

LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
July 28, 2022

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on July 28, 2022 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003 and via Zoom.

Vice-President Miller called the meeting to order at 6:07 p.m. and asked Commissioner Sanchez to lead the flag salute. Members/officials present were as follows:

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| 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                      |
| Len Englund (attended executive session) | President                                |

\*Attended Board meeting remotely.

APPROVAL OF MINUTES

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner DelMar, the Board unanimously **approved** the Board minutes of June 9, 2022 and June 23, 2022, as presented.

APPROVAL OF AGENDA

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

CONSENT ITEMS

Upon motion of Commissioner Sanchez, 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 \$6,249,896.22.

## ACTION ITEMS

**#1, Redondo Electrical & Odor Control Project Consultant Pre-Design Contract Amendment #1:** Howard Moreland reported that this matter was presented to the Board on July 14, 2022. Staff is recommending that the Board approve the Contract Amendment #1 for additional pre-design services with Parametrix in the amount of \$207,642.00, including tax.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Belvin, the Board unanimously **authorized** the General Manager to execute Contract Amendment #1 for the additional pre-design services with Parametrix in the amount of \$207,642.00, including tax, bringing the total budget for the pre-design services to \$1,417,444.00.

**#2, Board Meeting Schedule:** Steve Pritchett informed the Board that a tour of the New Headquarters building is scheduled for August 17, 2022, and a tour of the Howard Hanson Dam is scheduled for September 16, 2022. In the event more than two Board members wish to attend each of these events, special meetings may need to be scheduled.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner DelMar, the Board unanimously **set** a special Board meeting on August 17, 2022 at 1:30 p.m. to tour the New Headquarters building and **set** a special Board meeting on September 16, 2022 at 8:00 a.m. to tour the Howard Hanson Dam.

## INFORMATION ITEMS

**#1, 2023-2025 Structural Engineering Consulting Services (22-1569):** Ken Miller introduced the District's newly hired Senior Project Manager, Naveen Chandra, to the Board. Mr. Chandra reported that the District does not currently maintain a contract specifically for a professional structural engineering consultant. Having a structural firm under contract would assist the District in assessing, defining, and planning for future capital improvement projects and developing and implementing smaller specific structural related projects. Mr. Chandra informed the Board of the upcoming projects that may require structural engineering work.

Mr. Chandra indicated to the Board that staff is preparing to solicit for Statements of Qualifications (SOQ) from interested structural engineering consulting firms capable of providing services for a three-year period beginning in October 2022. He mentioned that structural engineering support services would be performed on an approved task-by-task basis with a proposed budget of \$300,000 over a three-year contract term. Mr. Chandra reported that staff will return to the Board in August or September 2022 to recommend a prioritized list of qualified consultants.

**#2, Future of Teleworking:** Steve Pritchett reported that the Board has previously discussed the matter of whether teleworking will be allowed after the circumstances created by

COVID-19 and the construction of the Headquarters Building have ended. He mentioned that the idea of whether this was a matter to be addressed by the General Manager and General Counsel pursuant to authority delegated to them to manage District operations has also been discussed, and staff would like to determine the Board's position on the issue of delegation. Discussion followed on this matter. The Board expressed a general preference that this would be addressed by the General Manager and General Counsel with an understanding that only limited teleworking would be permitted .

**#3, Delinquent Accounts - Shutoff and Lien Filing Threshold:** Steve Pritchett noted that the threshold amount in the information summary is incorrect and should read \$100 and \$200, respectively, for shutoffs and lien filings. Kay Anthony reviewed the shut off procedure timelines in place for delinquent accounts with the Board. It was the consensus of the Board to not extend the duration of time for shutoffs.

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez had nothing to report.

Commissioner Belvin reported that she toured the Georgetown Wet Weather Treatment Station that was hosted by MWPAAC.

Commissioner DelMar informed the Board that he will most likely be unable to attend the next Board meeting.

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

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett noted that there is an executive session scheduled tonight for potential litigation and that he is estimating that it will take 30 minutes with no action contemplated.

**Director of Finance/Information Systems:** Mr. Drake had nothing to report.

**Engineering Manager:** Mr. Miller had nothing to report.

**General Manager:** Mr. Bowman informed the Board that Lakota WWTP received a Gold Award and Redondo WWTP received a Silver Award from NACWA. He mentioned that Brian Asbury participated in the "Edgewood Experience" again this year. Lastly, he informed the Board that WASWD is working with the Coalition for Clean Water to review a draft bill regarding PFAS in our biosolids.

\*Note: Commissioner Englund was virtually present for the executive session only.

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 potential litigation. It was stated that the executive session would last approximately 30 minutes, with no action to be taken. At approximately 8:00 p.m. the executive session was extended 10 more minutes. At approximately 8:10 p.m., the executive session was adjourned and the regular meeting was reconvened.

The meeting concluded at 8:10 p.m.

ABSENT – attended executive session only  
President Englund

|            |            |                  |
|------------|------------|------------------|
| <u>Yea</u> | <u>Nay</u> | <u>Abstain</u> ✓ |
|------------|------------|------------------|

ATTEST:

*Dorell L. Miller*  
Vice President Miller

|              |            |                |
|--------------|------------|----------------|
| <u>Yea</u> ✓ | <u>Nay</u> | <u>Abstain</u> |
|--------------|------------|----------------|

*Jana Belvin*  
Secretary Belvin

|              |            |                |
|--------------|------------|----------------|
| <u>Yea</u> ✓ | <u>Nay</u> | <u>Abstain</u> |
|--------------|------------|----------------|

*Peter Sanchez*  
Commissioner Sanchez

|              |            |                |
|--------------|------------|----------------|
| <u>Yea</u> ✓ | <u>Nay</u> | <u>Abstain</u> |
|--------------|------------|----------------|

Commissioner DelMar

|            |            |                |
|------------|------------|----------------|
| <u>Yea</u> | <u>Nay</u> | <u>Abstain</u> |
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