

**WOODINVILLE WATER DISTRICT**  
**1418<sup>th</sup> Regular Meeting**  
**March 2, 2021**

**ATTENDANCE**

Commissioners: Chuck Clarke, Pamela J. Maloney, Tim Schriever, and Karen Steeb  
Staff: Patrick Sorensen, Ken McDowell, Steve Brown, Jack Broyles, Sandra Tachibana,  
and Jane Nicholls  
General Counsel: William Linton

**CALL TO ORDER**

Commissioner Clarke called the meeting to order at 5:00 p.m.

**ROLL CALL**

Commissioners Clarke, Maloney, Schriever and Steeb along with Attorney William Linton were all present via Microsoft Teams video conference. Dial-in information was posted with the agenda on the District's website.

**ITEMS FROM THE PUBLIC:** None.

**ADDITIONS OR DELETIONS TO THE AGENDA:** None.

**MEETING AGENDA APPROVAL**

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the amended Meeting Agenda. Vote 4-0-0. Motion carried. So ordered.**

**MINUTES APPROVAL**

7 (a) February 11, 2021 Special Meeting Minutes

**It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the February 11, 2021 Special Meeting Minutes. Vote 4-0-0. Motion carried. So ordered.**

7 (b) February 16, 2021 Regular Meeting Minutes

**It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the February 16, 2021 Regular Meeting Minutes. Vote 4-0-0. Motion carried. So ordered.**

**CONSENT AGENDA**

8 (a) Sign Monthly Vouchers

- Water Maintenance Fund (09-104-0010), Vouchers #98735 through #98786 and Payroll Advice #9026 through #9063 in the amount of \$257,435.63
- Sewer Maintenance Fund (09-104-0510), Vouchers #27195 through #27197 in the amount of \$327,628.70

- Water Construction Fund (09-104-3010), Vouchers #35404 through #35409 in the amount of \$770,479.44
- Sewer Construction Fund (09-104-3510), Vouchers #40972 through #40973 in the amount of \$107,463.14

3/8/2021 A/P and 3/1/2021 Payroll A/P

**It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the Consent Agenda. Vote 4-0-0. Motion carried. So ordered.**

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None.

**OLD BUSINESS:**

10 (a) Update on Comprehensive Sewer Plan

Evan Henke, the District consultant from David Evans & Associates provided a PowerPoint bi-monthly update on the status of the Sewer Comprehensive Plan Update. The Board suggested some minor changes to the material presented. Mr. Henke will make those changes in advance of the next next update in May. The Board thanked Mr. Henke for the excellent presentation.

10 (b) Pandemic Policy Discussion

At the February 11, 2021 Board Retreat the Board asked staff to have the Human Resources Attorney review the District Covid Policies that were implemented the past year and have the policies updated with current laws & guidelines. HR Attorney Katherine Weber provided proposed updates to the District's March 17, 2020 pandemic plan. This general pandemic plan would remain in effect even once the Covid-19 pandemic is over. Attorney Weber drafted a "Covid-19 Preventative and Responsive Measures Plan" for the District that speaks to specific policies and protocol implemented in response to Covid-19 and would terminate upon the lifting of the current state of emergency.

Mr. Sorensen asked for input from the Board regarding the attached documents for the Revised Pandemic Policy from March 17, 2020. The Board thought the updates were well written, and decided no changes would be necessary.

**NEW BUSINESS:**

11 (a) Resolution No. 3979 Adopting Employee Covid Vaccination and Paid Time Off Policy

The Covid Vaccination and Paid Time Off Policy was developed with the assistance of Human Resource Attorney Katherine Weber and William Linton District Legal Counsel. The policy will provide employees with the incentive to get vaccinated without concerns over taking time off.

Mr. Sorensen is authorized to implement this policy under emergency powers as General Manager. However, the HR Attorney recommends that the policy be presented to the Board for Ratification.

Mr. Sorensen reviewed the details of the resolution with the Board and noted that Staff will track this expense. The Board agreed it is a good policy which will ultimately benefit everyone.

