

LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington

REGULAR BUSINESS MEETING  
July 13, 2023

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on July 13, 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 Englund 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

APPROVAL OF MINUTES

Upon motion of Commissioner Englund, the Board unanimously **approved** the Board minutes of May 25, 2023 and June 22, 2023, as presented.

APPROVAL OF AGENDA

Upon motion of Commissioner Sanchez, the Board unanimously **approved** the agenda as presented.

PUBLIC COMMENTS

There were no comments from the public.

CORRESPONDENCE

There was no correspondence.

CONSENT ITEMS

Upon motion of 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 \$2,018,259.22.
2. Lakota Ammonia Nitrate Probes – Competitive Bid Waiver.
3. Redondo Fournier Rotary Press Pressure Chamber Replacement.

#### ACTION ITEMS

**#1, Board Meeting Schedule:** Steve Pritchett reported that there are two upcoming events in the next two months that need to have special meetings set. The first meeting is the 2022 REWARDS Ceremony and the second meeting will be to hold the Grand Opening for the new Lakehaven Headquarters and Vehicle Storage Buildings.

Upon motion of Commissioner Belvin, the Board unanimously **set** a Special Board meeting for the REWARDS Ceremony on July 19<sup>th</sup> at 10:30 a.m. and a Special Board meeting for the Grand Opening of Lakehaven Headquarters and Vehicle Storage Buildings on August 23, 2023 at 2:00 p.m.

**#2, Heat Related Shutoff Restrictions:** Steve Pritchett reported that as the Board is aware from prior discussions on the matter, new state law makes it unlawful to shut water service off to residential customers during certain heat events, effective July 23, 2023. Mr. Pritchett informed the Board that he has studied the new state law and discussed this matter with other utilities and staff.

Mr. Pritchett reported to the Board that the existing Fees and Charges Resolution includes the process for shutting service off by locking meters for non-payment and the associated charges and penalties that go with account delinquencies. Because the new law limits the authority described in the Resolution, it is prudent to include language that complies with the new law in the section of the Fees and Charges Resolution that addresses account delinquencies. He informed the Board that the version of the resolution attached to this agenda item charges customers a subsequent shut-off charge if their water is turned back on because of a heat advisory and then gets shut off again after the heat advisory is lifted due to non-payment. Mr. Pritchett reported that he has another version of the Fees and Charges Resolution that does not charge the customers a subsequent shut-off charge if their water gets shut off again right after the heat related event. He informed the Board that this is a policy consideration that they will need to make.

Upon motion of Commissioner DelMar, the Board unanimously **adopted** the version of Resolution No. 2023-1384 that doesn't charge for a second shut-off fee if a customer's water gets shut off again right after a heat related event.

## INFORMATION ITEMS

**#1, Lakota Maintenance Building HVAC Replacement and Processing Building HVAC and Roof Replacement – Design Services:** Fei Tang reported on the condition of the roof and the HVAC system at the Lakota Processing Unit and Maintenance Buildings. Mr. Tang informed the Board that staff negotiated the proposed scope and budget attached to this agenda item with the District’s Mechanical/HVAC Consulting Services consultant, Hultz/BHU Consulting Engineers, Inc.

Mr. Tang reported that one additional objective of this project is to reduce the electrical hazard classification of the Processing Unit Building by upgrading its HVAC system to a higher air exchange rate, thereby reducing future electrical equipment replacement costs. Mr. Tang added that the proposed scope currently assumes that the existing ductwork, roof structure, and electrical systems will be adequate to accommodate a moderate upsizing of the HVAC equipment in the Processing Unit Building. If modifications to the existing ductwork, roof structure, and electrical systems are identified to accommodate the larger HVAC system, additional design scope and budget would be developed and proposed to resolve them. Mr. Tang reported that the current cost for the proposed design work is estimated at \$243,074. Staff will bring this back before the Board at the next meeting as an action item.

**#2, Competitive Bid Waiver - 2023 Redondo UV Lamp Replacement:** Tom Holczer reported that the lamps for the UV disinfection system at Redondo WWTP are nearing the end of their service life and are due to be replaced this fall. The quoted cost for a complete lamp replacement set is \$120,236.82; including tax and freight.

