

LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
August 25, 2022

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on August 25, 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 Belvin 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 MINUTES

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Belvin, the Board, with Commissioners Englund, Miller, Belvin and Sanchez voting in the affirmative and Commissioner DelMar abstaining, **approved** the Board minutes of August 11, 2022, as presented.

APPROVAL OF AGENDA

Steve Pritchett requested to hear Information Item #2 before Information Item #1.

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

CONSENT ITEMS

Upon motion of Commissioner Miller, 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 \$1,677,898.92.

### ACTION ITEMS

**#1, 2022-2025 Structural Engineering Consulting Services (22-1569):** Ken Miller reported that staff presented the need for Structural Engineering Consulting services to the Board at the July 28, 2022 Board meeting. Advertisements requesting Statements of Qualifications (SOQ's) from interested firms were placed and three (3) firms submitted SOQ's. An in-house staff evaluation team reviewed the SOQ's and ranked Roberts Engineering PLLC as the highest ranking firm. The other two firms, CG Engineering and Gray & Osborne, Inc. were both ranked as the second highest firms.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner DelMar, the Board unanimously **approved** the roster of the three firms and **authorized** the General Manager and staff to negotiate a contract beginning with the highest ranked firm, Roberts Engineering PLLC, for structural engineering services over a three-year term (2022 thru 2025) in an amount not to exceed \$300,000.00.

### INFORMATION ITEMS

**#2, Emergency Declaration:** Steve Pritchett reported that at the last Board meeting, the Board discussed the matter of the District's Emergency Declaration that was adopted in 2020 in response to the Covid-19 Pandemic. Carrie Peters provided a current update on the number of employees who have tested positive for Covid-19. Discussion followed on this matter. John Bowman informed the Board that the District will continue to follow the L&I guidelines with or without the District's emergency declaration in place. The Board asked to revisit this matter again if L&I cancels the current COVID regulations or at the November Board meeting.

**#1, Codification of District Resolutions:** Lisa Alexander reported that following discussions during a prior Policy Committee meeting concerning the benefits of codifying the District's resolutions, she investigated the matter with a company that provides codification services to local governmental agencies. Ms. Alexander provided the Board with a summary of her findings and answered questions from the Board. The Board asked staff to review further and determine if they find this to be beneficial to the District and its customers.

### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez had nothing to report

Commissioner Belvin reported on MWPAAC meeting she attended.

Commissioner DelMar had nothing to report.

Commissioner Miller reported on the tour of the New Headquarters building.

Commissioner Englund had nothing to report.

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett reported that Kay Anthony announced that she will be retiring April 30, 2023.

**Director of Finance/Information Systems:** Mr. Drake provided an update on the 2020 Financial Audit and mentioned that he received notice from the State Auditor's Office that Lakehaven has been selected for an IT Cyber Security Audit. He handed out a current Capital Improvement Projects worksheet summarizing expenditures of the 2021 Bond proceeds to date. He mentioned that the Department of Revenue audit is ongoing for 2018 to 2020 and that they have requested a sample size of approximately 600 invoices.

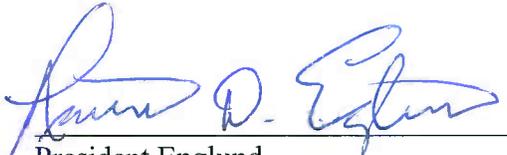
**Engineering Manager:** Mr. Miller reported that the King County Shellfish District approached him about their interest in applying for I/I study grants. He updated the Board on the New Headquarters building and mentioned that the clock was delivered yesterday and is available for the Board to view.

**General Manager:** Mr. Bowman reported on the shellfish beds and newspaper articles surrounding this. Mr. Bowman mentioned that he met with and gave the Federal Way Mirror staff a tour of the Redondo Wastewater Treatment Plant. He informed the Board that the Federal Way Chamber asked Lakehaven to do a presentation for the September 7<sup>th</sup> luncheon. He mentioned that he will be attending a press conference at the Howard Hanson Dam with Senator Patty Murray and Representative Kim Schrier on August 31st. He reminded the Board of the special meeting set to tour the Howard Hanson Dam on September 16<sup>th</sup>. Mr. Bowman informed the Board a District employee received a scholarship from WASWD in the amount of \$2,000, and that he has a number of new managers scheduled to attend management trainings.

#### EXECUTIVE SESSION

At approximately 7:47 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 15 minutes with no action contemplated. At approximately 8:02 p.m., the executive session was adjourned and the regular meeting was reconvened.

The meeting concluded at 8:02 p.m.

  
\_\_\_\_\_  
President Englund

\_\_\_\_\_  
Yea                       \_\_\_\_\_  
Nay                       \_\_\_\_\_  
Abstain

ATTEST:

  
\_\_\_\_\_  
Vice President Miller

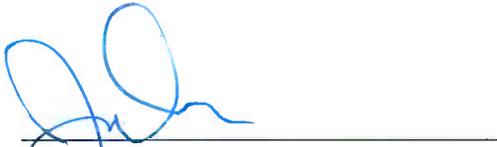
\_\_\_\_\_  
Yea                       \_\_\_\_\_  
Nay                       \_\_\_\_\_  
Abstain

\_\_\_\_\_  
Secretary Belvin

\_\_\_\_\_  
Yea                       \_\_\_\_\_  
Nay                       \_\_\_\_\_  
Abstain

  
\_\_\_\_\_  
Commissioner Sanchez

\_\_\_\_\_  
Yea                       \_\_\_\_\_  
Nay                       \_\_\_\_\_  
Abstain

  
\_\_\_\_\_  
Commissioner DelMar

\_\_\_\_\_  
Yea                       \_\_\_\_\_  
Nay                       \_\_\_\_\_  
Abstain