

**WOODINVILLE WATER DISTRICT
1396th Regular Meeting
March 17, 2020**

ATTENDANCE

Commissioners: Chuck Clarke, Pam Maloney, Tim Schriever and Karen Steeb
Staff: Patrick Sorensen, Steve Brown, Jack Broyles, Christian Hoffmann, Darcie McAlister, Ken McDowell and Sandra Tachibana
General Counsel: William Linton

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to excuse Commissioner Knapinski. Vote 4-0-0. Motion carried. So ordered.

ITEMS FROM THE PUBLIC: None.

ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Sorensen added item 11(f) Resolution No. 3958 and item 11(g) Resolution No. 3959.

Commissioner Maloney added a 10-minute executive session pursuant to RCW 42.30.110(1)(g) to discuss a personnel matter.

MEETING AGENDA APPROVAL

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

MINUTES APPROVAL

7 (a) March 3, 2020 Regular Meeting Minutes

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the March 3, 2020 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 #97539 through #97589 and Payroll Advice #8102 through #8136 in the amount of \$225,592.09

- Sewer Maintenance Fund (09-104-0510), Vouchers #27109 through #27113 in the amount of \$332,227.27
- Water Construction Fund (09-104-3010), Vouchers #35298 through #35302 in the amount of \$78,741.35
- Sewer Construction Fund (09-104-3510), Vouchers #40956 through #40957 in the amount of \$48,410.97

3/25/2020 A/P and 3/18/2020 Payroll A/P

8 (b) Woodin Creek Village Sewer & Water Easement Release

8 (c) Resolution No. 3957 – Accepting the Brookside Reservoir Improvements Project

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

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS: None.

NEW BUSINESS

11 (a) King County Rental Tax Discussion

Mr. Broyles provided a presentation on the King County Rental Tax based on the current available data, of the impact of the Supreme Court decision on ratepayers.

11 (b) Rate Study HDR Contract

Sean Koorn, HDR Engineering Inc. Consultant discussed the water and sewer rate modeling and cost of service study with the Board.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to approve the Professional Services Agreement. Vote 4-0-0. Motion carried. So ordered.

11 (c) ILA with COW and Amendment No. 1 Professional Services Agreement

Mr. Hoffman provided background on the amendment to the agreement with The Blueline Group, Inc. for additional potholing and work for the City of Woodinville. He discussed the interlocal agreement between the City of Woodinville and the District for the 144th Ave NE & NE 200th St pipe upsized project.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve Amendment No.1 to the PSA contract with The Blueline Group, Inc. in an amount not to exceed \$81,900.00 and authorizing the General Manager to sign the amendment. Vote 4-0-0. Motion carried. So ordered.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to approve the Interlocal Agreement Between the City of Woodinville and Woodinville Water District for the 144th Ave NE & NE 200th St Pipe Upsize project. Vote 4-0-0. Motion carried. So ordered.

11 (d) Backflow Testing Professional Service Agreement

Mr. Brown discussed the Backflow Program and PSA.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to award the two-year professional service agreement for the Backflow Testing Program to the lowest responsive responsible bidder, Backflows Northwest Incorporated, not to exceed \$70,000 annually (not including Washington State Sales Tax) and authorize the General Manager to sign the Professional Service Agreement. Vote 4-0-0. Motion carried. So ordered.

11 (e) Amend Professional Services Agreement with Pearson FM

Mr. McDowell discussed the Professional Service Agreement and upcoming CIP projects. With the additional CIP projects that are scheduled for this year along with the developer extension projects, our on-staff inspector will be overwhelmed. The upcoming 144th Ave NE/NE 200th St Pipe Upsizing project is one of the CIP projects that will require a higher level of inspection coverage. This is a very busy commercial/industrial area with over 80 business that work will need to be coordinated with for shutdowns and service interruptions.

It was moved by Commissioner Steeb and seconded by Commissioner Schriever to amend the Professional Services Agreement with Pearson FM, LLC in the amount not to exceed \$70,400 for inspection services. Vote 4-0-0. Motion carried. So ordered.

11 (f) Resolution No. 3958 Pandemic and Public Health Emergency Response and Recovery Policy

Mr. Sorensen discussed the Pandemic Policy with the Board.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to approve Resolution No. 3958 authorizing the General Manager to implement the District "Pandemic and Public Health Emergency Response and Recovery" Policy Relating to the COVID-19 Virus. Vote 4-0-0. Motion carried. So ordered.

11 (g) Resolution No. 3959 Declaring an Emergency Due to COVID-19

Mr. Sorensen discussed the Resolution Declaring an Emergency Due to COVID-19.

It was moved by Commissioner Steeb and seconded by Commissioner Clarke to approve Resolution No. 3959 Declaring an Emergency Due to COVID-19; Authorizing Emergency Measures to Ensure Uninterrupted Water Service by The District During The COVID-19 Event, Including Waiving Competitive Bidding Requirements Pursuant to RCW 39.04.280. Vote 4-0-0. Motion carried. So ordered.

REPORTS

- (a) General Manager's Report – Mr. Sorensen discussed his report and the some of the options for staff scheduling to minimize the exposure to the coronavirus.
- (b) Engineering Report – No Report.
- (c) Finance Report – Mr. Broyles presented the Finance Report.
- (d) Operations & Maintenance Report – No Report.
- (e) Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) – Mr. Broyles reported on the meeting.
- (f) Seattle System Operating Board – Commissioner Maloney reported on the March 5th meeting.
- (g) Sno-King Water District Coalition – No Report.
- (h) Snohomish River Regional Water Authority (SRRWA) – No Report.
- (i) Washington Association of Sewer and Water Districts (WASWD) – No Report.
- (j) Wellness Committee – No Report.
- (k) Attorney's Report – No Report.

COMMISSIONER'S COMMENTS

The Board discussed call in options for upcoming meetings.

COMMISSIONER CALENDAR

ITEMS FROM THE PUBLIC: None.

EXECUTIVE SESSION - 10 Minute executive session pursuant to RCW 42.30.110(1)(g) to discuss a personnel matter.

An Executive Session was convened at 6:45 p.m. for 10 minutes pursuant to RCW 42.30.110(1)(g) to discuss a personnel matter. The Commissioners and Attorney William Linton attended the Executive Session.

The Executive Session was concluded at 6:55 p.m. and open public meeting was reconvened. No action was taken.

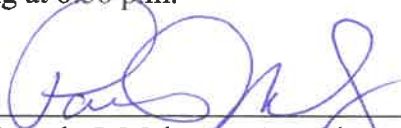
ADJOURNMENT

Commissioner Maloney adjourned the meeting at 6:56 p.m.

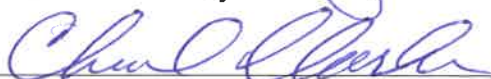
ATTEST:



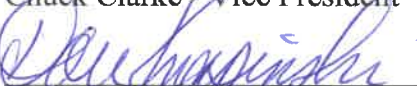
Dale Knapinski - Secretary



Pamela J. Maloney - President



Chuck Clarke - Vice President



Dale Knapinski - Secretary



Tim Schriever - Commissioner



Karen Steeb - Commissioner

Minutes: Sandra Tachibana