**It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve Resolution No. 3979 to Adopt the Employee Covid Vaccination and Paid Time Off Policy. Vote 4-0-0. Motion carried. So ordered.**

## **REPORTS**

- (a) General Manager's Report - Mr. Sorensen reviewed the General Manager's report. Commissioner Clarke requested periodic updates on the progress of the Asset Management meetings.
- (b) Engineering Report - Mr. McDowell asked the Board if anyone would be interested in touring the Hollywood Reservoir while it is empty and being worked on. Several Board members said they would be interested in a tour.  
Mr. McDowell mentioned that Christian Hoffman has gotten very skilled at running hydraulic models and recently completed one for work on the Eastridge Elementary School Main Improvements. The Board extended their thanks to Christian for this work which is quite valuable to the District.
- (c) Finance Report - Mr. Broyles updated the Board on customer past due accounts. The total dollar amount of past due customer accounts has declined by about 30% over the past month. Finance staff believes that this is a result of reminding rate payers that the charges are not forgivable and that the property could be liened in order to ensure collection.
- (d) Operations & Maintenance Report - Mr. Brown shared photos and a video of the recent sewer line repair work on 128<sup>th</sup> PL NE done by Insta-Pipe. The Board was very impressed with the quality and efficiency of the work.
- (e) MWPAAC - The next meeting will be March 4, 2021 with anticipated discussion on potential rate increases.
- (f) Seattle System Operating Board - Commissioner Maloney reported on SPU's first in a series of Wholesale Water Workshops which will run through August. The Board thanked Commissioner Maloney for her time and effort on these workshops.  
  
Sno-King Water District Coalition - The next meeting will be March 8, 2021.
- (g) Snohomish River Regional Water Authority (SRRWA) - No Report.
- (h) Washington Association of Sewer and Water Districts (WASWD) - Commissioner Clarke

- (i) Wellness Committee - Commissioner Steeb reported on the excellent February 24, 2021 meeting. The committee recently prepared two healthy snacks for staff and plan on several more offerings during the year.
  
- (j) Attorney's Report – Mr. Linton update the Board and Staff on HB 1329 which if passed will require District's to record future public meetings and maintain them. Also there would be requirements dealing with improved accessibility for persons with any type of disability covering both virtual and in-person public meetings.

### **COMMISSIONER'S COMMENTS**

Commissioner Clarke mentioned noticing that meeting attendees seem to be more comfortable when attending virtually versus standing in the meeting room at a lectern.

### **COMMISSIONER CALENDARS**

All the Commissioners will be available for the March 10, 2021 special meeting to interview prospective Commissioner candidates and the March 16, 2021 regular Board meeting.

### **ITEMS FROM THE PUBLIC**

Aleksandra Kachakov who was attending the meeting virtually introduced herself. The Board thanked her for attending.

Commissioner Clarke adjourned the meeting for a 10-minute break at 6:58 pm.

### **EXECUTIVE SESSIONS**

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(i) at 7:10 p.m. for 30 minutes to discuss potential litigation. The Commissioners, Attorney William Linton, Mr. Sorensen, and Mr. McDowell attended the Executive Session.

At 7:41 p.m. the Executive Session was extended 15 minutes to 7:56 p.m., which was publicly announced.

The first Executive Session concluded at 7:56 p.m., which was publicly announced.

The Board of Commissioners convened an Executive Session pursuant to RCW 42.30.110(1)(h) at 7:57 p.m. for 20 minutes to discuss the qualifications of candidates for public employment. The Commissioners, Attorney William Linton, Mr. Sorensen, and Ms. Tachibana attended the Executive Session.

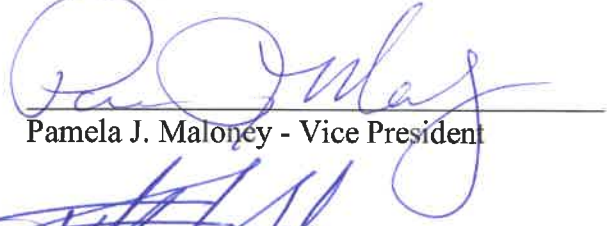
The Executive Session concluded at 8:17 p.m. and open public meeting was reconvened. No formal action was taken regarding both Executive Session issues.

**ADJOURNMENT**

Commissioner Clarke adjourned the meeting at 8:18 p.m.



Chuck Clarke – President

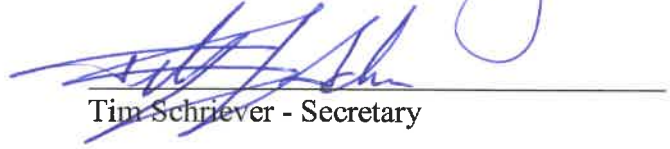


Pamela J. Maloney - Vice President

ATTEST:



Tim Schriever - Secretary



Tim Schriever - Secretary



Karen Steeb - Commissioner

Minutes: Jane Nicholls