

LAKEHAVEN WATER AND SEWER DISTRICT
King County, Washington

REGULAR BUSINESS MEETING
September 28, 2023

A regular meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on September 28, 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 DelMar 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
Tom Drake	Director of Finance/Information Services
Ken Miller	Engineering Manager

*Attended Board meeting remotely via Zoom.

APPROVAL OF MINUTES

Upon motion of Commissioner Belvin, the Board unanimously **approved** the Board minutes of August 23, 2023, August 24, 2023, and September 7, 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

Commissioner Miller mentioned the Federal Way Historical Society article about Lakehaven's Headquarters Grand Opening and the Old Town Square clock located in the Headquarters lobby.

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 \$3,379,413.02.

INFORMATION ITEMS

#1, Uniform Rental Services: Dale Haase reported that the District is currently using Aramark for its uniform rental services under the State of Washington's statewide contract # 01715. Due to service issues and apparel quality, staff has reviewed an option that would allow the District to change to a new vendor for its uniform rental services under the OMNIA government contract # 001299. Staff is recommending that the Board approve a change in service providers to Cintas for the remaining 56-month term of the OMNIA contract.

Mr. Haase informed that Board that staff feels Cintas is a much better fit for the District and if the District switches contracts, the first year of expenditures with Cintas on the OMNIA contract are estimated to be \$56,464.20. This is less than the estimated \$61,020.96 expenditure with Aramark. Mr. Haase mentioned that one notable clause in Cintas' contract is the termination for convenience clause, which is different from the District's current contracts. He informed the Board that the District's General Counsel has reviewed the contract. Discussion followed on the termination for convenience clause.

Mr. Haase reported that staff is recommending that the Board authorize the General Manager to execute a contract with OMNIA with an estimated contract value for the service term of \$280,000.00. This budget amount assumes an estimated 3% for annual cost increases.

Upon motion of Commissioner DelMar, the Board, with Commissioners Englund and Miller voting no and Commissioners DelMar, Belvin and Sanchez voting yes, **amended** the agenda to add **Action Item #1, Uniform Rental Services - Approval.**

Action Item #1, Uniform Rental Services: Upon motion of Commissioner DelMar, the Board unanimously **approved** the General Manager to execute a five-year contract with OMNIA with an estimated contract value for the service term of \$280,000.00, subject to approval of the General Counsel.

#2, Greater Federal Way Community Emergency Management Program - Comprehensive Emergency Management Plan: John Bowman reported that at the last Greater Federal Way Emergency Management Committee (GFWEMC) meeting, the Committee met and reviewed the Comprehensive Emergency Management Plan (CEMP). The CEMP for the member agencies was last completed in January of 2016 and is due for an update before the end

of this year. Following review by the GFWEMC, the City of Federal Way's new Emergency Manager, Kevin Pelley, has submitted a draft CEMP in compliance with federal and state requirements.

Mr. Bowman informed the Board that the City is seeking an authorized signatory from each agency in order to formally adopt the CEMP by the end of October. He mentioned that since he is currently the District's representative on the GFWEMC, he will be seeking authorization from the Board to sign on behalf of the District when the plan is finalized in October. Mr. Bowman informed the Board that while some minor edits are anticipated before the next Board meeting, the draft CEMP is substantially in its final form. He reported that he plans to bring this back before the Board as an action item at the next regular Board meeting.

Mr. Bowman answered questions from the Board about Lakehaven's emergency supplies that are stored on-site and throughout the District and available multi-language services.

#3, 2024 Capital Improvement Plan - Draft: John Bowman reviewed the proposed 2024 Capital Improvement Plan and answered questions from the Board. Commissioner DelMar discussed short-term and long-term water line replacement planning with the Board and staff.

COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Miller reported on the PNCWA conference that he attended in Tacoma.

Commissioner DelMar reported that he attended the WASWD conference and EMAC meeting. He mentioned an amendment to House Bill 1621 and the Tacoma mill shut down.

Commissioner Belvin mentioned that she received the audit report letter from the Auditors and will be replying to it. She reported on the PNCWA and WASWD conferences that she attended and on the MWPAAC meeting that she attended.

Commissioner Englund reported on the PNWCA conference that he attended.

Commissioner Sanchez reported that he attended the Safety meeting. He mentioned that he would like to see the District participate in a toy drive this holiday season and deliver collected toys to the South King Fire Department.

STAFF REPORTS

Director of Finance/Information Systems: Mr. Drake reported on the Audit reports and on an email phishing attempt that was sent to District employees, customers and vendors. He provided a printout of the outbound emails and informed the Board that no information was compromised by this attempt.

Engineering Manager: Ken Miller reported on the City of Federal Way's plans to put a lid in the downtown area. He mentioned that he will be applying for the Clean Water State Evolving Fund Loan Program and recommended that the District consider the lining of side sewers all the way to the home. Tom Drake added that if the District received an award from this Program, it would need to update current policies to meet current regulations.

General Manager: Mr. Bowman reported on the outcome of the Tacoma lawsuit against the Department of Ecology (DOE) regarding the Puget Sound Nutrient Source Reduction Project. He informed the Board that he received letters from DOE indicating the NPDES permits for the Lakota WWTP and Redondo WWTP are in good standing. He mentioned that he received information about the 3M and Dupont class action lawsuit surrounding PFAS problems and that the District will need to make a decision in December if it wants to be included as a party to this class action lawsuit or not.

He informed the Board about a request the District received about participating with Verily on a Wastewater Pathogen Testing Program. He reported on the Program and mentioned that he believes this would be a good Program for the District to participate in. He informed the Board that he would like to move forward with this upon review and approval of the General Counsel. He reported that on September 12th he declared emergency repair on duct work that was damaged at the Redondo WWTP from a fallen tree branch.

Lastly, Mr. Bowman informed the Board that Dejene Beyene received his Wastewater Treatment Plant Operator I certification and Jordan Peterson received his Water Distribution Manager I certification. He provided congratulatory letters for the Board President to sign and deliver to Mr. Beyene and Mr. Peterson.

The meeting concluded at 6:49 p.m.

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

ATTEST:

 _____	<input checked="" type="checkbox"/>	_____	_____
Vice President Belvin	Yea	Nay	Abstain

 _____	<input checked="" type="checkbox"/>	_____	_____
Secretary Sanchez	Yea	Nay	Abstain



Commissioner DelMar

Yea Nay Abstain



Commissioner Englund

Yea Nay Abstain