

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
March 9, 2023

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on March 9, 2023 at the Headquarters Building, 31627A First Avenue South, Federal Way, Washington 98003.

President Miller 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:

Donald Miller	President
Laura Belvin	Vice President
Peter Sanchez	Secretary
Jeremy DelMar	Commissioner
*Len Englund	Commissioner
John Bowman	General Manager
Steve Pritchett	General Counsel
Tom Drake	Director of Finance/Information Services
Ken Miller	Engineering Manager

*Commissioner Englund arrived late to the Board meeting.

APPROVAL OF AGENDA

John Bowman requested to add information item #2, 2023-2026 Inflow and Infiltration Reduction Program Engineering Consulting Services Request for Proposals, to the agenda.

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

CONSENT ITEMS

Upon motion of Commissioner DelMar, which was duly seconded by Commissioner Belvin, 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 \$1,328,488.58.

ACTION ITEMS

#1, 2023-2025 Emergency Field Services Contract: Dale Haase reported that the 2023-2025 Emergency Field Services contract went out to bid and three (3) bids were received. HCON

Inc. was the lowest, responsive bidder with a bid amount of \$450,000.00. Staff is requesting the Board authorize the General Manager to execute the contract with HCON Inc.

Upon motion of Commissioner Belvin, which was duly seconded by Commissioner Sanchez, the Board unanimously **authorized** the General Manager to execute a contract with HCON, Inc. for the “2023-2025 Emergency Field Services” contract (23-1583), in the amount not to exceed \$450,000.00.

#2, 2023 Water Main Improvements – SW 308th St – 6th Pl SW to 1 St Ave S – Construction Management Support Services: Naveen Chandler reported that staff presented this matter to the Board on February 23, 2023 and staff is requesting that the Board authorize the General Manager to execute Task Order 2 in an amount not to exceed \$228,904.00.

Upon motion of Commissioner DelMar, which was duly seconded by Commissioner Sanchez, the Board unanimously **approved** the General Manager’s execution of Task Order 2 under the Civil Engineering, Land Surveying, and Construction Management Support Services Contract (22-1568A) with KPG PSOMAS for the 2023 Water Main Improvements – SW 308th St – 6th Pl SW to 1 St Ave S – Construction Management Support Services in an amount not to exceed \$228,904.00.

#3, 2023 Vehicle Purchases: Dale Haase reported that as part of the District’s Vehicle Replacement Program, staff routinely reviews and evaluates the condition of the vehicle fleet and associated equipment. In 2022, a preliminary survey was conducted for budgeting purposes to determine if older and high-use vehicles should be replaced and whether there was a need for additional or different vehicles units or equipment units. He reported that after re-evaluating the 2023 replacement schedule, staff recommends replacements and new purchases for the 2023 program as outlined in the Proposed 2023 Vehicle Purchases list.

Mr. Haase informed the Board that the District’s 2021 Ford 450 Dump Truck was stolen from the Lakota Wastewater Treatment Plant this afternoon and that if it isn’t recovered, it may need to be added to the 2023 Vehicle Purchases list.

*Note: Commissioner Englund arrived to the Board meeting at this time (6:26 p.m.).

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner DelMar, the Board unanimously **approved** the 2023 Vehicle Purchases in the amount of \$710,000.00, including tax and accessories.

INFORMATION ITEMS

#1, Board Meeting Schedule; Resolution No. 2023-1380: Steve Pritchett reported that at the last Board meeting, the Board discussed whether it would be beneficial to move the start times for Board meetings from 6:00 p.m. to 3:30 or 4:00 p.m. The consensus of the Board was

that such a move would be beneficial, particularly for employees making presentations to the Board. Discussion was held on having a start time of 3:30 p.m. or 4:00 p.m. and it was the consensus of the Board to start the Board meetings at 4:00 p.m.

Mr. Pritchett informed the Board that Proposed Resolution No. 2023-1380 amending the Board procedures to change the meeting start time is available for the Board to sign in the event the Board would like to move this to action.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Englund, the Board unanimously **amended** the agenda to add **Action Item #4, Board Meeting Schedule; Resolution No. 2023-1380**.

