

LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
June 27, 2019

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on June 27, 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 Englund to lead the flag salute. Members/officials present were as follows:

Donald Miller	President
Peter Sanchez	Vice President
Leonard Englund	Secretary
Ron Nowicki	Commissioner
Timothy McClain	Commissioner
John Bowman	General Manager
Steve Pritchett	General Counsel
Ken Miller	Engineering Manager

APPROVAL OF AGENDA

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

CITIZEN COMMENTS

Pat Brill was present to ask the District to support the Villa Mar Vista Condominium's efforts in getting the City of Des Moines to put in some traffic calming devices to help eliminate car accidents at the end of Redondo Drive. She passed out pictures of damage to the Condo building and to the District's Pump Station in this area. The Board asked staff to follow-up with the City of Des Moines about concerns with traffic accidents in this area and to follow-up with Ms. Brill.

ACTION ITEMS

**#1, Resolution No. 2019-1325, Commending Kathy Brown:** Don Miller commended Kathy Brown for her 32 years of outstanding service to the District and read Resolution No. 2019-1325 to Mrs. Brown. The Board and staff thanked Mrs. Brown and personally commended her for her outstanding service to the District and its customers. Mrs. Brown expressed her appreciation of everyone she worked with over the years and the opportunity to work for the District.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner McClain, the Board unanimously **adopted** Resolution No. 2019-1325, commending Kathy Brown for her years of dedicated service to the District.

**#2, Property Insurance Renewal 2019-2020:** Kim Wilson of Brown and Brown presented a Power Point presentation on the District's property insurance renewal for the upcoming coverage year.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner McClain, the Board unanimously **approved** the 2019-2020 Property Insurance renewal in the amount of \$319,905.73.

#### CONSENT ITEMS

Upon motion of Commissioner McClain, which was duly seconded by Commissioner Englund, 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 \$1,419,302.29.

#### ACTION ITEMS (Cont.)

**#3, Lakota UV Disinfection Lamp Purchase:** Howard Moreland reported that staff presented, at the June 13, 2019 Board meeting, the need to replace the Lakota WWTP ultraviolet (UV) disinfection lamps and to purchase replacement parts for the UV System. The District has a service contract with Trojan Technologies Group ULC to provide quarterly service on the UV System that provides service and maintenance repairs on the various components. The District secured a price guarantee from Trojan on all repair parts for five years from the date the UV system was installed. Trojan is the single source of supply for UV lamps and repair components for the Trojan UV 3000 UV Disinfection System. Contract does not include disposal of the old lamps.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Englund, the Board unanimously **approved** the sole source waiver and authorized the General Manager to execute a contract with Trojan Technologies Group ULC in the amount of \$103,708.16, including tax and freight.

**#4, 2019 Redondo Effluent Channel Modification – Bid Award:** Molly Du reported that staff presented this matter to the Board at the June 13, 2019 Board meeting. Eight bid packages were provided to interested bidders. At the time of the bid opening on June 18, 2019, the District received three bids, with General Mechanical, Inc. being the lowest responsible

bidder with a bid in the amount of \$252,520.40, including tax. Staff is recommending that the Board approve the contract with General Mechanical, Inc.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the General Manager to execute the 2019 Redondo Effluent Channel Modification contract with General Mechanical, Inc. in the amount of \$252,520.40, including tax.

**#5, 2019 Lakota Turbo Blowers Installation and Upgrade Change Order:** Molly Du reported that the SC200 controllers currently in the Turbo Blower contract documents do not have adequate capacity to accommodate the additional eight pH probes required for aeration basin process control. The District has requested the design consultant, BHC, to prepare a change order to request the Contractor to furnish and install the following: eight pH probes, replace the ten HACH SC200 controllers with fourteen SC1000 controllers, two SC1000 display modules, furnish and install a NEMA 4X 316 stainless steel and a NEMA 12 painted steel enclosures for the display module panel and the probe module panel respectively, provide additional training, and modify the electrical/control conduits and wiring per the change order. The proposal for the change order submitted by the Contractor TEK in the amount of \$49,799.64, including tax, is attached as Exhibit A. Discussion was held on the history of this project that resulted in the need for this change order.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Englund, the Board unanimously **approved** the General Manager to execute the change order in the amount of \$49,799.64, including tax, as described in Exhibit A.

