

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
June 9, 2022

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on June 9, 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 AGENDA

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

CONSENT ITEMS

Upon motion of Commissioner DelMar, which was duly seconded by Commissioner Sanchez, 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 \$2,641,012.42.

ACTION ITEMS

#1, 2022 Lakota Switchboards 240 & 270 Breaker Replacement Bid Approval: Howard Moreland reported that at the April 14, 2022 Board meeting, staff informed the Board that designs were completed for the Lakota SWBD 240 & 270 Breaker Replacements project and that staff would begin solicitations for bids. The project was advertised and one bid was received from Colvico, Inc. Staff reviewed the bid and identified Colvico Inc. as a responsive and responsible bidder with a bid of \$407,149.80.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Belvin, the Board unanimously **authorized** the General Manager to execute the Lakota SWBD 240 & 270 Breaker Replacements project contract with the lowest responsive and responsible bidder, Colvico Inc., in the amount of \$407,149.80, including tax.

INFORMATION ITEMS

#1, 2022-2023 Property Insurance Renewal: Steve Pritchett reported that Kim Wilson and Bryan Dunn of Brown and Brown are present to review the 2022-2023 Property Insurance Renewal. Mr. Wilson gave a PowerPoint presentation to the Board summarizing the recommended coverage and associated premiums anticipated for the upcoming renewal term. Mr. Pritchett reported that staff will bring this back before the Board as an action item at the next Board meeting for approval and authorization to pay the insurance premium.

#2, 2022 - 2023 SCADA System Annual Software Support Services - Renewal: Tom Holzer reported that the District has been utilizing AVEVA, (formally Wonderware, In Touch SCADA System) HMI software to control and monitor water production, the wastewater treatment plants, and the Sewer Pump Stations for approximately twenty years. Mr. Holzer informed the Board that the District's annual site license expires on July 31, 2022 and that the new AVEVA SCADA software site support renewal is \$32,242.79, including tax, for the next annual renewal.

#3, HQ Control System & SCADA System Design: Howard Moreland reported that Lydig Construction is currently installing the building systems in the new Headquarters Building. One of those building systems is the Control System Network and SCADA System that will be used by the Operations staff to monitor and control the District's water facility sites, wastewater treatment plants, and sewer pump stations.

Mr. Moreland informed the Board that there is a dedicated secure and temperature-controlled server room in the new Headquarters Building for the Control System Network and SCADA System. Staff has worked with the District's general services consultant, Systems Interface, to develop a scope of work and budget to design the new Control System Network and SCADA System for the new Headquarters Building. Mr. Moreland reported that the cost for the design services is \$102,120.00 and is outlined in the Proposal and Project Cost Summary.

#4, Redondo Electrical & Odor Control Project Contract Amendment #1: Howard Moreland reported that at the May 26, 2022 Board meeting, staff informed the Board of the selection of Valley Electric for the pre-construction services on the Redondo Electrical & Odor Control Project. Mr. Moreland informed the Board that in order to engage Valley Electric under the Hoffman Construction contract, the District will need to process a contract amendment to the Hoffman contract for Valley Electric's pre-construction services. The pre-construction services were set at \$330,300.00, including tax, as defined in the Request for Proposals for the EC/CM Pre-Construction Services.

Mr. Moreland reported that the sub-contractor, Mid Mountain Construction, has completed the initial potholing at Redondo to support the utility and Odor Control duct design, and soil boring location services. Mr. Moreland mentioned that the potholing has been much more extensive than originally planned due to the lack of accurate construction record drawings and the amount of underground work that is being planned for this project. The cost for the potholing, back fill, and paving totaled \$120,727.56, including tax.

Mr. Moreland informed the Board that staff will be proposing to combine the Valley Electric Pre-Construction Services of \$330,300.00 and the "time and material" potholing cost of \$120,727.56, into a single Contract Amendment #1 to the Hoffman Construction Pre-Construction Service contract, for a total amount of \$451,026.56, including tax.

