

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
June 14, 2018

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on June 14, 2018 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

President McClain 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:

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

APPROVAL OF MINUTES

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Miller, the Board, with Commissioners Miller, Englund, McClain and Sanchez voting in the affirmative and Commissioner Nowicki abstaining, **approved** the Board minutes of May 20, 2018.

APPROVAL OF AGENDA

Commissioner Nowicki requested to add Information Item #2, Federal Way Public Schools, to the agenda. Steve Pritchett commented that he would like to have the executive session prior to Action Item #6.

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

CORRESPONDENCE

Commissioner Englund mentioned the invitation to attend the Park Pals meeting that was distributed to the Board, and informed the Board that John Bowman and he would be attending the meeting. Commissioner Englund also passed along a flyer for the Flavor of Federal Way.

CONSENT ITEMS

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

1. 2017 Redondo WWTP Digester Cleaning and Inspection Project 17-1346 Final Acceptance.
2. 2017 Redondo WWTP Digester Repairs (17-1361) Final Acceptance.
3. Payment of the accounts payable, ACH transaction fees and payroll transactions as listed in the consent item in the total amount of \$1,074,170.81.

ACTION ITEMS

#1, Redondo WWTP Shoring Wall Rehab Project: Tim Osborne reported staff has sent out Request for Proposals for this project and received two bids. Condon-Johnson & Associates, Inc. was the lowest responsive bidder. Discussion was held on costs differences of engineers estimate and lowest bidder's estimate.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** award of the 2018 Redondo WWTP Shoring Wall Rehab Project contract to Condon-Johnson & Associates, Inc. of Kent Washington in the amount of \$511,500.00, including tax.

#2, 2018 Pump Station 5 Sub-Basin B2 Pilot and Other Rehabilitation Projects: Tim Osborne reported that phase I of the I/I project has been completed and that staff would like to start phase II of the project at this time. Staff is requesting that B & C Consultants perform the design phase of this project under the current contract that was negotiated pursuant to its selection as the first ranked firm for this type of work.

Upon motion of Commissioner Englund, which was duly seconded by Commissioner Nowicki, the Board unanimously **authorized** the General Manager to approve the engineering service task under the current B&C Consultants I/I Collection Rehabilitation Consulting Services contract (07-536) in the amount not to exceed \$200,000.00 and bid the project in 2018.

#3, 2018 – 2021 Drinking Water Laboratory Services: Stan French reported that RFP's were advertised for this project last month, and that proposals were received from Eurofin Eaton Analytical Laboratories of Bothell, Washington; Amitest Laboratories of Kirkland, Washington; and Water Management Laboratories of Tacoma, Washington. Staff completed a full evaluation of the submitted proposals and Eurofin Eaton Analytical Laboratories was ranked # 1 for qualifications and #2 in services, while Water Management Laboratories was ranked #2 for qualifications and #1 in services. The proposed three-year fee schedules for each laboratory are

provided in Exhibit “B” and a Split Contract Tabulation Report is provided as Exhibit “C” to this action item. The District has done business with both of these laboratories and each are qualified and competent to complete the needed laboratory services in accordance with the District’s bid specifications. Discussion was held on adding services to perform weekly alkalinity tests as well.

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the proposals for the 2018 – 2021 Drinking Water Laboratory Services received from Eaton Analytical Laboratories and Water Management Laboratories and **authorized** the General Manager to execute a contract to each lab for the service fees and split estimated amounts summarized in Exhibit C. Also, the Board of Commissioners **authorized** the spending of up to \$30,000.00 by the General Manager during the next three years for commercial laboratory services to perform weekly alkalinity tests.

#4, Rate Resolution No. 2018-1311: Morgan Dennis reported that amended rate resolution No. 2018-1308 did not include the new Leak Adjustment Program language and the attached Resolution No. 2018-1311 has the Leak Adjustment Program language included.

Upon motion of Commissioner Englund, which was duly seconded by Commissioner Sanchez, the Board, with Commissioners Sanchez, Miller, McClain and Englund voting yes, and Commissioner Nowicki voting no, **approved** the updated rate Resolution No. 2018-1311, which includes the Leak Adjustment Program.

