

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

SPECIAL BUSINESS MEETING
September 7, 2023

A special meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on September 7, 2023 at the Lakehaven Headquarters Building, 31627A First Avenue South, Federal Way, Washington 98003.

President Miller called the meeting to order at 9:30 a.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 Belvin, the Board unanimously **approved** the Board minutes of August 10, 2023, as presented.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

CORRESPONDENCE

There was no correspondence.

CONSENT ITEMS

Upon motion of Commissioner Englund, 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 \$1,977,602.31.

ACTION ITEMS

#1, 2023-2024 Dechlorination Tablets Purchase (23-1602): Andrew Weygandt reported that at the August 15, 2023 bid opening, one bid was submitted by Joseph G. Pollard Co, Inc. in the amount of \$39,385.63, including tax. After reviewing the bid, staff determined that the Pollard proposal for “Vita-D-Chlor” tablets met the District’s product specifications at a fair and reasonable cost.

Mr. Weygandt informed the Board that staff advertised for a one-year contract, which included an option to extend the contract for up to four additional years. He reported that in addition to approving the bid award, staff is requesting that the Board consider authorizing a five-year budget of \$213,325.28 to allow the General Manager to approve up to four additional contract extensions that do not exceed CPI adjustments of 4% per year.

Upon motion of Commissioner Sanchez, the Board unanimously **approved** the General Manager to execute the “2023-2024 Dechlorination Tablets Purchase” contract with Joseph G. Pollard Co., Inc. in the amount of \$39,385.63 (including tax) along with contract extensions for up to four additional years with a five-year total contract value not to exceed \$213,325.28, using a 4% maximum annual increase.

INFORMATION ITEMS

#1, 20th Ave Tank Recoating, Repairs, and Safety Upgrades: Andrew Weygandt reported that as part of the District’s on-going maintenance programs, Water Operations performs routine coating inspections on at least two of its twelve water storage tank each year.

Mr. Weygandt informed the Board that upon inspection of the District’s 2.0 MG 20th Ave Tank, it is in need of both a new interior and exterior re-coating. Consequently, plans are nearly complete to bid the re-coating work along with ancillary work this year.

Mr. Weygandt reported that staff is planning to advertise the project for bidding when the plans and technical specifications are complete. The total amount of the work is estimated to be approximately \$1,900,000. Mr. Weygandt answered questions from the Board.

#2, 2023 Well Building Roof Repairs and Upgrades: Andrew Weygandt reported that as part of routine facilities maintenance, Water Operations staff have identified six well sites where roof replacement, repair and upgrades are needed. The roofing systems for these sites have reached the end of their service life and are showing signs of failure.

Mr. Weygandt informed the Board that the roof designs for the six sites have been submitted to appropriate city and county agencies for review and permitting. When King County has finished reviewing the drawings and both the County and City of Federal Way have issued the required permits for the project, staff would like to advertise the project for bids. The total amount of the work is estimated to be approximately \$225,000.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Sanchez reported on the Personnel Committee meeting that he attended.

Commissioner DelMar inquired about the surplus property sale. Mr. Bowman reported that he will provide information to the Board on this.

Commissioner Belvin reported on discussions she had with the auditors.

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

Commissioner Miller reported on the General Manager's meeting and Insurance Committee meeting that he attended.

STAFF REPORTS

General Counsel: Mr. Pritchett reported that staff is planning to come back before the Board at the first or second meeting in October to review insurance premium comparisons. He mentioned that the Personnel Committee and staff will be meeting to review the REWARDS program and plan to present suggested changes to the Board on this in October or November. He reported on a private lien received from a contractor for work performed on a Dish tank site lease. Mr. Pritchett informed the Board that during his up-coming vacation, he has secured attorney Eric Frimodt to fill in for any legal matters that may arise.

Director of Finance/Information Systems: Mr. Drake reported on the status of the 2021 and 2022 audits. He mentioned that the bond reporting is due at the end of September.

Engineering Manager: Mr. Miller had nothing to report.

General Manager: Mr. Bowman reported on warning letters received from DOE and DOH regarding what they believed to be missed sampling data for 2022. He informed the Board that he believes the DOH issue will be rescinded since the data was collected. Staff is hopeful that they will be able work with DOE to resolve the missing data for the treatment plants.

Mr. Bowman mentioned that Field Operations staff is looking to change the uniform service provider and will be bringing this matter before the Board as an information item at the next Board meeting. Lastly, he mentioned that upon the retirement of the SKFR Chief Dave

Mataftin, the new Chief and staff have raised some concerns with changes made to their fire station site during construction of the New Headquarters facilities. Mr. Bowman reported that he has had conversations with them to find solutions and will continue to work with them as good neighbors.

The meeting concluded at 10:35 a.m.

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

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