

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
July 27, 2023

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on July 27, 2023, 2023 at the Lakehaven Headquarters Building, 31627A First Avenue South, Federal Way, Washington 98003.

Vice-President Belvin called the meeting to order at 4:00 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

*Attended the Board meeting remotely.

APPROVAL OF MINUTES

There were no minutes to approve.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

CORRESPONDENCE

Steve Pritchett reported on a letter received from Gravity Coffee's attorney that he responded to regarding their service. John Bowman handed out a thank you letter received from customers thanking the District for its quick response and repairs to a water main break.

CONSENT ITEMS

Upon motion of 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 \$2,757,861.90.
2. Project Acceptance - 2021 Reservoir Recoating and Upgrades (21-1548).
3. Regional Water Supply System – Bond Repayment Agreement Amendment.

ACTION ITEMS

#1, Redondo Permanent Boiler and Heat Loop Preliminary Design: Naveen Chandra reported that this was presented to the Board at the July 13, 2023 Board meeting and staff is requesting that the Board approve Task 07 to the existing 2023-2025 Wastewater Engineering Consulting Services Contract with Brown & Caldwell.

Upon motion of Commissioner Sanchez, the Board unanimously **authorized** the General Manager to execute a Task 07 to the existing 2023-2025 Wastewater Engineering Consulting Services (22-1579B) with Brown & Caldwell for the Redondo Permanent Boiler and Heat Loop Preliminary Design for an amount not to exceed \$225,100.

#2, 2023 Redondo UV Disinfection Lamp Replacement: Tom Holczer reported that this matter was presented to the Board at the July 13, 2023 Board meeting and staff is requesting that the Board approve the Competitive Bid Waiver in the amount of \$120,236.82.

Upon motion of Commissioner Miller, the Board unanimously **approved** the Competitive Bid Waiver as shown in Exhibit A and authorize the General Manager to purchase two hundred eighty-eight (288) UV Lamps from Trojan Technology Group, in the amount of \$120,236.82, including tax and freight.

#3, Lakota Maintenance Building HVAC Replacement and Processing Building HVAC and Roof Replacement – Design Services: Fei Tang reported that this matter was presented to the Board at the July 13, 2023 Board meeting and staff is requesting that the Board approve the Task Order for engineering services under the existing 2022–2025 Mechanical-HVAC Engineering Consulting Services contract.

Upon motion of Commissioner Sanchez , the Board unanimously **authorized** the General Manager to execute a Task Order for engineering services described in Exhibit A under the existing “2022–2025 Mechanical-HVAC Engineering Consulting Services” contract (22-1558)

with Hultz/BHU engineers, in the amount of \$243,074 for the Lakota Maintenance Building HVAC Replacement and Processing Building HVAC and Roof Replacement project.

INFORMATION ITEMS

#1, 2024-2026 General Water Engineering Services Contract: Andrew Weygandt reported that the current 2021-2023 Water Engineering Consulting Services contract is set to expire on 12/31/2023. Staff would like to go out to advertise for Statements of Qualifications (SOQs) from interested firms capable of providing General Water Engineering services for facilities over a three-year period beginning January 2024.

Mr. Weygandt informed the Board that General Water Engineering services would be performed on an on-going or project-by-project basis during the term of the contract and that the estimate for the professional services contract is \$600,000 for the three-year period (2024 – 2026).

Mr. Weygandt reported that once SOQs are received and staff has reviewed and ranked the submittals, this item will be brought back to the Board for consideration.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez reported that he attended the Accident Review Committee meeting.

Commissioner DelMar mentioned that he would like the Board to re-evaluate the REWARDS resolution to include a provision for 50 years of service and review the current years of service awards.

Commissioner Belvin reported that she attended a MWPAAC tour of the Seattle and King County underground sewage tunnel project.

Commissioner Miller reported that he attended the Accident Review Committee meeting.

Commissioner Englund reported on the Insurance Committee meeting that he attended.

All of the Commissioners commented that they enjoyed the REWARDS ceremony and were happy to have all of the employees attend the ceremony in the new Boardroom.

STAFF REPORTS

General Counsel: Mr. Pritchett reported on a recent Open Public Meetings Act case surrounding recall of Commissioners. He informed the Board about a large pay out on a long-term delinquent water/sewer account that was received this week. He mentioned an Insurance

Committee meeting has been set for August 15th and a meeting with Sound Transit employee staff and legal staff was held addressing lack of completion of easements and information needed for appraisal on line relocations. Lastly, he mentioned upcoming vacation plans and asked the Board if they would consider moving the first meeting in September from the 14th to the 7th.

Director of Finance/Information Systems: Mr. Drake reported on the Sharepoint conversation that is underway, the need to upgrade to Microsoft 365 and available trainings for all users.

General Manager: Mr. Bowman reported on the July 15th and July 21st water main breaks and project approvals over \$50,000 (Badger Meters, Paul Downs Boardroom Dais and Side Tables and the FCS Group Rate Study). He informed the Board that he was contacted by King County about the CHIP grant program. In order to support this program, the District would need to have a reduced Capital Facilities Charge (CFC) specifically for affordable housing. The Board was not interested in developing a reduced CFC at this time..

The meeting concluded at 5:04 p.m.

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

<u>Diana 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>Commissioner DelMar</u> Commissioner DelMar	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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<u>Commissioner Englund</u> Commissioner Englund	<input checked="" type="checkbox"/> Yea	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain
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