Mr. Holczer informed the Board that in order to maintain the performance guarantees provided by the Trojan 3000 Plus system, procurement of replacement lamps is limited to direct purchase from Trojan Technologies. Staff has prepared a draft Competitive Bid Waiver for the Board’s consideration related to this purchase request and will bring this item back before the Board as an action item at the next Board meeting.

**#3, Redondo Permanent Boiler and Heat Loop Preliminary Design:** Naveen Chandra reported that the Redondo Wastewater Treatment Plant (WWTP) has been using a temporary boiler since the abandonment of Triad Boiler System. He informed the Board that an interim boiler will be purchased and rental of a trailer to house the interim boiler will be used to save on boiler rental costs until a permanent boiler is installed, which could take up to two to three years.

Mr. Chandra reported that staff initially requested and reviewed a scope and budget from its current wastewater engineering consultant to provide preliminary design for the Redondo Permanent Boiler and Heat Loop and that the total cost of the boiler system design is \$225,100. Mr. Chandra added that there are sufficient funds to add Task 07 to the existing 2023-2025 Wastewater Engineering Consulting Services (22-1579B) with Brown & Caldwell.

**#4, 2023-2024 Dechlorination Tablets Purchase:** Andrew Weygandt reported that Water Operations staff perform various field tasks that result in the discharge of chlorinated potable and/or super-chlorinated water into the environment that needs to be dechlorinated. In 2018, the District entered into a contract with Pollard, Inc. to purchase 100% organic Ascorbic Acid (Vitamin C) tablets as its standard de-chlorinating agent. He informed the Board that the current purchasing contract is set to expire on September 30, 2023 and that staff plans to advertise for bids on a new purchasing contract for de-chlorination tablets. The contract would cover the remainder of 2023 through 2024, which will include options to extend the contract for up to four additional years. Mr. Weygandt reported that if prices are favorable, a recommendation for a purchase contract will be brought before the Board in early September 2023. Mr. Weygandt mentioned that the current cost of using this product is about \$40,000 annually.

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Englund reported on the Chamber of Commerce luncheon and the General Manager's monthly meeting that he and Commissioner Miller attended. He mentioned that he will be attending an Insurance Committee meeting tomorrow.

Commissioner Belvin reported that she attended the Northlake parade and Red, White and Blue festival. She mentioned that she was approached by the SKC Fire Commissioner about Lakehaven participating in the annual Rotary Speed Crochet Tournament on July 29<sup>th</sup>.

Commissioner DelMar requested to be excused at the first Board meeting in August.

Commissioner Sanchez reported on the Chamber of Commerce luncheon that he attended and informed the Board about a conversation he had with the Sound Transit attorney.

Commissioner Miller had nothing to report.

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett reported on the new CPI number that will be applied to Lakehaven's 2024 salary levels. He mentioned that the District received a check from Sound Transit in the amount of \$61,000 that was owed for a deep sewer main crossing and that a settlement was reached on the Burke Electric claim. He reported on the Government Relations Committee meeting that he attended today.

**Director of Finance/Information Systems:** Mr. Drake reported that the Auditors will be on site on Monday to start the 2021 and 2022 audits.

**Engineering Manager:** Mr. Miller reported that the Daily Journal of Commerce will be running an article on the Lakehaven Headquarters Building tomorrow. He mentioned that

Tacoma Power will be touring the Lakehaven Headquarters and Vehicle Storage Buildings on either the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> of August. He informed the Board that the City of Federal Way will be clearing a large homeless encampment at the Pump Station 33B location.

**General Manager:** Mr. Bowman reported that he has a congratulatory letter for the Board President to sign for Arlhey Nunez-Guzman who obtained his Wastewater Treatment Plant Operator I certification. He informed the Board of a large water main break that happened last Thursday evening on 38<sup>th</sup> Avenue South. He mentioned that he attended the Red, White and Blue event and visited Lakehaven's booth. He added that he also participated in an Emergency Operations Committee practice that was set-up for the Red, White and Blue festival.


The meeting concluded at 5:38 p.m.

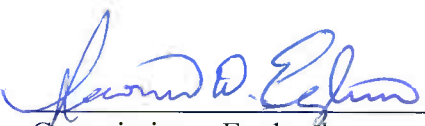
 _____ President Miller	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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ATTEST:

 _____ 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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