**#6, Board Meeting Schedule:** Steve Pritchett reported that it appears that at least one Board member and the Board Clerk will not be able to attend the July 11<sup>th</sup> Board meeting. Rather than proceed with the meeting as scheduled with these absences, it may be preferable to consider re-scheduling the meetings to a different date/time.

Upon motion of Commissioner McClain, which was duly seconded by Commissioner Sanchez, the Board unanimously **cancelled** the regularly scheduled Board meeting on July 11, 2019 and **set** a special Board meeting on July 18, 2019 at 2:00 p.m.

#### INFORMATION ITEMS

**#1, Copier Lease Renewal – Admin Mail Room:** Steve Pritchett reported that the lease for the copier in the mail room of the Admin. building will expire on August 5, 2019. Pacific Office Automation has provided a quote to replace this copier with the newest model with similar configuration at a much reduced quarterly lease rate. The quarterly maintenance per copy costs will be adjusted slightly, with an overall cost savings.

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Sanchez, the Board unanimously **amended** the agenda to add **Action Item #7, Copier Lease Renewal – Admin Mail Room; Approval**.

**Action Item #7, Copier Lease Renewal – Admin Mail Room; Approval:** Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner McClain, the Board unanimously **approved** the lease renewal for the Admin mailroom copier through Pacific Office Automation as outlined in the attached analysis.

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner McClain reported on the WASWD Section IV meeting that he attended. He also informed the Board that he read over the reply brief in the City of Federal Way lawsuit.

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

Commissioner Englund reported on the MWPAAC meeting he attended yesterday.

Commissioner Sanchez reported on the Insurance Committee meeting he attended. Commissioner Sanchez inquired about employees attending the WEFTEC conference this year. He mentioned that in reviewing the District's website, he noticed that some of the pages on the District's site need to be updated.

Commissioner Miller reported on the Insurance Committee meeting he attended. He also mentioned upcoming conferences that are nearby.

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett reported that he provided a link to the Commissioners of the Reply Brief that was filed in the Federal Way lawsuit. He also provided an update on the status of this case. He reported that he met with the Public Utility District Association and gave a presentation on the Federal Way lawsuit. He mentioned that he received an email from a customer asking if the District offered low-income rates. In follow-up to this email, he asked Twila at WASWD to send out an inquiry to other utility districts asking if they offer low-income rates. From the responses received, he asked Morgan Dennis do a survey of their rates to see how our base rates compare to their low-income rates. He will be presenting these findings to the Board at the next Board meeting.

**Engineering Manager:** Mr. Miller reported on the status of piloted solids projects at Lakota WWTP. Mr. Miller mentioned staff and he will be meeting on July 24<sup>th</sup> to discuss the Request for Proposals received on the GC/CM proposals.

**General Manager:** Mr. Bowman reported on the sewer back-up that occurred last week due to a collapsed sewer line and that he declared an emergency as a result to get a contractor out to the site for repairs as soon as possible. He also reported on an overflow that occurred at Pump Station No. 7 over the weekend. He provided the Board with an overview on the meeting he had at Alderwood Water and Sewer District to discuss nutrient levels and DOE reporting requirements.

EXECUTIVE SESSION

At approximately 8:20 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 two potential litigation matters and that no action was contemplated following the executive session. It was stated that the executive session would last approximately 15 minutes. At approximately 8:34 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 8:34 p.m.

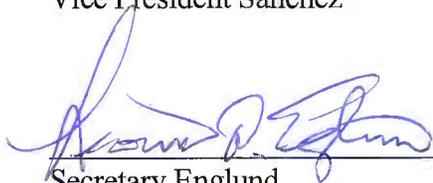
  
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President Miller

Yea       Nay       Abstain

ATTEST:

  
\_\_\_\_\_  
Vice President Sanchez

Yea       Nay       Abstain

  
\_\_\_\_\_  
Secretary England

Yea       Nay       Abstain

  
\_\_\_\_\_  
Commissioner Nowicki

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yea	Nay	Abstain

  
\_\_\_\_\_  
Commissioner McClain

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Yea	Nay	Abstain