, 2019.

APPROVAL OF AGENDA

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

CONSENT ITEMS

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

1. 2018 OASIS Well AV-1 Drilling Project (18-1371).
2. 2017 Well 25 Generator Improvements Project (17-1327).

3. Payment of the accounts payable, ACH transaction fees and payroll transactions as listed in the consent item in the total amount of \$1,542,698.91.

ACTION ITEMS

#1, Resolution in Memoriam of Rod Keister; Resolution No. 2019-1321: Steve Pritchett informed the Board that long-time employee, Rod Keister, passed away earlier this month after an extended illness. A resolution of condolences to his family and recognition of Rod's dedicated services to the District has been prepared. Commissioner Miller read the resolution to the Board.

Upon motion of Commissioner McClain, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** Resolution No. 2019-1321 honoring Rod Keister and his service to the District.

INFORMATION ITEMS

#1, 2019 Risk and Resilience Assessment: Tim Osborne reported that the America's Water Infrastructure Act (AWIA) was signed into law on October 28, 2018. Under the AWIA, any communities with water systems serving greater than 3,300 people are required to prepare or revise their emergency response plan through a Risk and Resiliency Assessment (RRA). The District must complete the water RRA and submit a Certification Letter to the U.S. Environmental Protection Agency before March 31, 2020. The estimated cost to provide both Water and Waste Water RRA's is \$500,000.00. Mr. Osborne reported that there is a possibility that the District may be able to receive grant money for preparation of the RRA. Staff is in the process of obtaining a list of qualified consultants and will be coming back before the Board at the May 9th meeting with a ranked list of qualified consultants for approval.

#2, 1st Avenue S. (SW 301st St to S 308th St) Water Main Crossings – Large Diameter Materials: Ken Miller reported that bids are currently being requested for large diameter pipe, fittings, valves, and appurtenance for this project. This project will need to be completed in advance of the current City of Federal Way 2019 Hot Mix Asphalt Overlay project. A separate bid advertisement will be issued for construction of the water system improvement. The District has already acquired selected 20-inch diameter fittings with longer lead times for a portion of the project. Following review of the submitted bid proposals, staff anticipates presenting its recommendations for Board consideration at the April 25, 2019 meeting.

#3, 2019 Redondo WWTP Bio-Filter Pump Installation: Ken Miller reported that the bio-filter pumps at Redondo have exceeded their service lives and need to be replaced. Four new pumps were purchased in 2015 and the two smaller pumps have been replaced in-house. This project will include installation of the two larger pumps and replacement of four check valves. The project will be bid through the small works roster website and staff will be back before the Board for approval once bids are received.

#4, 2017-2020 Water Inventory Contracts (17-1318A), Change Order #3: Phil Hite reported that the Water Inventory Contract is a three-year contract that is reviewed annually to allow for price adjustments from awarded suppliers. Field staff has reviewed the contract and identified a deficient quantity of needed material due to increased construction productivity and a projected increase in upcoming large meter replacements and installations. He informed the Board that the change order amount in the summary page should read \$193,359.17 and that the \$106,429.58 figure listed is the overall difference. Discussion was held on the increase in quantities and new developments.

#5, Windows Software Licensing: Morgan Dennis reported that he informed the Commissioners at the last Board meeting of the upcoming Windows and SQL license updates. For the last fifteen years, the District has been purchasing licenses for systems as they are installed, resulting in smaller, more frequent charges. This purchase replaces all Windows and SQL Server licenses District-wide and gives the District the ability to add additional virtual servers without limit. Staff is asking that this be moved to action tonight.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner McClain, the Board unanimously **amended** the agenda to add **Action Item #2, Windows Software Licensing; Approval.**

Action Item #2, Windows Software Licensing; Approval: Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner McClain, the Board unanimously **approved** purchase of the Windows and SQL licenses in the amount of \$42,271.90, including sales tax.

#6, ArcGIS Small Utility Term Enterprise License Renewal – 3 Years: Morgan Dennis reported that the District's current Arc/GIS license agreement will expire on June 6, 2019. A 3-year term renewal is needed for continued support of the District's Centralized Maintenance Management System (CMMS) and other current and future GIS initiatives. The licensing costs for June 2019 through June 2022 are proposed to continue at the rate of \$25,000.00 per year for a total cost of \$82,500.00, including applicable sales tax, for the 3-year term. The Board requested to bring this matter back as a consent item with sole source waiver as part of the consent at the next Board meeting.

