

WOODINVILLE WATER DISTRICT
1419th Regular Meeting
March 16, 2021

ATTENDANCE

Commissioners: Chuck Clarke, Pamela J. Maloney, Tim Schriever, and Karen Steeb
Staff: Patrick Sorensen, Ken McDowell, Steve Brown, Jack Broyles, Darcie McAlister,
Dee Lofstrom, 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 Schriever to approve the Meeting Agenda. Vote 4-0-0. Motion carried. So ordered.

MINUTES APPROVAL

7 (a) March 2, 2021 Regular Meeting Minutes

It was moved by Commissioner Maloney and seconded by Commissioner Steeb to approve the March 2, 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 #98787 through #98849 and Payroll Advice #9064 through #9100 in the amount of \$424,793.16
- Sewer Maintenance Fund (09-104-0510), Vouchers #27198 through #27200 in the amount of \$1,502.94
- Water Construction Fund (09-104-3010), Vouchers #35410 through #35415 in the amount of \$117,681.21

3/22/2021 A/P and 3/15/2021 Payroll A/P

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

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS:

10 (a) Commissioner Vacancy

Commissioner Clarke thanked all the candidates for their interest in the position and the time and effort they spent during the process. The Board mentioned how nice it was to have such a good selection of candidates to interview.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to appoint Aleksandra Kachakov to fill the vacant Commissioner Position 2. Vote 4-0-0. Motion carried. So ordered.

Commissioner Clarke informed Ms. Kachakov she will be sworn in at the start of the April 6, 2021 Regular Board Meeting. Ms. Kachakov thanked the Board and said she is very excited to begin her appointed term. The Board welcomed Ms. Kachakov and let her know they are looking forward to working with her.

10 (b) Letter of Concern to the King County Wastewater Division

The Board discussed the possibility of submitting a letter to King County Wastewater Division regarding the impact of ongoing sewer treatment costs and impact on future District sewer rates. Mr. Broyles indicated that the MWPAAC executive Board were developing their annual rate letter which is a response to the County's proposed 2022 rate structure. President Clarke mentioned that the District may develop their own letter to the County if the District had additional concerns that were not included in the MWPAAC letter. The County will email the draft MWPAAC letter on March 17, and Mr. Broyles will forward it to the Board and the General Manager for review.

NEW BUSINESS:

11 (a) Amendment 02 to the FCS Group Contract for Maintenance Best Practices Assessment and Guide

The Board originally approved a contract in November of 2017 with the FCS Group to perform a high-level analysis to evaluate the District's Maintenance Best Practices and provide a report with their findings, and a suggested path forward for implementation of an Asset Management Program. The report was delivered to the District in February 2018.

In August of 2018 the Board approved Addendum 01 for IT/IS Consulting for the GIS tasks. The recommended action item report was received, and all suggested GIS improvements were completed by the end of 2018.

In 2019 District staff met with FCS Group and explored the possibility of creating an Asset Management Plan through building off the 2017 and 2018 work. After reviewing a revised proposal, and having multiple internal discussions, it was determined at the time that the District was not ready to move toward full implementation of an Asset Management Plan.

However, following additional evaluations by staff we are now ready to recommend implementation of a Computerized Maintenance Management System (CMMS), with the long-term goal of evolving to a full Asset Management System. The CMMS implementation proposal (Attachment 1, Sub Tasks 3.2-3.4) was included in the presentation to the Board at the February 16th meeting. The primary reason for starting with a CMMS is the immediate need for a centralized database for inspection data that is collected on multiple water and sewer assets by our Operations staff.

The contract Amendment 02 for the CMMS Consulting Services includes a not-to exceed cost of \$47,370.00 and will bring the total value of the current FCS Group contract to \$79,860.00. This contract amendment is budgeted in the 2021-2022 budget under IT/GIS Consulting Services.

Original Contract Amount:	\$20,540.00	November 2017
<u>Amendment 01-IS Review:</u>	<u>\$11,875.00</u>	August 2018
Total Completed Task Paid to Date:	\$32,415.00	

FCS Group Proposal:

Amendment 02-CMMS Consulting Services	<u>\$47,370.00</u>	March 2021
Total Revised Contract:	\$79,785.00	

Ms. Lofstrom mentioned that the District FCS Working Group held their first meeting March 2, 2021 which went very well.

It was moved by Commissioner Steeb and seconded by Commissioner Maloney to approve the FCS Group Contract Amendment 02 in an amount not to exceed \$47,370.00 and authorizing the General Manager to sign the amendment.. Vote 4-0-0. Motion carried. So ordered.

11(b) Amendment to DEA Professional Services Agreement for the Ringhill BPS Generator Replacement

The Ringhill BPS Generator Replacement project started construction on January 9, 2020. The purpose of this project was to replace the aging generator at the booster pump station. During the design phase, the Electrical Engineer hired by DEA recommended that the variable frequency drives (VFD) should be replaced also. The reason for this change was due to the disconnect switches for the motors being located behind the generator, which did not conform to the National Electrical Code. At the time, the electrical engineer felt that he would be able to continue with the budget in place and not need an amendment. Additional effort went into the design and review of the VFDs submitted by the contractor that caused additional overruns. Staff looked at the existing budget and made an adjustment earlier in the project to help cover these costs. As the project got closer to completion, it was determined that the remaining funds would not cover the remaining work and the amendment was requested.

