

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
June 8, 2023

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on June 8, 2023 at the Lakehaven Headquarters Building, 31627A First Avenue South, Federal Way, Washington 98003.

President Miller called the meeting to order at 4:00 p.m. and asked Commissioner Belvin to lead the flag salute. Members/officials present were as follows:

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

Upon motion of Commissioner DelMar, the Board unanimously excused Commissioner Englund from the meeting.

APPROVAL OF MINUTES

Upon motion of Commissioner Belvin, the Board **approved** the Board minutes of April 27, 2023 and May 11, 2023, as presented

APPROVAL OF AGENDA

Upon motion of Commissioner DelMar, the Board unanimously **approved** the agenda as amended, removing Information Item No. 1, 2023-2024 Property Insurance Renewal from the June 8, 2023 agenda.

PUBLIC COMMENTS

There were no public comments.

CORRESPONDENCE

There was no public correspondence to report.

CONSENT ITEMS

Upon motion of 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 \$1,819,542.69.

ACTION ITEMS

#1, 2026 Water System Plan Update: Mr. Weygandt reported that at the April 27, 2023 Board meeting, the 2026 Water System Plan Update roster was approved. Mr. Weygandt described the scope of work and fees negotiated with Carollo, Inc. that includes \$190,316 for hydraulic modeling services and support, and \$360,513 for the 2026 Water System Plan Update, totaling \$550,829.

Upon motion of Commissioner DelMar, the Board unanimously **approved** authorizing the General Manager to execute a “2026 Water System Plan Update” contract with Carollo, Inc. in the amount of \$550,829 in accordance with the described scope and budget.

INFORMATION ITEM

#2, Redondo Electrical & Odor Control Final Design: Howard Moreland reported that at the January 27, 2022 Board meeting, the Board approved the Redondo Electrical & Odor Control Project Consultant Pre-Design Services contract with Parametrix at a cost of \$1,209,802.00. At the July 28, 2022 Board meeting, the Board approved Contract Amendment #1 to increase the pre-design services by \$207,642.00.

Mr. Moreland reported that Parametrix has completed the 30% design for the project and has prepared a Scope of Work and Budget for the final design services of this project. Mr. Moreland mentioned that staff presented a project update at the March 23, 2023 Board meeting and outlined the scope reductions that were required to meet the project budget constraints. Mr. Moreland reported that the proposed total cost of the final design engineering services and associated support tasks is \$2,679,226.00, less \$200,000 previously approved by the Board.

#3, 2024 Water Main Improvements: S 308th St (1st Ave S to 5th Pl S), S 305th St (4th Ave S to 8th Ave S), and portion of 4th Pl S – Design Services: Naveen Chandra reported that upon receiving the City of Federal Way’s updated 2023-2027 Overlay Program, staff identified one project in the 2025 Overlay schedule where approximately 3600 linear feet of water main is approaching the end of its recommended useful life. The overlay area is along S 308th St from 1st Ave S to 5th Pl S, S 305th St from 4th Ave S to 8th Ave S, and a portion of 4th Pl S.

Mr. Chandra reported that this project is currently on the District's approved 2023 Capital Improvement Project list, with design work and construction anticipated in 2024 and 2025, respectively. Mr. Chandra informed the Board that this project is also in an area that currently does not have sewers. Staff recommends starting water main design in 2023 and constructing the project in 2024, approximately one year ahead of the City's 2025 Overlay Project schedule. Mr. Chandra added that if it is the preference of the Board, the added time could also be used to evaluate the feasibility of providing sewers within the project area.

Mr. Chandra reported that the proposed "water only" design scope and budget total is \$334,917.00 and that there are sufficient funds to add Task 05 to the existing Civil Engineering, Land Surveying, and Construction Management Contract (22-1568A) with KPG Psomas.

#4, GIS Assessment Project Update: Steven Kincade reported that on May 26, 2022, the Board approved execution of the 2022-2025 GIS Technical Support Services Contract (22-1573) with Woolpert, Inc. The contract amount covered three significant projects: Cityworks PLL Implementation, Cityworks AMS Enhancements, and a GIS Assessment.