#5, Inter-Local Cooperation Agreement with South King Fire and Rescue: John Bowman reported that the Inter-Local Cooperation Agreement (ILCA) with South King Fire and Rescue (SKFR) to document long standing arrangements of cooperation between the two agencies has expired.

Mr. Bowman informed the Board that while reviewing the District's safety program this year, staff identified a need to also document confined space rescue in its agreement with SKFR. Staff worked with SKFR to update the long standing former ILCA and to also include the necessary language that identifies SKFR as its confined space rescue provider for the District's safety program needs. Mr. Bowman reported that the proposed agreement attached to the information item depicts the proposed edits to the original agreement and that SKFR is prepared to execute a new ILCA incorporating these changes.

The Board asked staff to bring this matter back as a consent item at the next Board meeting.

#6, VMware Server and Storage Replacement: Don Feierabend reported that the Dell and EMC servers for the VMware environment have reached the expected manufacturer end-of-life and will need to be replaced when staff moves into the new Headquarters Building. The District's consultants at Seitel Systems and Lakehaven staff have put together a proposed system with a hard quote of \$84,002.67. Mr. Feierabend informed the Board that staff plans to bring this back before the Board as an action item at the next Board meeting.

Mr. Feierabend handed out a summary of upcoming IT purchases that will be needed for the new Headquarters Building and reviewed it with the Board.

#7, Staff Purchasing Limits: Steve Pritchett reported that the Board previously discussed an interest in increasing the dollar level of the purchasing authority delegated to the General Manager and General Counsel. Mr. Pritchett mentioned that staff would like to discuss the limits the Board is comfortable with. Discussion was held on purchasing limits, and it was

the consensus of the Board to increase the authority for the General Manager and General Counsel to approve purchases and contracts to \$100,000 per item. It was also the Board's desire to have the General Manager and General Counsel provide notice to the Board after approving purchases of \$50,000 or more. The Board asked staff to bring this matter back as an action item at the next Board meeting.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Miller reported on the monthly General Manager's meeting, Safety meeting and EMAC meeting that he attended.

Commissioner DelMar reported on the EMAC meeting that he attended.

Commissioner Belvin reported on the Federal Way Chamber luncheon that she attended.

Commissioner Sanchez reported on the Safety meeting that he attended.

Commissioner Englund reported that he attended the Federal Way Chamber luncheon and the General Manager's meeting.

STAFF REPORTS

General Counsel: Mr. Pritchett reported on meetings that he attended to review the BHC claim, and that mediation on this matter is scheduled for August 4, 2022. He informed the Board that the Sound Transit condemnation lawsuit has a trial date of September 12, 2022.

Director of Finance/Information Systems: Mr. Drake reported that CityWorks PLL will be performing in-person demonstrations of the project June 14-17. He asked the Commissioners to let him know if any of them were interested in attending a demonstration.

Engineering Manager: Mr. Miller reported that videoing of the Redondo outfall will take place on June 15th. He also mentioned that bids for the Lakota Digester Roofing project will be going out on June 22nd, and that he will be bringing an information item to the Board on this at the next meeting.

General Manager: Mr. Bowman reported on a sewer leak in Steele Lake that came from a side sewer at a nearby apartment complex. Mr. Bowman informed the Board that he received word that the Howard Hanson fish passage project was approved by the House.

Mr. Bowman had the Board President sign congratulatory letters to Devin Hopper and Dan Hemstreet for receiving their Water Distribution Manager 4 certifications and to Dean North for receiving his Cross Connection Control Specialist certification.

The meeting concluded at 8:44 p.m.

<hr/> President Englund	<hr/> Yea	<hr/> Nay	<hr/> Abstain
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ATTEST:

 <hr/> Vice President Miller	<hr/>  Yea	<hr/> Nay	<hr/> Abstain
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<hr/> Secretary Belvin	<hr/>  Yea	<hr/> Nay	<hr/> Abstain
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 <hr/> Commissioner Sanchez	<hr/>  Yea	<hr/> Nay	<hr/> Abstain
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 <hr/> Commissioner DelMar	<hr/>  Yea	<hr/> Nay	<hr/> Abstain
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