This amendment is split between the consultant and their electrical subconsultant, RJC Engineering, Inc. DEA has indicated that they have a total of \$6,412 in out-of-scope work since the project began, while RJC has \$8,788.50, for a total of \$15,200.50. In July of 2020, an adjustment in the amount of \$6,184.01 was made to the task amounts to try and accommodate the out-of-scope work. Unused funds in the amount of \$2,700 for Unanticipated tasks, and \$3,484 for Potential Additional Services were shifted to Design and Construction Support tasks, (\$5,175 for RJC and \$1,009 for DEA). This action helped to keep the project on track, but with the longer construction window, additional out of scope work has added up. The current Amendment is for the remaining out of scope work in the amount of \$9,016.49, (\$5,402.99 for DEA and \$3,613.50 for RJC).

Mr. McDowell gave a brief introduction and answered the Board's questions.

It was moved by Commissioner Maloney and seconded by Commissioner Schriever to approve an amendment to the DEA Professional Services Agreement for the Ringhill BPS Generator Replacement Project, in the amount of \$9,016.49. Vote 4-0-0. Motion carried. So ordered.

11(c) Tyler MUNIS data conversion for new ERP System (Caselle)

The District has begun planning for the move from MUNIS to Caselle. As part of the conversion, certain historical data will need to be exported from the existing system for use in the new. The District has worked with Crystal Reporting Solutions (CRS) for many years and has found that its principal, Ed Bryan, to be extremely knowledgeable about data table formats in MUNIS and skilled at extracting, using Crystal Reports, data needed by the District. The agreement will formalize the District's relationship with CRS. The costs of moving to Caselle were included in the 2019, 2020, and 2021 operating budgets. The current agreement authorizes \$30,000 in expenses.

Mr. Broyles mentioned the excellent work Ed Bryan has done for the District in the past and that he was looking forward to working with him during this transition period.

It was moved by Commissioner Maloney and seconded by Commissioner Schriever to allow the General Manager to sign a Professional Services Agreement with Crystal Reporting Solutions to create queries and provide data extraction from the Tyler MUNIS system in an amount not to exceed \$30,000 and to authorize the General Manager to approve contingency expenses not to exceed 5% (\$1,500) of the total contract costs. Vote 4-0-0. Motion carried. So ordered.

REPORTS

- (a) General Manager's Report - Mr. Sorensen reviewed the General Manager's report and pointed out the recognition letter regarding James Stephens' excellent customer service post from an impressed customer.

- (b) Engineering Report - Mr. McDowell discussed the document previously shared with the Board regarding the process of elimination of ESA's. The Board thanked Ken for the information.
- (c) Finance Report - Mr. Broyles updated the Board on the status of past due accounts. WASWD is gathering information, via an electronic survey, regarding outstanding account balances to consider lobbying the state for funds to pay them. Mr. Broyles indicated that the District has already responded to the survey.
- (d) Operations & Maintenance Report - Mr. Brown reviewed the report regarding the four recent main breaks on NE 163rd PL with the Board. The Board asked about the possibility of replacing the aging pipe ahead of the scheduled replacement time. Commissioner Steeb requested the District draft a letter to the customers impacted by the four main breaks on NE 163rd PL. Mr. Sorensen will work with staff to write a draft letter.
- (e) MWPAAC - Mr. Broyles reported on the draft letter to King County and told the Board he would send them a copy March 17, 2021. The next MWPAAC meeting will be March 24, 2021.
- (f) Seattle System Operating Board - Commissioner Maloney reported that SPU sent out the meeting dates for the Wholesale Contract monthly meetings. These dates will be added to the Board calendars.
- (g) Sno-King Water District Coalition - Mr. Sorensen provided an update from the March 8, 2021 meeting. The next meeting will be April 12, 2021.
- (h) Snohomish River Regional Water Authority (SRRWA) - No Report.
- (i) Washington Association of Sewer and Water Districts (WASWD) - There is no March meeting, the April meeting will be combined with the Spring Conference April 14 – 16, 2021. Commissioner Clark mentioned the MWPAAC is drafting a letter to the county addressing the concern over possible double-digit sewer rate increases.

Commissioner Steeb updated the Board on the current work being done by the Government Relations Committee and reported on the information provided in the March Legislative Report.
- (j) Wellness Committee - Commissioner Steeb told the Board that the Committee is requesting any positive feedback staff has regarding the pandemic experience that they would be willing to share. This info will be compiled and distributed to all staff.
- (k) Attorney's Report - Mr. Linton reported on HB 1056 which passed the House and would incorporate the Governor's provisions that were required for public meetings during the Covid-19 pandemic. Also HB 1329 if passed, would permanently amend OPMA guidelines to encourage public comment and recording of meetings. This bill would only encourage but not require policies such as, virtual meetings and recording of meetings.

Mr. Linton congratulated Ms. Kachakov on her Board appointment. Due to the meetings being held virtually and Mr. Linton not being onsite, Mr. Broyles will assist with the swearing in process for Ms. Kachakov on April 6, 2021 at the District office.

COMMISSIONER’S COMMENTS

Commissioner Steeb inquired about how the District uses the HR legal services at Summit Law and Inslee Best. Commissioner Steeb asked if there had been any decisions made regarding future Board meetings returning to in-person. This issue will be discussed further at the April 6, 2021 meeting.

Commissioner Maloney mentioned she has been invited by WASWD Executive Director Judi Gladstone to serve on the Public Works Board for the Governor, she will report back with her decision.

COMMISSIONER CALENDARS

All the Commissioners said they will be available for the April 6th and 20th 2021 meetings.

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSIONS: None.

ADJOURNMENT

Commissioner Clarke adjourned the meeting at 6:37 p.m.



Chuck Clarke – President



Pamela J. Maloney - Vice President

ATTEST:



Tim Schriever - Secretary



Tim Schriever - Secretary



Karen Steeb - Commissioner

Minutes: Jane Nicholls