#5, 2018 New Headquarters Architectural Preliminary Services (18-1369): Ken Miller reported that at the May 10th Board meeting, the ranking for the three architectural firms was approved. Helix Design Group was ranked number one on the list and staff has completed negotiations on the scope of work and budget for preliminary design services that are attached as Exhibit ‘A’. Following this work, staff anticipates entering into a contract for the final design, bidding and construction administration for the new buildings. Staff is recommending approval of the scope of work and project budget in the amount of \$165,803.00. Discussion was held on frontage improvements.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Miller, the Board unanimously **approved** the General Manager to enter into a contract with Helix Design Group in the amount of \$165,803.00 for the New Headquarters Buildings Preliminary Design Phase.

INFORMATION ITEMS

#1, Redondo WWTP Conversion Study Final Report: Ken Miller reported that a couple of months ago Rick Kelly of Brown and Caldwell gave a presentation to the Board on the “Redondo WWTP Conversion to a Pump Station Report”. The report concluded that it was not advantageous to convert the WWTP to a pump station due to monetary and several “risk”

factors. A copy of the Final Report has been placed in the Commissioners in boxes and further investigation of the re-routing option will be budgeted and scheduled in the CIP for a future year.

#2, Federal Way Public Schools: Commissioner Nowicki wanted to discuss the lack of participation in the Poster Contest this year and the possibility of either discontinuing the calendar project or getting a commitment ahead of time from the School District to participate in the Water Conservation Poster Contest. Commissioner Englund mentioned that this topic was discussed at the Government Entity meeting as well. Discussion was held on involving students to plant/maintain rain gardens and/or conservation gardens as a school project.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez reported on the Insurance Committee meeting and Operations Committee meetings he attended.

Commissioner Miller reported on the Insurance, Safety and EMAC Committee meetings he attended, as well as the Chamber of Commerce Luncheon and tank site visit that he attended.

Commissioner Englund reported on the tank visit with Commissioner Miller and John Bowman. He also reported on the Government Entity meeting he attended. He mentioned he received a note from a ratepayer thanking the District for the tour of Lakota WWTP.

Commissioner Nowicki reported on Board Operations meeting he attended and on the meeting with the City of Federal Way Mayor on the budget report. He mentioned that he also attended the Chamber luncheon and that the folks from Centerstage and Lakota WWTP are planning to tour each other's facilities.

Commissioner McClain reported on the Chamber Luncheon, Safety meeting, and on the WASWD retrospective rating program. He also mentioned that he is very happy with the hiring of new Health and Safety Manager, Jonathan Britton.

STAFF REPORTS

General Counsel: Mr. Pritchett reported that staff is anticipating the property insurance renewal to take affect July 1st and will be having Kim Wilson of Brown and Brown provide a presentation to the Board on the Property Insurance Renewal for 2018-2019, with the idea to take action at that time as the insurance renewal takes place on July 1st. The Insurance Committee will be meeting with Kim Wilson prior to the Board meeting on June 28th to review the renewal policy.

Mr. Pritchett stated that he attended the Government Entity meeting and proposed that the agencies consider having a group of local agency Public Records Officers meet on a regular

basis to allow the opportunity to communicate and discuss matters of common interests with the public records officers of the other agencies.

Engineering Manager: Mr. Miller reported that John Bowman and Stan French asked him to bring to the Board's attention Verizon's request to lease property on 31st and 304th to install a cell tower on the tank. The Board was in favor of continued discussions with Verizon on the matter.

Board Clerk: Mrs. Alexander reported that Brandon Glatt achieved his Wastewater Collection Specialist-1 certification and provided a letter for the Board President to sign congratulating Mr. Glatt on his advancement.

EXECUTIVE SESSION

At approximately 7:30 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 pending litigation. It was stated that the executive session would last approximately 15 minutes and action would be taken. At approximately 7:45 p.m., the executive session was extended 5 minutes. At approximately 7:48 p.m., the executive session was adjourned and the regular meeting was reconvened.

ACTION ITEMS (cont.)

#6, Amendment to Fees and Charges Resolution: Steve Pritchett reported that the Board previously adopted a resolution to apply the excise taxes levied by the Cities of Federal Way and Edgewood that are currently being challenged to the District's fees and charges. Staff is recommending that this be reviewed to determine which of the fees and charges the tax should be applied to during the pendency of the litigation. Mr. Pritchett thanked Brian Asbury and Morgan Dennis for meeting and reviewing these charges. Discussion was held on calculation of charges and various methods on allocating them.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** Resolution No. 2018-1312 to apply the excise tax to designated District fees and charges.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 7:55 p.m.



President McClain



Yea
Nay Abstain