Mr. Kincade informed the Board that the GIS Assessment Project concluded this last May and provided a summary of Woolpert, Inc.'s overall findings along with a list of recommended tasks and projects over the next few years. Mr. Kincade added that the results of the assessment will help with the goal of accomplishing more projects in-house as well as provide a roadmap to improve the District's GIS.

#5, 2023-2025 Wastewater Engineering Services (22-1579A) – Task 1 – Lakota and Redondo WWTP's Miscellaneous Repairs and Improvements: Fei Tang summarized that engineering staff has been negotiating the proposed scope and budget for repair and improvement design services for several aging infrastructure and equipment projects at both the Lakota and Redondo Wastewater Treatment Plants. Mr. Tang described seven tasks that have been identified as needing design services and reported that the current scope and budget of the proposed design work is \$250,090.00. Fei Tang commented that procuring resources for many of these proposed projects is taking 18 to 24 months. Mr. Tang invited interested Commissioners to stop by and look at the potential projects and that he would provide pictures for the next meeting.

#6, COVID Round-Up Presentation: Laura Gallez presented a thorough and comprehensive review of events related to Covid, from January 2020 to present. The presentation included coverage of international, national and local milestones with more detailed coverage of District events that took place from 2020-2023.

The Board thanked Ms. Gallez for her hard work and for facilitating a response plan to the pandemic.

#7, Lakota Ammonia Probes: Thomas Holczer reported that in anticipation of the Department of Ecology regulations regarding nutrient reduction, staff has requested new Digital

Ammonia/Nitrate probes to be installed in the influent and effluent Aeration Basins. The purchase of these probes would benefit both the Lakota and Redondo WWTPs as they use Hach ammonia analyzers in their respective final effluent channels. Mr. Holczer reported that procurement of Hach brand equipment is limited to direct purchases through Hach Staff anticipates requesting approval of a single source waiver to utilize Hach in the amount of \$42,550.66. Commissioner DelMar asked about a future resolution being established to allow the GM/GC the authority to authorize single source waivers under a predetermined amount. Mr. Pritchett will research and provide addition information to the Board regarding this question.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez had nothing to report.

Commissioner DelMar had nothing to report.

Commissioner Belvin reported that she attended the Chamber of Commerce luncheon and reported on the Government Entities meeting that she attended. Commissioner Belvin mentioned that she also attended two PNWA seminars; one on grant writing and one on public relations with customer service.

Commissioner Miller had nothing to report.

STAFF REPORTS

General Counsel: Mr. Pritchett reported on government relations matters and the Public Works Trust Fund. Mr. Pritchett informed the Board of potential changes in the law surrounding in-house working hours and on House Bill 1329 regarding heat advisory regulations and how they will affect water shut-offs. Conversation ensued on the implications and effects this house bill may have on Lakehaven.

Director of Finance/Information Systems: Mr. Drake reviewed the meeting's agenda Financial Reports with the Board.

General Manager: John Bowman reported the Redondo Primary Clarifier Emergency Roof Cable repair work is completed. The District has applied for a Department of Health Strategic Initiative Lead (SIL) Grant for an I/I reduction project. Mr. Bowman mentioned that the Water Operations grounds maintenance trailer was stolen, but recovered. He also mentioned that he has drafted a support letter to Asset Management Live for the Commissioners to review and that the Federal Way Mirror has inquired about the District writing a brief article about the new headquarters for their next Residence Guide publication. Lastly, Mr. Bowman spoke about the boiler for the Redondo WWTP that is currently being rented. Staff would like to purchase a replacement boiler, saving the District in the long-term overall costs compared to current rental rates. This purchase would require a Single Source Waiver.

The meeting concluded at 6:21 p.m.

<u>Donald L. Miller</u> President Miller	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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ATTEST:

<u>Jana Belvin</u> Vice President Belvin	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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<u>Peter Sanchez</u> Secretary Sanchez	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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<u>[Signature]</u> Commissioner DelMar	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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<u>ABSENT</u> Commissioner Englund	<input type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input checked="" type="checkbox"/> Abstain
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