Action Item #4, Board Meeting Schedule; Resolution No. 2023-1380: Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Englund, the Board unanimously **adopted** Resolution No. 2023-1380 amending the Board meeting start time to 4:00 p.m.

#2, 2023-2026 Inflow and Infiltration Reduction Program Engineering Consulting Services Request for Proposals: Jai Carter reported that staff is soliciting Statements of Qualifications (SOQ) from interested engineering consulting firms capable of providing services to move the District's Inflow and Infiltration (I&I) Reduction Program forward for a four-year period, beginning in April of 2023. Mr. Carter informed the Board that these services are generally expected to include sewer collection system condition assessments, hydraulic modeling, implementing asset management practices, prioritization of basins and projects to reduce Inflow and Infiltration, and reporting to regulatory agencies about the condition of the District's collection system. In addition, the consultant team will also provide design services for production of plans, specifications and estimates, and construction management services for Cured In Place Pipe and/or pipeline replacement projects.

Mr. Carter reported that the I&I Reduction Program has an annual budget of \$1,500,000.00 (\$6,000,000.00 over the four-year contract term) and that the total projected consultant fee for the four-year effort is approximately \$800,000.00 to \$1,100,000.00 (approximately \$200,000.00 to \$275,000.00 annually). He informed the Board that solicitations are planned to be advertised on March 15, 2023 and March 23, 2023, respectively, and that staff will return to the Board in April with an objective ranking of qualified consultants for the Board's consideration.

Mr. Carter answered questions from the Board. Ken Miller mentioned the change in ranking criteria to exclude points for having worked for Lakehaven in the past.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez reported on the Safety Committee meeting and the Federal Way Mirror's 25th Anniversary event that he attended. He also mentioned that he attended the Federal Way Chamber luncheon.

Commissioner DelMar reported that he attended the EMAC meeting. He thanked Ken Miller for the excellent job he did on managing the New Headquarters Building project.

Commissioner Belvin reported that she attended the Federal Way Chamber luncheon.

Commissioner Miller reported that he attended the City of Federal Way's Comp Plan virtual meeting and General Manager's monthly meeting. He reported on the Safety and EMAC meetings that he attended.

Commissioner Englund reported on the Federal Way Chamber luncheon and virtual Town Hall meeting that he attended. He also reported on the General Manager's monthly meeting that he attended.

STAFF REPORTS

General Counsel: Mr. Pritchett updated the Board on the status of the BHC lawsuit. He reported on the Multi-Service Center Low Income Water and Energy Assistance Program (LIWEAP) funds and on the Sound Transit claim agreement that was reached. He informed the Board on recent House bills that could impact the District, and that he is participating in a committee of the National Special Purpose District Coalition.

Director of Finance/Information Systems: Mr. Drake reported on the 2018 Department of Revenue Audit Results Report that he handed out to the Board for their review. He reviewed the Capital Improvement Projects with the Board that he included in the Board packets.

Engineering Manager: Mr. Miller reported on the take down of Pump Station 33A now that Pump Station 33B is completed.

General Manager: Mr. Bowman reported on an active shooter incident in the ravine at Lakota WWTP that occurred while he was on vacation. He mentioned that this incident was discussed at the EMAC meeting.

He informed the Board that he met with the Greater Federal Way Emergency Operations Committee (GFWEOC) last week and that the new GFWEOC Manager has been hired. Mr. Bowman mentioned that on April 14th there is an Introduction to Emergency Management event for elected officials. He reported that he is currently on the EMAC emergency call list for the

District and that he would like to include interested Commissioners on this call list. Commissioners Miller, Englund and Belvin volunteered to be on the call list.

Commissioner Sanchez commented that he would like to see updated pictures on the District's website that include more local pictures.

The meeting concluded at 7:33 p.m.

 _____ President Miller	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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ATTEST:

 _____ Vice President Belvin	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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 _____ Secretary Sanchez	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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 _____ Commissioner DelMar	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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 _____ Commissioner Englund	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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