#7, Lakota WWTP Administration Building Roof and HVAC Units Replacement – Design: Ken Miller reported that the Lakota WWTP Administration Building roof and HVAC units have reached their serviceable life. Exhibit A describes the proposed design scope and budget to obtain permits, assure current energy codes are met, and deliver prepared plans and specifications for bidding. Staff is proposing to perform this work as a task order under the Architectural Services contract with Helix Design Group.

Upon motion of Commissioner McClain, which was duly seconded by Commissioner Englund, the Board unanimously **amended** the agenda to add **Action Item #3, Lakota WWTP Administration Building Roof and HVAC Units Replacement – Design; Approval.**

Action Item #3, Lakota WWTP Administration Building Roof and HVAC Units Replacement – Design; Approval: Upon motion of Commissioner McClain, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the design scope and budget in the amount of \$79,720.00 to be performed by Helix Design Group under the Architectural Services contract.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez reported on the Chamber luncheon and Operations meeting he attended. He informed the Board that he will be attending the WASWD conference next week.

Commissioner Miller reported on the Safety and EMAC meetings that he attended.

Commissioner Englund reported on the Commissioner's meeting and Chamber luncheon he attended.

Commissioner McClain reported on the Chamber luncheon and Safety meeting he attended. He mentioned that for his upcoming Commissioners' Corner article he has interviewed three District employees and that he will be writing about the interviews.

STAFF REPORTS

General Counsel: Mr. Pritchett reported that Mike Purdy responded and informed him that he is available to act as project lead for a GC/CM process for the Administration Building Project. He mentioned that he will be attending the WASWD Spring Conference to give a presentation on the matter of the excise tax litigation and that the Washington Supreme Court accepted review of the King County Franchise rental charge lawsuit. He reported that due to the cold weather this winter season, staff is responding to many leak adjustment requests. In response to the Board's request to review what the District is spending on outside collection counsel, he passed out a summary of expenses and collection amounts to the Board for their review. Lastly, he reported that staff met to go over changes proposed by Mueller on the AMR Meter contract.

Director of Finance/Information Systems: Mr. Dennis had no report.

Engineering Manager: Mr. Miller reported that staff will be meeting again in the next couple of weeks on the New Headquarters Buildings to review updated estimates and that he will have all the cost broken out after the meeting for the Board to review. Lastly, he provided the Board with an update on the solids project and reported that staff is hoping for this project to go

out to bid later this summer. He mentioned that it may be helpful to have a presentation on the odor control as well. John Bowman reported that as part of CIP update and finance study, he would like to break the CIP up differently so the Board can see what projects are Water and Wastewater sides.

General Manager: Mr. Bowman reported on the Coalition for Clean Water meeting that was held at the District today. He informed the Board that he and Coalition members met with a Professor at the University of Washington who works for the Puget Sound Institute. The professor may help in answering questions regarding nutrient removal and how the Department of Ecology may set their limits. He went on to explain that he would like to be sure the information gathered is based on good science and to get an open dialog with the Department of Ecology and Puget Sound Task force on the Puget Sound. He reported to the Board that there are four candidates with expiring terms on the Washington Association of Sewer & Water District Retrospective Rating. He asked the Board if they wished to nominate the four existing candidates and the Board was in favor of this. He mentioned that he received an email from Rebecca Martin of the Federal Way Chamber of Commerce inviting the District to attend the Impact luncheon. Commissioner McClain reported that he would like to attend the meeting.

EXECUTIVE SESSION

At approximately 7:50 p.m., the regular meeting was recessed in order to conduct an executive session pursuant to RCW 42.30.110(1)(g) for the purpose of discussing General Manager and General Counsel performance evaluations review. It was stated that the executive session would last approximately 20 minutes and that no formal action would be taken. At approximately 8:10 p.m., the executive session was extended 10 more minutes. At approximately 8:20 p.m., the executive session was adjourned and the regular meeting was reconvened.

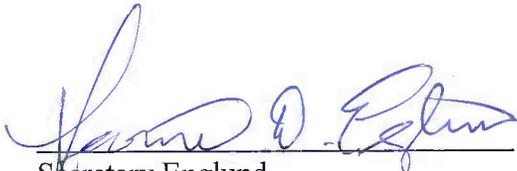
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 8:23 p.m.

 _____ President Miller	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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ATTEST;

 _____ Vice President Sanchez	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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Secretary Englund

Yea Nay Abstain

ABSENT
Commissioner Nowicki

Yea Nay Abstain


Commissioner McClain

Yea Nay Abstain