

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
October 13, 2022

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on October 13, 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 DelMar to lead the flag salute. Members/officials present were as follows:

Leonard Englund	President
Donald Miller	Vice President
Peter Sanchez	Commissioner
Jeremy DelMar	Commissioner
John Bowman	General Manager
Steve Pritchett	General Counsel
*Tom Drake	Director of Finance/Information Services

*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 September 22, 2022, as presented.

APPROVAL OF AGENDA

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

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 \$5,651,549.11.
2. Covid-19 Emergency Declaration; Resolution No. 2022-1373.

ACTION ITEMS

#1, Board Meeting Schedule: Steve Pritchett reported that the months of November and December have Board meeting dates that conflict with scheduled holidays. Specifically, the first meeting in November is the day before Veteran's Day and the second meeting in November conflicts with Thanksgiving. The second meeting in December is the day before the Christmas Eve/Christmas Day holiday.

Mr. Pritchett informed the Board that staff has met to review the agenda planner and believes that it will be possible for the Board to conduct its necessary business with one special meeting in November, presumably November 17th, and the first regular meeting in December.

Staff and the Board also held discussion on having the REWARDS ceremony after the first of the year so it can be held in the New Headquarters Board room.

Upon motion of Commissioner DelMar, which was duly seconded by Commissioner Miller, the Board unanimously **cancelled** the regularly scheduled Board meetings on November 10, 2022, November 24, 2022 and December 22, 2022 and **set** a special Board meeting on November 17, 2022 at 6:00 p.m.

INFORMATION ITEMS

#1, Resolution 2022-XXXX 2023-2024 O&M Budget Proposal: Tom Drake reviewed the proposed 2023-2024 O&M Budget Resolution and answered questions from the Board. John Bowman answered questions regarding the draft capital improvement plan update and mentioned that the cost numbers may change slightly before the update is finalized.

#2, 2023-2025 Civil Engineering, Land Surveying, and Construction Management Support Services (22-1568): Naveen Chandra reported the District uses outside professional engineering consultant services on a task order basis for water and sewer system design, survey and construction management services pertaining to extension, repair, replacement, and/or rehabilitation of water and sanitary sewer mains and associated facilities. Mr. Chandra informed the Board that the current contract for these services expires at the end of December 2022 and that staff is preparing to solicit for Statements of Qualifications (SOQ) from interested firms for a three-year period beginning January 2023.

Mr. Chandra reported that Civil Engineering, Land Surveying, and Construction Management services would be performed on an approved task-by-task basis by two firms with a proposed budget of \$1,500,000 for each firm during the three-year term of the new contract. He mentioned that solicitations are planned for publication on October 19, 2022 and October 26, 2022, respectively and that staff will return to the Board in December to recommend a prioritized list of qualified consultants.

#3, Water Main Improvement: SW 308TH ST (6th Pl SW to 1st Ave S) - Design Services: Naveen Chandra reported that District staff met with the City of Federal Way on September 20, 2022 to review and confirm the City's 2023-2027 Overlay Program schedule. Staff identified one project in the City's 2023 Overlay schedule where the existing water mains are at risk of approaching the end of their recommended useful life before the City returns to these areas with a future overlay. This project needs to be designed and constructed by mid-June 2023 in order to meet the deadline to construct the City's Overlay Project.

Mr. Chandra informed the Board that staff requested and reviewed a scope and budget from KPG to provide surveying, design, preparation of plans, specifications, cost estimates, and related support services for a proposed water main improvement project for this area. Mr. Chandra reported that staff has received a partial approval from the General Manager in the amount of \$83,427 to perform survey and 30% of the design work in order to design and construct the project by mid-June 2023. The full proposed design scope and budget total is \$190,598.00 (including approved amount of \$83,427 by General Manger).

Mr. Chandra mentioned that the contract with KPG PSOMAS will need to be extended until June 31, 2024 to complete this proposed Task Order 28 and several other Task Orders already authorized.

#4, Redondo Electrical Upgrade Generator Alternative: The presentation that was scheduled to review the two generator alternatives was not presented as Howard Moreland was unable to attend the Board meeting. John Bowman reviewed the generator layouts and cost comparisons with the Board. He reported that staff will be proceeding with design work to place the new generator inside the existing solids building.

#5, Lakota Solids System Improvements Phase I - Holding Tank Cover and Mixer Sole Source Pre-Procurement: John Bowman informed the Board that the design consultant, Jeff Zahler, was attending the Board meeting via Zoom. Mr. Zahler reported on the cost proposals that he prepared.

Mr. Bowman mentioned that the team did a good job on negotiating the price and general terms with Ovivo. Mr. Bowman reported that the proposal includes the purchase of one stainless steel fixed holding tank cover and one stainless steel linear motion mixer from Ovivo plus shop drawings, design assistance, site survey, Varec hatches for the cover, 3-month storage, shipping, field services during installation, startup testing, commissioning and training, and O&M manuals. He informed the Board that staff will be bringing this back before them as an action item to authorize the total proposed purchase cost of \$1,386,832, including tax.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez reported on the Board Ops, Personnel Committee and Safety Committee meetings that he attended.

Commissioner DelMar reported that he attended the EMAC meeting and reported on the WASWD conference that he attended. He mentioned new regulations on Additional Dwelling Units that could affect water connections with separate meters in the community.

Commissioner Miller reported on the Federal Way Chamber Luncheon, General Managers meeting, and Insurance, EMAC and Safety Committee meetings that he attended.

Commissioner Englund reported on the Insurance Committee, Personnel Committee, Federal Way Chamber Luncheon, Government Entities meeting and General Manager's meeting that he attended.

STAFF REPORTS

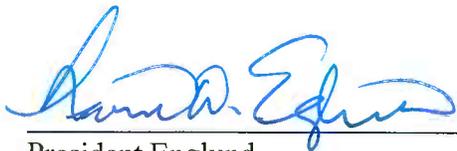
General Counsel: Mr. Pritchett reported on the Insurance Committee meeting and notified the Board that the one-year exit letter notifying the pool that the District may be withdrawing was mailed out. He mentioned that he is working on setting up a meeting with a representative from Enduris to review their insurance coverage. He informed the Board that John Bowman was contacted by an employee of the City of Federal Way regarding the 2022 increase in the hydrant charge. He also reported the District received a request from AFSME to negotiate a wage re-opener and notice from the Department of Commerce about the tentative amount of delinquent account funding available to the District.

Director of Finance/Information Systems: Mr. Drake reported that the District is currently under two audits. One is with the State Auditor for 2020 and the other is with the Department of Revenue, who is asking for another a six-month extension for 2018.

General Manager: Mr. Bowman reported on a visit from the Department of L&I surrounding an anonymous complaint made regarding safe ingress and egress around the construction area on the main Administration campus. He mention that he will be attending the IACC conference in Wenatchee next week. He had the Board President sign a congratulatory letter for Mark Barnett on receiving his Water Distribution Technology certification.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Miller, the Board unanimously **excused** Commissioner Belvin from the meeting.

The meeting concluded at 7:47 p.m.



President Englund

Yea

Nay

Abstain

ATTEST:



Vice President Miller

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

ABSENT

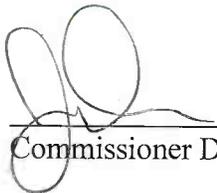
Secretary Belvin

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



Commissioner Sanchez

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



Commissioner DelMar

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